



Minutes: September 14, 2022 (12:30-1:45)

Meeting called to order at 12:37 p.m.

Present In Person: Ciera Edwards, Christine Hoover, David Reinhart, Terry Tumbarello, Rick Pues, Becky Jones, Brian Schanen, Tatiana Fadeeva, Nina Denis, Becky Mueller, Brenda Johansen, Abbie Windsor

Present Virtually: Huckleberry Rahr, Jessica Walz, Jessica Berge, JP Villavicencio, Mike Gorman, Nathan McGovern

Absent: Nicholas French

Previous Meeting Minutes: Brian Schanen moved and Rick Pues seconded a motion to approve the minutes from the 5/11/22 meeting along with the record of email votes from 5/11/22 to 9/14/22. No objections were made to consent and the motion was carried.

Abbie Windsor moved and Nina Denis second a motion to approve the minutes from the 4/27/22 meeting. With no objections to consent, the motion was carried.

Welcome: Christine Hoover, the 2022-2023 ASA Chair, welcomes the new (and returning) members of ASA

Review of ASA Priority Areas: Christine reports that she collected the list of priority areas from each ASA member. Once collected, she collated them, worked them into a cohesive list, and asked ASA members to rank. The finalized list of priorities is listed in the 9/14/22 agenda, and two of them have already been addressed through resolutions in today's meeting. Ad Hoc committees have been created as well. If anyone is interested in working on any of these priorities specifically this year, reach out to Christine to ensure that you are added to any working groups or committee lists. Terry notes that the Pay Equity group of academic staff members who are currently NOT at the minimum of the pay range is a very small group, but that given UW-Whitewater's status as the largest of the comprehensives and as a significant employer, it seems to represent us poorly to have such a large number of academic staff members who are hovering at the very minimum of the pay scale.

Congratulations: Christine congratulates Becky Mueller for being recognized for 10 years of service.

Vice Chair's report: Vice Chair David Reinhart notes: thank you to Christine for helping us vote and move into collecting new members. Thank you to all who participated in the shared governance reception on the day of the Chancellor's welcome message. David notes that he enjoyed that so much because it was an enhancement to what was already a great way to start. David also asks- if anyone has ideas of other ways for shared governance to do similar activities that can enhance another event (rather than adding a burden to anyone's schedule), please submit them to him or the Outreach Committee as a whole. David has also asked Faculty Senate if they would consider doing more events like that in tandem.

Committee Interest survey- went out to all academic staff yesterday. Make sure that all current members take a moment to note their interests. Elections committee in particular needs help. We will send it out again on Friday.

Faculty Senate Liaison's report: Jessica Walz highlighted a few pieces from the report (**see Appendix A**), including an apology for the summer pay/stipend issues. Matt Vick also spoke about some upcoming changes to the process of summer pay. The Faculty Senate was also working to develop their list of



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priorities, and Jessica highlighted some overlapping or relevant areas, including compensation (aligning with our pay equity priority), addressing the free speech survey that will come up again from last year

Some other areas of potential collaboration or impact is continuing to work on the remote work policy, options for 9/month to 12/month pay spread, revision of student course evaluation, supporting underprepared students, establishing supervisory feedback practices, and online classes. Interim Chancellor Chenoweth came to speak, along with Interim Provost Fox. Chancellor Chenoweth noted that the budget is stable, the Provost is working on a new online system for SEIs, and that the provost's office is now in charge of graduation.

Past Chair's Report: Terry Tumbarello wanted to reiterate a thank you for everyone who was involved in assembly last year. Terry's biggest concern last year was whether he would be able to accomplish everything he wanted to in just one year. He noted that there was no way he would have been able to do anything if he did not have many hands helping. Last year was a transformative year in many ways, including for the ASA overall. Terry went on to note that, to his knowledge, Christine is the first chair of the academic staff assembly who is instructional, and that in the past there seemed to have been a widely held belief that instructional academic staff just couldn't do it because of the workload. This summer the personnel rules were finalized and given a blessing by the administration, making them official. Terry stressed that this was a huge lift that took many years, and thanked Patty Fragola for all of her arduous work in chairing and doing that work. If you have any interest in assisting with the ad hoc committees on Instructional Staff Promotions and Onboarding, email Terry. Christine noted that it gives her a lot of comfort to know that Terry is here with the institutional knowledge and continuation of his experience. David also noted that the transition with the 3 chair roles is helpful to him as well.

