Employee Files Appeal Request

Step 1: Review by Employee and Supervisor

Has an Agreement Been Reached?

YES

Appeal Form Must Be Signed by Supervisor and Proceed Through Step 2

Further Appeal?

YES

Title Remains in Effect

NO

NO

Step 2: Supervisor's Review

Has an Agreement Been Reached?

NO

Further Appeal?

YES

NO

Signed Appeal Form Returned to HR (Must be signed by Supervisor’s Supervisor or Dean/Director)

Step 3: Panel Review

Has an Agreement Been Reached?

NO

Further Appeal?

YES

NO

TTC Title Appeal Committee’s Determination

Title Remains in Effect

YES

New Title Takes Effect

NO

Determination of TTC Title Appeal Committee Takes Effect

NO

Further Appeal?

YES

Step 4: Chancellor Review (Determination is Final)

NO

Appeal Form Must Be Signed by Supervisor and Proceed Through Step 2

YES
Step 1: Review by Employee and Supervisor

**Step 1a**
Employee files an appeal request by completing the Title Appeal Request Form and e-mails the completed form to TTCTitleAppeal@uww.edu AND their supervisor by December 31, 2021.

**Step 1b**
Meeting between employee and supervisor must be scheduled within 5 business days of receiving the appeal request and must take place within 15 business days of receiving appeal request.

**Step 1c**
Supervisor responds to employee with their rationale, in writing, within 5 business days of the meeting.

- **NOT APPROVED**
  - If the supervisor and employee are NOT in agreement, further appeal by the employee must be made in order to proceed. See Step 2.

- **APPROVED**
  - If the supervisor and employee are in agreement, the Title Appeal Request Form must be proceed to Step 2 for further review and determination.
Step 2: Supervisor’s Supervisor Review

Step 2 can only take place once all actions in Step 1 have been completed. Step 2 must be initiated within 10 business days of the employee receiving the determination from Step 1.

Step 2 can occur for two reasons:
1. The employee’s supervisor does not approve of the new title request.
2. The supervisor does approve; however, further review and determination are required.

Step 2a
Employee forwards Title Appeal Request Form and supporting documents to the supervisor’s supervisor within 10 business days of notification of Step 1 decision.

Step 2b
The meeting must be scheduled within 10 business days of receiving the request and must take place within 20 business days of receiving the request.

Step 2c
Supervisor’s supervisor responds to employee with their rationale, in writing, within 5 business days of the meeting. Response must also be emailed to TTCTitleAppeal@uww.edu

Not Approved
If supervisor’s supervisor does not support the Title Appeal Request, further appeal must be made by the employee in order to proceed. See Step 3.

Approved
If supervisor’s supervisor supports Title Appeal Request:

New Title Takes Effect
Step 3: TTC Appeal Committee Review

Step 3a

Employee forwards Title Appeal Request Form and supporting documents to TTCTitleAppeal@uww.edu with the subject line “Step 3 Appeal”. This request must be sent within 10 business days of receiving the final response of Step 2’s review.

Step 3b

The TTC Title Appeal Committee will review Step 1 and Step 2 and, if necessary, meet with the employee and the appropriate supervisor who issued denial. The committee will then go into a closed session to further discuss and decide the appeal.

Step 3c

Chair of the TTC Title Appeal Committee responds to all parties, in writing, within 20 business days of the meeting.

Further appeal must be made by the employee in order to proceed. See Step 4.

New Title Takes Effect

SUPPORTS APPEAL

REJECTS APPEAL
Step 4: Final Review by Chancellor

Step 4-i

Employee forwards Title Appeal Request Form and supporting documents TTCTitleAppeal@uww.edu with the subject line “Step 4 Appeal: Chancellor Review”. This appeal must be submitted within 10 business days of receiving the TTC Title Appeal Committee written response.

Step 4-ii

The Chancellor and/or the Designee will review all written documentation related to this appeal and will respond to the employee in writing within 30 business days of receiving the appeal.

Appeal Denied

Title Remains in Effect

Appeal Approved

New Title Takes Effect

Chancellor’s Decision is the Final in This Matter