



## **ACADEMIC STAFF PROMOTION PROCESS**

This policy is the promotional process for Academic Staff. This is not the promotion process for Instructional Academic Staff. That process can be found here \_\_\_\_\_.

### **Promotion Requirements:**

- There are four categories of Academic Staff at UW-Whitewater. Level One, Level Two, Level Three and Level Four.
- All Academic Staff are assigned their level at time of hire. All Academic Staff employed prior to the ratification of this policy will be considered Level one, regardless of years of service or current salary.
- Applications for promotion may be submitted in the year immediately prior to the years of service requirement having been met.
  - Any questions regarding whether or not the years of service requirement has been met should be referred to Human Resources and Diversity.
- If granted, the new promotion shall become effective at the beginning of the subsequent fiscal year.
- Academic Staff promotions are not permitted within two consecutive academic years.
- Promoted Academic Staff receive a permanent base salary adjustment. The promotion level is reflected in the staff members business title and not their TTC title.
- All applicants will receive notification regarding promotion decision from the Chancellors Office.
- Promotion's will only be possible if the unit of the employee can fund the promotion.
- An Academic Staff promotion may come with a new business title. This is determined by the supervisor of the staff member receiving the promotion and has to be approved by Human Resources. The new business title must adhere to all TTC system polices.

### **Level One to Level Two:**

- Be in at least the third year of full-time equivalent service as Level One.
- Consistently exceeds expectations as demonstrated through performance evaluations conducted by supervisor.
- The monetary amount of the base salary increase for promotion to each level will be determined by the Chancellor, or their designee, and is based upon the amount of the promotion funds available.

### **Level Two to Level Three:**

- Meet all requirements for promotion to Level Two.
- Be in at least the fourth year of full-time equivalent service in your current position.
- Consistently exceeds expectations as demonstrated through performance evaluations conducted by supervisor.
- Demonstrated accomplishments that illustrate excelling at position.
- Has not received an Academic Staff promotion for at least one academic year at time of promotion application.
- The monetary amount of the base salary increase for promotion to each level will be determined by the Chancellor, or their designee, and is based upon the amount of the promotion funds available.

### **Level Three to Level Four:**

- Meet all requirements for promotion to Level Three.
- Be in at least the sixth year of full-time equivalent service in your current position.
- Consistently exceeds expectations as demonstrated through performance evaluations conducted by supervisor.
- Demonstrated accomplishments that illustrate excelling at position.
- Demonstrated either, or a combination of; university service, service to relevant professional associations, significant professional development engagement or additional responsibilities.

- Has not received an Academic Staff promotion for at least one academic year at time of promotion application.
- The monetary amount of the base salary increase for promotion to each level will be determined by the Chancellor, or their designee, and is based upon the amount of the promotion funds available.

Before applying for promotion, Academic Staff should carefully review the above criteria. In particular, close attention should be paid to the length of service requirements. Any questions regarding full-time equivalency (if a potential applicant is not employed as a 100% FTE Academic Staff) should be referred to Human Resources and Diversity.

**Submission Process**

- No hard copies of applications will be accepted.
- One **original** complete application must be electronically submitted to XXXX **11:59 pm on the third Wednesday in October of the current academic year.** • Letters of recommendation from your supervisor electronically submitted to XXXX no later than **11:59 p.m. on the first Wednesday in November of the current academic year.**
- If you have any questions regarding submission, contact ASA at [acadstaff@uww.edu](mailto:acadstaff@uww.edu).
- Applicants will receive an email that their application packet has been received.
- The Academic Staff Promotions Reviewers will begin evaluating application packets.

**Evaluation Process**

- Five staff will serve as reviewers.
- Each reviewer will assess all application packets.
- Reviewers' total rubric scores will be added together and averaged to attain the average composite score.

**Application Timeline**

- The Promotions Committee’s Tabulator will forward all promotion packets, including application materials, scores, recommendations and ranking justifications to the Chair of the Academic Staff Assembly.
- Committee recommendations must include a justification for the ranking of each applicant. The Chair of the Academic Staff Assembly will forward those packets to the Chancellor's Office.
- The Promotions Committee Tabulator will also report the summary of results, including the date of transmittal of results to the Chancellor, to the Academic Staff Assembly.
- Applicants, their supervisor, and Human Resources and Diversity will receive notification regarding the promotion decision from the Chancellor's Office no later than two-weeks prior to the impacted department budget being due to the Budget Office.

*Submitted by Terry Tumbarello on behalf of the Academic Staff Promotions Process Committee (Tatiana Fadeeva, Michael Lango, Rebecca Mueller, Terry Tumbarello(Chair)).*

Action Date	3/22/2023			
Action				
Vote Detail				