Free Speech Survey: Nathan noted, in reference to the free speech survey, that Faculty Senate has heard that the Free Speech Survey will not be administered on campuses where IRB has not approved it. This is still hearsay, and has not been confirmed. Michael notes that this brings up the concerns brought up last year about the potential conflicts of interest that were raised within the IRB process on campus from last year's meetings. Nathan noted that Tracy's impression is that our IRB will not approve it, but that the concerns over internal pressures remain. David notes that, given we had an interim chancellor resign over this issue last year, it should be hoped that campus leadership is well aware of the concerns. David also notes that he hopes that there is more oversight on what the specific process for approval by the IRB is on campus. David notes that it seems like the approval will probably depend on whatever set of facts are admitted to the process for use in the review of the survey. Rick notes that, when previewing the questions, he had some large concerns over the apparently leading nature of the questions being proposed, so wonders how the results could be valid. Terry notes that he shared the concerns in regards to the questions around students living in residence halls. Christine notes that she has added that to her follow-up list.

Action Items: Christine notes that, prior to last year, the personnel rules had not been updated since the 90's. Last year's priority was bringing the rules up to date to make them valid and usable, but Christine notes that there were items of concern that were left on the table for future review and content updates including things like policies around nomination and conferral of emeriti status and instructional academic staff promotions.



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Resolution on Emeriti Status- (See Appendix B) Christine notes that this sets out the process for nomination and conferral, and was taken from the version passed by Faculty Senate and tailored to academic staff needs. (note that Faculty Senate has approved their version) Rick Pues moves and Abbie Windsor seconds a motion to approve this resolution.

Discussion followed. David asked whether this is meant to be a template for future nominations for emeriti status. Christine notes that emeriti status has been set up in the personnel as a thing that individuals can be eligible to receive, and this resolution will set out the criteria for nomination. Rick asks the benefits of this status, and Mike notes that although the chancellor's office has the final say on those benefits, system-wide they include things like access to the library and email addresses. Terry notes that Chancellor Henderson was working to standardize those benefits, and that some benefits previously included were an unfunded mandate on individual departments. Terry clarifies that this allows ASA to decide on WHO the emeriti are, and the chancellor's office will decide on what that status means for those individuals (i.e. what benefits are given). Rick asks whether we will have firm criteria on the evaluation, in order to avoid making this an emotional decision, similar to the set of criteria used for the Promotions status. Rick notes that the evaluation process on our end should be standardized, and Becky Jones notes that the home department could potentially remove someone from eligibility before the process begins. Terry asks about the meaning of "community" in item 1, as there is a difference between the university community and the City of Whitewater community. Mike asks whether the list means that the candidate must meet every single bullet point, or whether each individually stands as a potential point of eligibility. Rick notes that he likes making that list "one or more" of the following points as a piece of eligibility, then indenting the list underneath. Mike suggests indenting the last 4 bullet points underneath the "recommendation to the Chancellor", and noting them as "including one or more of the following:" and combining the profession and community bullet point to read "Contributions to the profession, field, and/or greater external communities". Rick and Abbie approve the updates to the resolution as written. Motion passes unanimously.

Resolution on Instructional Academic Staff Promotions- (see Appendix C) Christine noted that, after the implementation TTC, the different titles of lecturer (associate, lecturer, senior, distinguished) were all merged. The ASA Promotions process also oversees a different piece- the levels. People who previously worked hard to be promoted to the senior lecturer role wanted to keep that title, and others in the promotional process wanted the opportunity to attain such a title. The working group met this summer to combine two very separate and distinct processes. Even though they met very similar needs, they were very different processes with a lot of different pieces to merge. People from the Provost's office, department chairs, the Rock campus all worked together to create one promotion process that worked for both Rock and the main campus. The result of that working group is the resolution presented. Importantly, this process is the only way to increase a lecturer's base salary.

