



Title Appeal Guidelines

T&TC Application

Academic staff, university staff and limited position titles are grouped into job classifications to provide comparability of substantially similar positions across institutions and campus units. In accordance with [SYS 1257: Title Change](#), UW-Green Bay policies and procedures allow for the ongoing review of formal title assignments with associated position descriptions that are accurate and current.

Included in the review of formal title assignments, [SYS 1257: Title Change](#) allows for the development of an institution-level title appeals process. This guidance document for non-instructional positions has been developed in accordance with [SYS 1257: Title Change](#) as well as the UW-Green Bay [Title Review Policy](#).

As part of the Title & Total Compensation Project (T&TC), all in-scope positions have been mapped to a title within the new structure. If an employee disagrees with their mapped title, they are able to formally appeal the decision. To initiate a title appeal, an employee must submit a [Title Appeal Request](#) with supporting documentation.

Only title of record can be formally reviewed and appealed. Pay range, compensation, FLSA exemption status, business title, and language in the Standard Job Descriptions cannot be appealed.

Standard of Review for Title Appeals:

- Documentation must present clear and convincing evidence that a different title of record is a better fit for the position (in accordance with the UW-Green Bay [Title Guidelines](#)).
- Submitted documentation from the employee may include (but is not limited to) position descriptions (both current and previous), standard job description, original job posting, performance evaluations, offer letter, org chart, training documentation, and/or any other relevant documentation.
- An employee may work with their supervisor and/or Human Resources to gather needed documentation.
- If an employee disagrees with their title mapping as part of the T&TC process, they must initiate a Title Appeal Request between November 1, 2021 and December 31, 2021.
- The institution will have until June 30, 2022 to settle all appeals related to T&TC mapping.
- If a reversal of the T&TC title mapping is reached through the appeal process, the title will be changed retroactive to November 7, 2021.



UW-Green Bay Title Appeal Process Steps

Step 1: Initial Review and Determination

If an employee disagrees with the decision made for mapping to the new title structure, they may initiate a formal title appeal by submitting a [Title Appeal Request](#) with the UW-Green Bay Office of Human Resources and Workforce Diversity. This form will include approval from the employee's direct supervisor. The manager/supervisor approval does not signify agreement, but rather acknowledges the appeal request and moves it forward in the process to Human Resources.

After receipt of the formal appeal request, Human Resources reviews the appeal request and:

- Makes an initial title determination (approved/denied)

Human Resources will communicate the outcome of the initial review as well as provide justification for the decision. If the employee disagrees with the decision in Step 1, they have the option to send the appeal to Step 2.

Step 2: Panel Review and Recommendation

UW System institutions have the authority to determine the composition of this panel in accordance with the language in [SYS 1257: Title Change](#). At UW-Green Bay, panel membership for the Title Appeal Process will be composed of:

- a Human Resources representative with expertise in titling methodology (this representative will not be involved in step 1 or the Director of Human Resources/AA Officer)
- at least 2 members of the respective shared governance unit (to be named by the ASC or USC personnel committee). If a position may switch FLSA exemptions, at least 2 members from each governance unit (USC/ASC) will be part of the panel.

The panel will review the request, considering whether or not there is ***clear and convincing evidence*** that a different title of record is a better fit for the position.

After the panel reviews a title appeal request, by process of vote, panel members will make a majority recommendation to the Director of Human Resources/AA Officer for one of the following:

- Approve the title change as requested by the employee



- Deny the title appeal if the documentation does not present a clear and convincing argument that a different title of record is a better fit for the position.

The Director of Human Resources/AA Officer will either:

- Accept the panel's recommendation *if the decision would not change the employee's title*
- Pass along the appeal to Step 3 for final decision *if the recommendation is to change the employee's title*

If panel recommends a denial of the title appeal, the employee has the option to send the appeal to Step 3.

Human Resources will communicate the outcome of the panel review as well as provide the justification for the decision.

Step 3: Institutional Chancellor or Chancellor's Designee Review and Decision

The final step in the title appeals process is the review and decision by the Chancellor or Chancellor's Designee (i.e. Vice Chancellor for the particular area).

Human Resources (through BP Logix) will communicate the outcome of the Chancellor or Chancellor's Designee review as well as provide the justification for the decision.