Resolution
Compensation and Economic Benefits Committee
Amended 14 March 2005

WHEREAS, the UW Madison Unclassified Title Guideline states for Category A academic staff titles, “The first three professional prefixes (Associate, No Prefix and Senior) reflect successively greater experience, expertise and applied ability in a particular specialty area”;

WHEREAS, the UW Madison Unclassified Title Guideline further states, “these three prefixes constitute a ‘natural career progression’ track through which professional academic staff might be expected to progress in the area of specialty”;

WHEREAS, approximately 11.5% of academic staff members who qualify for promotion review have not been promoted within the suggested time frames;

WHEREAS, Category B titles have been established with a relationship to faculty titles and do not have the same “natural career progression” concept as Category A titles;

WHEREAS, Category B titles offer more specific criteria on a title-by-title basis to progress in the title prefix;

WHEREAS, while promotions are based on factors such as increased experience, expertise and responsibility and not based on “time in grade,” a review for promotion is a reasonable expectation after an appropriate period of time;

WHEREAS, the UW-Madison has determined the “appropriate” periods of time are one to two years at the Associate prefix and seven years at No Prefix for Category A professional titles;

BE IT RESOLVED:

The Academic Staff Assembly approves establishing a system of annual promotion reviews of

- Category A professional series employees holding the associate title prefix for three or more years in their current appointments and employees holding the no prefix title with eight or more years in their current appointments and

- Category B employees holding the lowest title prefix for six or more years in their current appointments and the middle title prefix for six or more years in their current appointments.
Unclassified Titles Excluded From Promotion Review Exercise

Category A & B Title Series

Adjunct Professor
Administrative Officer
Artist-in-Residence
Assistant Dean
Associate Dean
Clinical Professor
Coaches
Consultants
Director
Emeritus
Faculty Assistant
Laboratory Managers
Professor (CHS)
Professor L/I
Program Managers
Visiting Titles

January 26, 2005
Major Steps:

Create report of Category A and B Academic Staff to be reviewed for promotion

Personnel Reps send report to Departments

Departments review individuals on report

Deans/Divisions review results of departmental analysis

Results disseminated

Processes:

DoIT runs report:
Cat A Prof. Staff with 3+ yrs in associate/ lowest rank or 8+ yrs in no-prefix/ middle rank and selected Cat B staff with 6+ yrs in lowest title prefix or 6+ yrs in middle title prefix

Personnel Reps may add additional cover letter/instructions

Verify that list includes all people eligible for review

Gather information on promotional criteria and other supporting documents

Question?

Promotion Granted?

No

Yes

Report to dean includes documentation such as promotion criteria and reason why campus or dept./unit promotion criteria has not been met.

Yes

Report to dean includes request for promotion

No

Prepare report for APO:
List of those promoted & % increase
List of those not promoted and reason

Prepare summary report by division, with info by gender, race, titles

Report sent to CEBC

CEBC reviews, forwards to CASI and other Governance groups

APO receives report from divisions

Report to dean includes documentation such as promotion criteria and reason why campus or dept./unit promotion criteria has not been met.
(Associate to no prefix, Category A)

Reason Codes & Required Information

This exercise requires each person on your lists to be considered. Promotion is not required when a valid reason can be provided.

REASON CODES

01 • Promotion Granted: Date: ___________ Percent Increase: __________

Promotion Not Granted - Reason:

02 • Base adjustment of at least 5% within last 24 months: Date:__________
% Increase: __________ Base adjustment reason code: __________

03 • Base adjustment of at least 5% to be granted within 12 months:
Expected Date: __________
% Increase: __________ Base adjustment reason code: __________

04 • New supervisor of less than one year: Supervision begin date:________

05 • New to unit/department/program: Begin date:____________

06 • Non-renewal or layoff pending: Expected effective date:____________

07 • Resignation/Retirement: Effective date:__________.

08 • (A) Campus Criteria have not been met: Please explain why individual has not met campus criteria for promotion. Promotion of an entry-level employee to no prefix is expected when required duties and responsibilities are performed independently in a fully competent manner. Generally, this takes no more than one to two years (See Unclassified Title Guideline).

OR

B) Department/Unit promotion criteria have not been met: Please provide Promotion criteria and explain why individual has not met the promotion criteria.

09 • Special Circumstances: Please specify (e.g., Leave of absence).
This exercise requires each person on your lists to **be considered**. Promotion is **not** required when a valid reason can be provided.

**REASON CODES**

01  • **Promotion Granted:** Date: ___________ Percent Increase: ______

Promotion Not Granted - Reason:

02  • **Base adjustment of at least 5% within last 24 months:** Date: ___________  
    % Increase: _______ Base adjustment reason code: __________

03  • **Base adjustment of at least 5% to be granted within 12 months:**  
    Expected Date: _______  
    % Increase: _______ Base adjustment reason code: __________

04  • **New supervisor of less than one year:** Supervision begin date: _______

05  • **New to unit/department/program:** Begin date: __________

06  • **Non-renewal or layoff pending:** Expected effective date: __________

07  • **Resignation/Retirement:** Effective date: __________.