Rick Pues moves and Brenda Johansen seconds a motion to approve the resolution as presented.

Discussion follows. Rick notes he appreciates the timetable. Brian notes that individuals with different appointment levels in different years (less than 100%) often feel discouraged by the process because they don't know how their status is affected and what would or would not make them eligible for promotions. Christine notes that the resolution includes specific direction to work with HR, because only HR can calculate that full-time equivalency (including specifically Rock employees working with Rock HR). Brian asks how HR determines those equivalent years of full-time service. Rick notes that he



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believes the process is to add the FTEs until they add up to the level required. Rick also notes that it seems problematic that, given the lack of clarity in the past, even if you've never known you were eligible in the past, once you apply, you will still need to "sit" at the next level for promotion for a specific amount of time. Huckleberry notes that the inclusion of terminal degree is difficult to reconcile, given that many fields do not require a terminal degree in order to teach at the university level and the time and expense of attaining such a degree would negate any pay increase received.

Brenda Johansen moves and David Reinhart seconds a motion to table this resolution for the next meeting in the interest of time.

Terry notes that he reads this proposal differently from the concerns he is hearing, and Jessica W notes that the process of levels never previously came with a re-titling which was problematic (so people who were promoted through the ASA process were never re-titled).

Motion to table resolution passed unanimously

Open Forum: Christine notes that an academic staff member is needed to serve on the university center board.

Meeting is adjourned at 1:46 p.m. (Becky Jones moves, David Reinhart seconds, unanimous).

Appendix A: Faculty Senate Liaison Report

1. Trying to recruit more faculty for committee representation (working on spreading out the workload)
2. Proposed a resolution for Marilyn Durham to receive Emeritus status in COLS Languages and Literatures Department
3. Discussion and vote of priorities survey – happened in small groups and larger group***
4. Matt Vick spoke about summer pay and apologized for delays over the summer with summer stipends.
 - a. First noted the payroll process steps
 - b. Discussed planned changes
 - i. Summer COSEs will be initiated starting in late March (for classes scheduled in WINS)
 - ii. Returning to previous model of paying a single lump sum payment for each 3-week class
 - iii. Goal for several update emails with spreadsheet data to assist instructors in tracking all summer payments
5. Interim Chancellor Chenoweth provided report
 - Encouraging faculty to narrow priorities and recognize redistributing funds has reverberating effects
 - Budget – we are doing “okay” not flush with cash but not in crisis either
6. Interim Provost Fox
 - New online system for SEIs
 - Provost’s office now in charge of graduation

** FACULTY SENATE PRIORITIES FOR 2022-2023

- **Compensation (summer stipends, promotion amounts, equity, compression, equity for Rock, PTR lump sum, etc.) Pay related comments:**
 - Reduce workloads (stop unnecessary work)
 - Across the board cost of living pay increase
 - Equity in salary between colleges (beyond IS)
 - Pay inversion
 - Increase Professional Development Funds
- **Input on the System-wide Free Speech Survey**
- **Continuing to Allow Remote Work (office hours, meetings with remote options, etc.)**
- **Option to spread pay over 12 months****
- **Revise Student Evaluations of Courses***
- **Review institutional policies to better support under-prepared students**
- **Establishing a process to collect feedback from faculty about Administrators**
- **Clarify Expectations for Chancellor Responses to Resolutions (timeline, rationale for rejections, etc.)**
- **Academic Freedom within Online/Hybrid Classes with regard to technology use**
- Faculty Layoff Policy (ongoing work since 2016)
- Improve transparency in process for approval or denial of sabbaticals
- Options for Faculty Leave
- Equity Regarding Service Work- related to compensation
- Establishing a uniform process to collect feedback about Department Chairs**
- Review list of committees
- Revise calendars for 8 week terms* – align semesters and summer to 7 week terms?

