



Compensation Planning Process
CAREER PROGRESSIONS and TITLE CHANGES
for
ACADEMIC STAFF and LIMITED APPOINTMENTS

INTRODUCTION

The Compensation Planning Process is a part of the UW-Green Bay Operating Budget Planning Process. It is intended to provide guidance to University officers in submitting requests for academic staff and limited appointment promotions and progressions and title changes. The primary goal of the Compensation Planning Process is to ensure that the title and salary structure is applied fairly and equitably across the campus. These guidelines apply to all changes that are to be reflected in the budget.

Academic staff and limited appointment titles and compensation guidelines are governed by the UW System Academic Staff Title and Salary Structure which specifies salary minimum and maximums for each title. Within the structure, there are two defined types of career progression. The first type is “progression within a title” (e.g. associate, no-prefix and senior). The second type of career progression is “progression across titles” which encompasses movement through a series of titles reflecting greater levels of supervisory, budgetary and decision-making control and impact.

If an academic staff member or limited appointee and/or the employee’s supervisor believes that his/her present title does not reflect the duties and responsibilities of the position, the employee and/or supervisor may request a position review.

GUIDELINES

Position and Compensation Review Committee

The Position and Compensation Review Committee is responsible for reviewing all compensation requests and advising the Chancellor on the administration of the career progression and title change process. The role of the committee is to review requests for changes within a title series and across title series, conduct reviews of title assignments and make recommendations to the Chancellor for final action on title changes and ensure that the title and salary structure is applied fairly and equitably across the campus. Members of the Position and Compensation Review Committee include the Provost and Vice Chancellor for Academic Affairs, Vice Chancellor for Business and Finance, Assistant Chancellor for University Advancement and the Director of Human Resources and Affirmative Action.

The Chancellor has final authority to approve or reject pay change recommendations of the University officers except where that authority is specifically reserved for the President of

the University of Wisconsin System, the Board or Regents, or another authority such as the Office of State Employment Relations (OSER) or Wisconsin statutes.

Amount of Increase

Career Progression and Title Change increases must be at least a 3% base salary adjustment or the minimum of the new pay range, whichever is greater. An increase (not including merit) may not exceed 10% unless it is required to meet the minimum of the new pay range. Consideration will be given to pay equity when approving all pay adjustments.

Effective Date

Title and rate changes will generally coincide with the budget process to be effective July 1st of the next fiscal year. Exceptions must be reviewed and approved by the Area Leader in consultation with Human Resources. If approved, it will be effective the first of the month following the receipt of the request to the Area Leader's office as indicated by the office's date stamp.

Appeals

Those wishing to appeal the decisions made by the Chancellor based upon recommendation of the Position and Compensation Review Committee must submit the appeal in writing to the Academic Staff Personnel Committee within 20 days of notification of the decision.

Reference Documents

Academic Staff Governance Handbook (www.uwgb.edu/sofas/) and Unclassified Personnel Guidelines (www.uwsa.edu/hr/upgs/upg.htm).

PROCESS FOR SUBMITTING REQUESTS

The following steps outline the review process:

1. Compensation Planning Process guidelines and request forms available on Human Resources website on *September 1*.
2. Employee and/or supervisor complete the Career Progression/Title Change Request Form and attach the required documentation identified for each title group as identified below. The documents should be forwarded and reviewed through the department's respective signatory authorities and to the appropriate Area Leader.
3. Each decision maker in the chain of command will review and forward the documentation to the Area Leader. If a negative decision is reached at any stage in the chain, the appropriate individual will attach a written rationale and may informally notify the employee.
4. The Area Leader will approve or deny the request and forward the documentation to Human Resources for distribution to the Position and Compensation Review Committee. The Position and Compensation Review Committee may consult with the appropriate Area Leader before final recommendation is made.
5. The Position and Compensation Review Committee forwards recommendations to the Chancellor.

6. The Area Leader notifies employee, supervisor and Division Head in writing of the final decision after the budget is approved or by *May 15th*.

DOCUMENTATION AND REQUIREMENTS FOR CAREER PROGRESSION REQUESTS (Professional Staff)

Standards for progression from Associate → No Prefix

After two (2) years of employment in a position (years as of June 30th of the current fiscal year), the individual should be functioning at the No Prefix level of proficiency, performing his/her duties as a fully competent professional and actively involved in development of new techniques, approaches or methods. Change is dependent upon the documented performance of the incumbent. The most recent performance evaluation should be included in the documentation.

Standards for progression from No Prefix → Senior

In order to be eligible for change to the Senior level, the incumbent must have at least seven (7) years of comparable professional experience including the most recent five (5) years at UW-Green Bay in the same salary range. For purposes of movement to the Senior level, comparable experience is defined as experience in similar fields, scope or size of operation, and similar duties and responsibilities. In addition to documented experience and exemplary performance reviews, the individual must provide evidence of the development of new techniques, approaches, or methods to solve problems in an independent fashion. Recognition in one's professional field through participation in professional organization, system-wide committees, and other outside activities must also be documented. Public and/or University service (including governance participation) will be a consideration.

