



Position/Budget Control Process

Updated September, 2024

Purpose: The Position & Compensation Review Committee (PRC) served as a group accountable for the equitable, responsible, and strategic allocation of campus resources. It was intended to ensure adequate allocation of campus resources with regard of position count (personnel), funding, and internal resource allocation. In addition, this group ensured compliance with compensation, budgetary, and titling guidelines across areas. Given changes in organizational structure, enrollment growth, and technology advances, a new structure was needed to meet the goals of UW-Green Bay.

As such, the PRC (as it has previously been structured) ended effective January 1, 2022. Position and compensation issues that deal with temporary funds and/or are not subject to further review related to compliance, equity across areas, or new resources are approved by each Area Leader (Cabinet Member) for their areas. This approval remains contingent upon Chancellor approval required for certain actions per policy (see below) as well as any request for discussion by the other members of a *Formal Review Group*, which includes the Chancellor, Provost, Vice Chancellor for Inclusivity, Advancement, and Community Engagement, Assistant Chancellor for Finance, and Assistant Chancellor for Talent & Technology. All personnel decisions and expenditures must also pass an HR/AA/EEO and Budget Office review.

New faculty position requests are due to the Dean and Provost in line with the annual budget timeline (found on the annual budget process website). The timeline for those requests is as follows:

- June 1 – Requests due to Academic Deans
- July 15 – Requests due to Provost
- September 15 - Requests due to Academic Deans for New 131 Funded Positions (subject to projected enrollment growth)
- October 15 – Requests due to Provost for new 131 Funded Positions (subject to projected enrollment growth)

For non-instructional positions, the [annual budget process](#) will also provide the structure for a review of new expenditures (as money or positions are available). Exceptions to this timeline may be



made for sponsored or program revenue positions. Deans and leaders that report to Area Leaders will provide a transparent process to faculty and staff for requesting additional resources (generally during the annual budget process) or replacing existing positions before any such request is moved to an Area Leader.

Approvals will flow as notated below:

- **CATEGORY A1: Review by Final Review Group required (may not include a BP Logix form)**
 - Broad-based compensation items (e.g. pay plan for grad assistants, promotion rates for faculty, performance-based pay programs, policy changes related to positions and compensation)
 - Any Category A2 or B requests for which further discussion is needed regarding HR or Budget.
- **CATEGORY A2: Actions needing HR/AA > Budget > Area Leader approval with email notification to Final Review Group:**
 - Waivers of Recruitment (Additional Chancellor approval per Recruitment & Hiring policy)
 - Permanent Base Rate Adjustments (Additional Chancellor approval per Compensation policy) and Temporary Base Rate Adjustments
 - Authorizations for Recruitment (new or replacement resources)
 - FTE Changes (ongoing and temporary)
 - Title Review Requests

Category A2 Process: The Final Review Group will get notice when an action in category A2 is being routed for final approval. They will have 24 hours to request discussion regarding the action. If there is no request for discussion, the delegated approver (Assistant Chancellor for Talent & Technology) will be authorized to move forward with approval in BP Logix.



- **CATEGORY B: Actions needing HR/AA > Budget > Area Leader Approval with no notification to Final Review Group:**
 - Authorizations for Temporary Hire:
 - Academic Staff/Limited if:
 - Rehired annuitant (regardless of appointment length/FTE)
 - Appointment will be one year or greater
 - Appointment will be less than one year, but 50% or greater
 - Temporary positions less than one year for program revenue operations including Athletics, Weidner Center, University Union, and Residence Life
 - All Temporary University Staff appointments (including extensions)
 - Overloads for 12-month employees (in the event that this crosses over budgetary units, both area leaders must be involved)
 - Overloads for faculty/instructional over \$18,000/20% limit
 - Summer payments over 4.5 biweekly payrolls but under 6.5 biweekly payrolls
 - Offer above VC/C-approved range.
- **CATEGORY C: Actions needing Area Leader > HR/AA approval:**
 - Leave of Absence Requests
 - Alternative Work Schedule Requests
 - Tuition Assistance Requests
 - Business Title Requests
- **Other considerations:**
 - Forms for grant-funded positions are reviewed by the Office of Grants & Research.

We utilize BP Logix forms for most of the above actions. These online forms are initiated at the department level and move through the approval process as noted within the BP Logix workflows.