



## Instructional Academic Staff Promotions

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](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.



<b>Action Date</b>	9/14/2022			
<b>Action</b>	Approved	Rejected	Tabled - <b>X</b>	Other
<b>Vote Detail</b>	Ayes - Unanimous	Nays	Abstentions	Other

<b>Action Date</b>	9/28/2022			
<b>Action</b>	Approved - <b>X</b>	Rejected	Tabled	Other
<b>Vote Detail</b>	Ayes – 9	Nays - 3	Abstentions - 0	Other – 3 Absent

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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 Diversity 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**

<b>Pre-TTC Title (Provost Process)/Level (ASA Process)</b>	<b>Business Title with new promotions process</b>
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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