



# Title Appeal Guidelines

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.

As part of this 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](#).

To start, an employee must submit a [Title Review Request](#) with supporting documentation. The initial decision regarding whether or not the title should be adjusted will be made through the [Position & Budget Control Process](#). If an employee would like to appeal the decision made during that process, they may do so by submitting a [Title Appeal Request](#).

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.
- Employees must initiate a [Title Appeal Request](#) within 20 calendar days after PRC decision.
- Each step of the appeal process should be completed within 30 calendar days (for a total of 90 days for all three steps). However, if the review for any individual step will take more than 30 days, the employee should be provided adequate notice.



- If a reversal of the original decision is reached through the appeal process, the title will be changed retroactive to the start of the first payroll after the Appeal was initially submitted by the employee with complete documentation.

## UW-Green Bay Title Appeal Process Steps

### Step 1: Appeal Notification

As HR is a part of the Position & Budget Control process included in the initial title review request, a disagreement with the original decision on the title review will move the appeal to the Panel Review and Recommendation phase. HR will be notified of the appeal request and will facilitate the coordination of the appeal with the panel review members.

### 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 the 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.

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