Emeriti Status

WHEREAS, updated Academic Staff Personnel Rules were ratified by the Academic Staff Assembly in April of 2022 and affirmed by cabinet in August of 2022;

WHEREAS, Personnel Rules Section 19.01(c) Nomination mentions nomination protocol but does not detail a process or contact person. Specifically, 19.01(c) states: “Any academic staff, meeting the eligibility criteria, may be nominated for Emeritus/a designation” and “Each entity, department, division or Academic Staff Assembly, may maintain their own nomination protocol but should require a brief narrative summary citing the professional accomplishment and record of university service” .;

WHEREAS, the intention of ASA was to establish “their own nomination of protocol” as a manner of operations;

THEREFORE, BE IT RESOLVED that the following be added to the ASA website under the “Get Recognized” tab (<https://www.uww.edu/asa/grants-and-awards>) and linked from the Personnel Rules:

Academic Staff Process for Emeriti Status Nomination and Conferral

1. Resolution drafted and approved by the home department:
 - Retiree’s name
 - Retiree’s years of service to UWW
 - Retiree’s retirement year
 - Retiree’s home department (author of the recommendation/resolution)
 - Recommendation that the title of Emeritus/a be conferred on the retiree including one or more of the following:
 - Distinguished service to the department/unit and/or UWW
 - Distinguished service to the profession, field, and/or community
 - Awards and recognitions received by the retiree
2. Department Resolution or Letter of Recommendation submitted to the Dean/Director for approval
3. Department Resolution or Letter of Recommendation submitted by the Dean/Director to Academic Staff Assembly (acadstaff@uww.edu)
4. Vote by Academic Staff Assembly (date of conferral)
5. Resolution and Decision submitted by ASA Chair to the Office of the Chancellor
6. Letter of Conferral sent from Chancellor to new Emeritus/a person, Alumni Office, and Academic Staff Assembly.
7. Emeritus/a’s information (with conferral date, resolution, and conferral letter) added to official database kept by the Alumni Office
8. Emeritus/a’s information sent by Alumni Office to all relevant privilege granting offices/units
9. Future Information Requests would go to Alumni Office (event invitation lists, etc.)

BE IT FURTHER RESOLVED that the collection of nominations for AS Emeriti Status be open as soon as this resolution is passed and retroactive to those eligible for emeriti status regardless of retirement date.

Action Date	9/14/2022			
Action	Approved			
Vote Detail	Ayes -15	Nays	Abstentions	Other – 1 Absent

Instructional Academic Staff Promotions

(for ASA consideration 9/14/2022)

WHEREAS, the TTC project assigned all instructional academic staff into one title of record of “lecturer” (<https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/standard-job-description-library/?jobID=30561>) eliminating promotional titles including associate, no prefix, senior and distinguished (page 12 - https://www.wisconsin.edu/uw-policies/download/Appendix-1A-Unclassified-Definitions_updated-04-14-2021.pdf);

WHEREAS, Academic Staff Assembly (ASA) oversees the levels 1-4 promotions process to the business title of lecturer (<https://www.uww.edu/asa/grants-and-awards/academic-staff-promotions>);

WHEREAS, having two promotions process (one for title through the provost’s office and one for level through ASA) created confusion;

WHEREAS, neither of the current promotions processes for title or level have a reconsideration process if an applicant is denied;

WHEREAS, the TTC project provides the opportunity to align the two instructional academic staff promotional processes into one comprehensive promotional process;

WHEREAS, an Instructional Academic Staff Working Group met over the summer including ASA Members Michael Gorman, Christine Hoover, David Reinhart, and Jessica Walz as well as Kristine Plessel (Provost’s Office), Patricia Clasen (Dean of College of Integrated Studies), John Ejnik (Chemistry Department Chair), Connie Putland (Human Resources & Diversity), and Hermie Snorek (Provost’s Office) to evaluate the current process;

THEREFORE, BE IT RESOLVED the following changes be made to the academic staff personnel rules sections 13 and 14 (current sections provided in the appendix).

