



Approved by: Chancellor's Cabinet

Date: February 8, 2022

Michael Alexander, Chancellor

TITLE REVIEW POLICY

HR-14-15-6

Introduction and Definitions

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](#) and [SYS 1277, Compensation](#), UW-Green Bay policies and procedures allow for the ongoing review of formal title assignments with associated position descriptions that are accurate and current.

Title of Record (UW System Title) shall be assigned based on the role and/or function of the position within the University of Wisconsin – Green Bay to ensure that the title structure is consistently applied across the institution. The matched title of record and standard job description (SJD) should capture the essential functions of the employee's position and reflect how they spend the majority of their time.

Business Title means a variation from the official title that is given to a position in order to better describe its particular functions. A business title may be used in narrow circumstances as a result of a determination that a qualified, business need exists, rendering a business title necessary. Changes in business title do not constitute a title change as defined by this policy. Details pertaining to business titles can be found within the [Title Guidelines](#).

Title changes are made to the title of record (UW System Title) due to position changes which involve a major change in job responsibilities, typically a result of a substantive change in duties and/or scope of responsibilities. A position must have evolved over time and changes must be related to, or an extension of, the functions initially assigned to the position.



Changes in the incumbent's expertise, experience, applied ability, and responsibility within a title (without substantial adjustment in duties) are not reasons for title change, but may be reflected in progression of salary within a pay range in accordance with the [UW-Green Bay Compensation & Pay Plan Policy](#).

Position and Budget Control Process

All title change requests are reviewed by HR/AA, Budget, and the four Vice Chancellors and Chancellor. For more information about the Position/Budget Control Process, please see the [Compensation website](#).

Justification

To justify a title change, a substantive change in duties and responsibilities must occur and the change must be qualitative rather than quantitative. Movement is dependent upon complexity and expansion of the duties of the position. A title change may not result in a vacancy. A change in job duties which results in the creation of a vacant position must be processed through the procedures outlined in the [Recruitment and Hiring Policy](#).

Eligibility

Academic Staff, University Staff, and Limited employees in ongoing positions with a budgeted FTE are eligible for title change as outlined within this policy.

As outlined in the [Compensation and Pay Plan Policy](#), to be eligible for promotional compensation adjustments connected with a title change, employees must have a satisfactory level of performance documented through a current performance evaluation. If employees are supervisors, they must also have up to date, documented performance evaluations on file for all direct reports. In addition, employees must have completed all required campus compliance training.

Promotional Pay Guidelines

Title changes which move an employee into a higher pay range within the compensation structure must be compensated with an increase of at least a 3% base salary adjustment or moved to the minimum of the new pay range, whichever is greater. Consideration will be given to pay equity when approving all pay adjustments. Compensation adjustments will not be made due to a change in business title.

Title changes submitted to change a title while remaining within the current pay range may be processed without a pay increase. Title changes submitted to reflect a correction of an incorrectly



titled position (with no major changes in duties) may be processed without a pay increase. Generally, increases should not exceed 10% unless it is required to meet the minimum of the new pay range. Approval for increases beyond 10% is at the discretion of the Area Leader and subject to review by the Vice Chancellors/Chancellor in line with the Position & Budget Control Process.

Demotion

When an employee is voluntarily or involuntarily demoted from a title in one salary grade to a different title in a lower salary grade, the individual's pay may be adjusted accordingly. The base pay rate in the new title may not be set less than the minimum of the applicable pay range. Factors to consider when determining the new salary rate are the employee's experience, qualifications, performance evaluations, and new duties and responsibilities.

Title Change Timeline

Formal title changes may take effect at appropriate times throughout the fiscal year. However, to the extent possible, should coincide with the annual budget process for submission. Title changes (and any associated compensation adjustment) will take effect the first payroll following completion of the Position & Budget Control Process. Retroactive title and salary adjustments are prohibited.

REQUESTS

To initiate a title review, employees must submit an online [Title Review Request](#) through the Position & Budget Control Process with supporting documentation including:

- Justification/Rationale for the request (which should include details regarding changes in duties and/or scope of responsibilities)
- The most recently approved position description on file (prior to the job duty changes)
- Copy of the most recent performance evaluation
- Recommendation from the supervisor and/or dean/division head outlining their support and justification for the title change.

A formal decision will be communicated in writing.

APPEALS

Those wishing to appeal the decisions made through the Position & Budget Control Process may do so by submitting a [Title Appeal Request](#) in accordance with the process as outlined below and in the [Title Appeal Guidelines](#). Only title of record can be appealed. Pay range, FLSA exemption determination, compensation, and business title determinations cannot be appealed.



Appeal Process

Step 1: Initial Review and Determination

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

HR will confirm a panel¹ to review the title appeal request. The Step 2 Panel will include (but is not limited to):

- At least one member of the applicable shared governance committee
- At least one HR representative trained in titling practices

Any potential panel member unable to remain objective or with a conflict of interest must recuse themselves from the review 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. The panel provides a recommendation to the Director of Human Resources, who either accepts the panel's recommendation or passes along the appeal to Step 3 for final decision. Please see the [Title Appeals Guidelines](#) for full information related to the Step 2 Panel process.

Step 3. Final Review and Determination

The Chancellor reviews the panel recommendation and makes a final decision regarding the title appeal. Human Resources will communicate the outcome of the Chancellor review as well as provide the justification for the decision.

REFERENCE DOCUMENTS

- [Employee Handbook - Academic and University Staff](#)
- [UW-Green Bay Title Guidelines](#)
- [UW-Green Bay Institutional Guidance for Lecturers & Teaching Professors](#)
- [SYS 1257, Title Change](#)

¹ Panel may include an already-developed committee through shared governance which is charged to hear title appeals.