Standards for progression to Distinguished

Movement to the Distinguished level is not part of a natural career progression track for professional staff and may only be achievable by a small number of professionals. See the [Academic Staff Handbook](#) for guidelines to move to the Distinguished level.

Employees must submit:

1. [Career Progression/Title Change Request Form](#)
2. Position description
3. Divisional organizational chart
4. Current performance evaluation
5. Requests must include a recommendation, either positive or negative, from both the supervisor and the division head or dean.
6. Examples of achievements as required in the respective progression series above.
7. For all actions resulting in base rate adjustments, the unit will provide written documentation analyzing the effects on performance of the unit stemming from reallocation of resources to cover salary increases. The analyses should include where money will come from and the consequences to the unit in terms of outcomes, workload of others, etc.

DOCUMENTATION AND REQUIREMENTS FOR CAREER PROGRESSION REQUESTS

(Lecturers)

Standards for progression from Associate → No Prefix

After two (2) years of employment in a position (years as of June 30th of the current fiscal year), the individual should be functioning at the No Prefix level of proficiency, performing his/her duties as a fully competent instructor and has attained experience and academic qualifications needed to develop a course(s). Involvement in various instruction related activities including undergraduate advising, curriculum development, or participating in departmental outreach programs or their instructional activities. Change is dependent upon the documented performance of the incumbent. The most recent performance evaluation should be included in the documentation.

Standards for progression from No Prefix → Senior

In order to be eligible for change to the Senior level, the incumbent must have at least seven (7) years of comparable professional experience including the most recent five (5) years at UW-Green Bay in the same salary range. For purposes of movement to the Senior level, comparable experience is defined as experience in similar fields, scope or size of operation, and similar duties and responsibilities. In addition to documented experience and exemplary performance reviews, the individual must provide evidence of that he or she has gained a reputation among his or her peers for demonstrably sustained superior contributions to teaching within a department or division. Demonstration of independent selection, organization and development of course contents and instructional materials approaches and involvement with committees will also be required.

Employees must submit:

1. [Career Progression/Title Change Request Form](#)
2. Position description
3. Divisional organizational chart
4. Current performance evaluation
5. Requests must include a recommendation, either positive or negative, from both the supervisor and the division head or dean.
6. Examples of achievements as required in the respective progression series above.
7. For all actions resulting in base rate adjustments, the unit will provide written documentation analyzing the effects on performance of the unit stemming from reallocation of resources to cover salary increases. The analyses should include where money will come from and the consequences to the unit in terms of outcomes, workload of others, etc.

DOCUMENTATION AND REQUIREMENTS FOR TITLE CHANGES (Program Managers, Administrative Directors and Other Movement Across Title Codes)

Program Manager Titles: Movement within the Program Manager title codes is considered a Title Change. A substantive change in the duties and responsibilities must occur and the change must be qualitative rather than quantitative. Movement is dependent on complexity and expansion of the program administered as well as growth in the experience and knowledge base of the position-holder. There are three function level designations of I, II, and III. The determination of level will be based on the rating of positions using the title evaluation (PQ) instrument.

Administrative Director Titles: The three prefixes defined for the Director series are the Assistant, Associate and No Prefix. Unlike the Professional series, entry into the Director series or progression from one prefix level to another reflects the organizational structure and appropriate levels of supervisory, budgetary, and decision-making authority. The determination of level will be based on the rating of positions using the title evaluation (PQ) instrument.

Movement Across Title Codes: To justify a title change, a substantive change in the duties and responsibilities must occur and the change must be qualitative rather than quantitative. Movement is dependent on complexity and expansion of the program administered as well as growth in the experience and knowledge base of the position-holder. As a result of the individual position review, the committee may recommend and the Chancellor approve a title change across title groups which may result in a salary range change. If, as the result of the individual position review, the disposition of the request is a title change, but not a salary range change, no salary adjustment will occur. The determination of level will be based on the rating of positions using the title evaluation (PQ) instrument.

Employees must submit:

1. [Career Progression/Title Change Request Form](#)
2. Position description
3. Divisional organizational chart
4. Current performance evaluation
5. [Completed UW Position Questionnaire](#)
6. An explanation of why responsibilities have changed
7. Requests must include a recommendation, either positive or negative, from both the supervisor and the division head or dean.
8. An analysis of the effects on fulfillment of the responsibilities of the unit if, based on budget planning or other processes, it is determined that a title change is not practical, resulting in the elimination of the aforementioned changes in responsibilities.
9. For all actions resulting in base rate adjustments, the unit will provide written documentation analyzing the effects on performance of the unit stemming from reallocation of resources to cover salary increases. The analyses should include where money will come from and the consequences to the unit in terms of outcomes, workload of others, etc.