BE IT FURTHER RESOLVED that these updates will go into effect for the 2022-2023 instructional academic staff promotions process.

Clarifying Note related to TTC:

- The business (working) title will be **Lecturer** as of November 7, 2021. UW-Whitewater will be using business title in our directory.
- As is current practice, the title of record and business title have equal weight in the Human Resources Information System (HRS) and serve two different purposes; both together represent the work performed.
 - Title of record – serves as a market comparison tool and broad title classification
 - Business title – serves to add more specificity about the individual role within the organization
- **Clarification: Adjunct instructors are given the title of Lecturers under TTC**
- **This proposal relates to the “business title” of instructional academic staff with the title of record of “lecturer”.**



Proposed Changes to Section 13 of the Academic Staff Personnel Rules

Section 13: Promotion

13.01 Instructional Academic Staff Promotion

UW-W maintains a promotion process for academic staff with the position title of lecturer. All lecturers will become eligible for promotion based on years of service [eligibility and criteria including years of service, degree as well as activities including teaching, professional development, service, and scholarship]. Any questions regarding whether the years of service requirement has been met should be referred to the Office of Human Resources and Diversity.

Per the ASA By-Laws, the ASA Promotions Committee structures and administers the promotions process for academic staff. Promotion is a privilege, based upon qualifications exceeding established minimal criteria and is recommended by an informed collective peer judgment. All candidates should understand clearly that eligibility status and departmental and college recommendation does not assure or imply that a promotion will be made. Members of the ASA Promotions Committee will evaluate each promotion candidate on their activities including teaching, professional development, service, and scholarship. The primary promotions evaluation emphasis will be placed on teaching, however, increased activities beyond teaching are expected at the highest levels of promotion. Refer to the Instructional Academic Staff Promotions website (<https://www.uww.edu/asa/grants-and-awards/academic-staff-promotions>) for the Promotions Committee Evaluation Rubric.

Applications for promotion are considered annually and, if successful, go into effect at the start of the applicant's next academic year contract. The monetary amount of the salary increase for promotion to each level will be determined annually by the chancellor and is based upon the amount of promotion funds available. Promotion increases are a permanent base salary adjustment. The promotion application process is established by the Promotions Committee in conjunction with the Academic Staff Assembly, the Provost's Office and the Office of Human Resources and Diversity.

13.01(a) Promotion Eligibility

13.01(a)(i) Lecturer 1 to Lecturer 2

- Possess a completed master's degree OR a bachelor's degree plus a professional credential recognized in the field as an advanced level of competence.
- Be in at least the third year of full-time equivalent service with the business title of Lecturer 1 at UW-Whitewater.
- There is no minimum service time in Lecturer 1 for Lecturers holding a recognized terminal degree at the time of hire.

13.01(a)(ii) Lecturer 2 to Senior Lecturer

- Meet all requirements for promotion to Lecturer 2.
- Be in at least the third year of full-time equivalent service with the business title of Lecturer 2 at UW-Whitewater.



- There is no minimum service time in Lecturer 2 for Lecturers holding a recognized terminal degree at the time of promotion. However, that applicant must have at least three continuous years of full-time, or the equivalent, service as a Lecturer 1 at UW-Whitewater before being eligible for promotion to Senior Lecturer.

13.01(a)(iii) Senior Lecturer to Distinguished Lecturer

- Possess a recognized terminal degree, by the time of Promotion.
- Meet all requirements for promotion to Senior Lecturer.
- Be in at least the third year of full-time equivalent service with the business title of Senior Lecturer at UW-Whitewater.

13.01 (b) Promotions Timetable

Promotion Timetable for Instructional Academic Staff Promotions

Action by	Action to Take	Action Given to	Typical Timeline*
Department Chairs	Alerts Instructional Academic Staff of eligibility for promotion	Instructional Academic Staff	First Wednesday in October
Academic Staff Member	Submit portfolio to Personal Application Folder	Department chair	Second Wednesday in December
Department/Chair	Submits recommendation to Personal Application Folder	Dean	Second Wednesday in January
Dean	Submits recommendation to Personal Application Folder	Provost	Fourth Wednesday in January
Chancellor	Approves promotion/business title change and notifies candidates via letter (including base salary increase if applicable) and cc's Human Resources & Diversity, Department Chair, Dean and Provost, and sends spreadsheet of approved candidates	Applicant Human Resources & Diversity	Late March/early April
Academic Staff Assembly Promotions Chair	Announcement of Promotions to ASA		First ASA meeting in April
Human Resources & Diversity	Human Resources & Diversity updates Directory with new business title and title and base salary in HRS		Prior to Fall semester



*The ASA Promotions Committee will publish the actual due dates for each academic year on the promotions web page.

13.02 Promotions Decision Appeal Process

Each promotion candidate has the right to appeal a negative decision of their promotion application. Within seven days of receiving the written reasons for a negative decision from the ASA Promotions Committee, the candidate may, by writing to the ASA Chair, appeal the recommendation per Section 15.02 (d) through the Academic Staff Review Committee. The promotions appeals process does not allow the inclusion of new materials either in the promotion application or in the appeals document.

See Also:

- [Section 2: Personnel Files](#)
- [Section 14: Titling](#): Refer to Section 14 for more information regarding the business titles associated with the Lecturer 1, Lecturer 2, Senior Lecturer, and Distinguished Lecturer business titles.
- Section 15: Complaints & Grievances

Proposed Changes to Section 13 of the Academic Staff Personnel Rules

14.01(c) Business Title

14.01(c) (i) Lecturer 1: A lecturer 1 is one who independently teaches a course(s) subject to broad guidelines describing the scope of the subject matter to be taught and the topics to be covered. Effective classroom delivery, assessment and grading are the primary duties expected of lecturers at this level. Lecturer 1 is the usual initial rank for new instructional academic staff hires.

14.01(c) (ii) Lecturer 2: At this level, a lecturer 2 has the experience and academic qualifications needed to develop and teach a course(s) subject to broad guidelines describing the scope of the subject matter to be covered. At this level, a Lecturer 2 may be involved in various instructional related activities. These may include undergraduate advising, assisting in developing lab safety protocols, course scheduling, curriculum development, participating in departmental outreach programs or instructional activities.

14.01(c) (iii) Senior Lecturer: A Senior Lecturer has extensive teaching experience and subject matter expertise in an academic discipline. A lecturer at this level has gained a reputation among their peers for demonstrably sustained superior contributions to teaching within a department or division. Involvement with committees engaged in supporting this development is typical. However, the direct delivery of instruction is the primary responsibility of this title.

14.01(c) (iv) Distinguished Lecturer: A Distinguished Lecturer performs at a level of proficiency typically requiring extensive experience and advanced knowledge and skills. The expertise of an academic staff member at this level is commonly recognized by their peers and through a reputation that extends beyond their work unit. A Distinguished academic staff member is expected to develop new approaches, methods or techniques to resolve problems with little or no expert guidance and to cope independently with new, unexpected or complex situations. At this level, an academic staff member can be expected to guide or train other academic staff or to oversee their work.



Action Date	9/14/2022			
Action	Approved	Rejected	Tabled <input checked="" type="checkbox"/>	Other
Vote Detail	Ayes	Nays	Abstentions	Other

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Appendix

Current AS Personnel Rules: <https://www.uww.edu/asa/get-acquainted/as-personnel-rules>

Section 13: Promotion

13.01 Promotion

UW-W maintains a promotion process for academic staff with the position title of Lecturer. All Lecturers are initially hired at the Level 1 and will become eligible for promotion based on years of service. Any questions regarding whether the years of service requirement has been met should be referred to the Office of Human Resources and Diversity.

Applications for promotion are considered annually and, if successful, go into effect at the start of the applicant's next academic year contract. The monetary amount of the salary increase for promotion to each level will be determined annually by the Chancellor and is based upon the amount of promotion funds available. Promotion increases are a permanent base salary adjustment. The Promotion application process is established by the Promotions Committee in conjunction with the Academic Staff Assembly, the Provost's Office and the Office of Human Resources and Diversity

13.01(a) Promotion Criteria

13.01(a)(i) Level 1 to Level 2

- Possess a completed master's degree OR a bachelor's degree plus a professional credential recognized in the field as an advanced level of competence.
- Be in at least the third year of full-time equivalent service as instructional academic staff at UW-Whitewater.
- There is no minimum service time in Level 1 for Lecturers holding a recognized terminal degree at the time of hire.

13.01(a)(ii) Level 2 to Level 3

- Meet all requirements for promotion to Level 2.
- Be in at least the sixth year of full-time equivalent service as instructional academic staff at UW-Whitewater, with a minimum of three full-time equivalent years having been served in Level 2.
- There is no minimum service time in Level 2 for Lecturers holding a recognized terminal degree at the time of hire. However, that applicant must have at least three continuous years of full-time, or the equivalent, service as a Lecturer at UW-Whitewater before being eligible for promotion to Level 3.

13.01(a)(iii) Level 3 to Level 4

- Possess a recognized terminal degree, by the time of Promotion.
- Meet all requirements for promotion to Level 3.
- Be in at least the ninth year of continuous full-time, or equivalent, service as a Lecturer at UW-Whitewater, with a minimum of three full-time equivalent years having been served in Level 3.

See Also:

- [Section 2: Personnel Files](#)



- [Section 14: Titling](#)

Last Ratified: 4/13/2022

Section 14: Titling

14.01 Titling

All academic staff positions are assigned an official title prior to being recruited and hired. This title places the position within the [UW System Job Titles & Standard Job Description](#) and corresponds with the type of work and duties executed. Academic staff titles can vary greatly but most Instructional Academic Staff are assigned the Lecturer title. In either case the title assigned to a position controls the salary range for the position. Note that in some cases a position may also have a separate “Business” title to help correlate the position to jobs outside of higher education.

When new academic staff positions are created or if duties and responsibilities of an existing position change by more than 50%, the position must be reviewed by the Titling Committee. The purpose of this review is to ensure that all positions align fairly and accurately with the UW System Job Titles & Standard Job Description. If the proposed changes to an existing position are considered by the Titling Committee to warrant a new title, one will be assigned at that time. All title assignment decisions are the responsibility of the Titling Committee.

14.01(a) New / Vacant Positions

Given the changing nature of higher education, it is not uncommon for vacant positions to be redesigned before being re-hired. In these situations, the Dean, Director or Division Head will initiate a position review with the Office of Human Resources and Diversity. This review will include a comparison of similar positions at UW-W to ensure consistency and parity of title assignment. Following the completion of this review, the new position will be submitted to the Titling Committee for review.

14.01(b) Occupied Positions

Titling reviews for occupied positions can be requested by either the supervisor or the incumbent staff. If the supervisor initiates the request, it must be forwarded to the Dean/Division Head for review and comment before being sent to the Provost’s Office for consideration.

Titling review is initiated by the occupant of the position, it must be first submitted to the immediate supervisor for review and comment, and then forwarded to the Dean/Division Head for review and comment. All employee-initiated Titling Review requests must be forwarded to the Provost’s Office for consideration by the Titling Committee, regardless of supervisor and/or Dean/Division Head approval. Academic staff members of the Titling Committee in conjunction with the Office of Human Resources and Diversify will establish procedures for titling or re-titling vacant positions.

14.01(c) Business Title

to be added following finalization of University procedures

See Also:

- [Section 2: Personnel Files](#)
- [Section 13: Promotion](#)

Last Ratified: 4/13/2022



Mapping: old promotions mapped to new promotions

Pre-TTC Title (Provost Process)/Level (ASA Process)	Business Title with new promotions process
Adjunct	Lecturer 1
Associate Lecturer (regardless of level)	Lecturer 1
Lecturer Level 1	Lecturer 1
Lecturer Level 2-4	Lecturer 2
Senior Lecturer (any level)	Senior Lecturer
Distinguished Lecturer (any level)	Distinguished Lecturer

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