08  • **(A) Campus Criteria have not been met:** Please explain why individual 
    has not met campus criteria for promotion. Promotion is contingent upon 
    “exemplary performance” (defined by UW- Madison as “a consistent record 
    of solid achievement”) and demonstrated mastery of new approaches and 
    techniques and ability to cope with unexpected or complex situations. 
    Generally, requires at least 7 years of relevant experience, not necessarily at 
    UW-Madison (See Unclassified Title Guideline).  

    **OR**

    **(B) Department/Unit promotion criteria have not been met:** Please 
    provide promotion criteria and explain why individual has not met the 
    promotion criteria.

09  • **Special Circumstances:** Please specify (e.g., Leave of absence).
(Category B)

Reason Codes & Required Information

This exercise requires each person on your lists to be considered. Promotion is not required when a valid reason can be provided.

REASON CODES

01  • Promotion Granted:  Date: __________  Percent Increase: __________

Promotion Not Granted - Reason:

02  • Base adjustment of at least 5% within last 24 months:  Date: __________  
% Increase: __________  Base adjustment reason code: __________

03  • Base adjustment of at least 5% to be granted within 12 months:  
Expected Date: __________  
% Increase: __________  Base adjustment reason code: __________

04  • New supervisor of less than one year:  Supervision begin date: __________

05  • New to unit/department/program:  Begin date: __________

06  • Non-renewal or layoff pending:  Expected effective date: __________

07  • Resignation/Retirement:  Effective date: __________.

08  • (A) Campus Criteria have not been met:  Please explain why individual has not met campus criteria for promotion.  (See Unclassified Title Guideline.)
  OR
  (B) Department/Unit promotion criteria have not been met:  Please provide promotion criteria and explain why individual has not met the promotional criteria.

09  • Special Circumstances:  Please specify (e.g., Leave of absence).
Table 1

<table>
<thead>
<tr>
<th>Employment Category</th>
<th>A1 Professional</th>
<th>B1 Instructional</th>
<th>B2 Research</th>
<th>Total</th>
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<td>3226</td>
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<td>1172</td>
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<tr>
<td>Employes in Titles Covered by Policy</td>
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<td>707</td>
<td>1156</td>
<td>Total</td>
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<td>Entry-Level Prefix</td>
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<td>1488</td>
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<td>Mid-Level Prefix</td>
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<td>374</td>
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<td>Higher Level Prefixes</td>
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<td>Employes Triggering Review</td>
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<td></td>
<td>Total</td>
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<td>Entry-Level Prefix</td>
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<td>Mid-Level Prefix</td>
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<td>65</td>
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<td>408</td>
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</table>

NOTES: Excludes zero-dollar and hourly appointments. Category A3 (Director level positions), A2 (Program Manager), A4 (Assistant/Associate Dean, administrative officer), and C positions are not eligible for review under the proposal and are not included above. In addition, some titles series within Category B are not covered by the proposal and include: CHS, emeritus, clinical, adjunct, visiting and L/I faculty, visiting scientists and lecturers, and faculty assistants. "Total Employes Triggering Review" includes only those employes with years at their current prefix exceeding the levels which require a review under the proposal. "Employes in Titles Covered by Policy" includes all individuals in title series covered by the proposal, regardless of how many years at the current level. "Higher Level Prefixes" for most titles series refers to senior or distinguished prefixes, although in some cases (such as Researcher), no senior-level exists and the no-prefix level is a higher level prefix. "Total Employes in Title Group" includes all titles within the title group, regardless of whether the title series is eligible for the exercise.

Reviews for Category A employes would be required for entry-level employes who have held the same prefix for 3 or more years. Review of Category A employes would take place for mid-level employes who have held the same prefix for 8 or more years. Employes in eligible Category B titles would be reviewed if they had more than 6 years at their current prefix.

SOURCE: IADS data system, paid employes as of October 2004
Prepared by Margaret Harrigan and KyungAe Jun, Office of Academic Planning and Analysis
2/18/2005
Table 2

Academic & Limited Staff Employees Affected by CEBC Proposal
Number of Employees Triggering Review by Division

<table>
<thead>
<tr>
<th>A02</th>
<th>General Services</th>
<th>Professional</th>
<th>Instructional</th>
<th>Research</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>A1</td>
<td>B1</td>
<td>B2</td>
<td></td>
</tr>
<tr>
<td>A03</td>
<td>Business Services</td>
<td>1</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>A05</td>
<td>Academic Services</td>
<td>2</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>A06</td>
<td>Information Technology</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A07</td>
<td>College of Agricultural &amp; Life Sciences</td>
<td>20</td>
<td>5</td>
<td></td>
<td>59</td>
</tr>
<tr>
<td>A10</td>
<td>International Studies and Programs</td>
<td>2</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>A12</td>
<td>School of Business</td>
<td>3</td>
<td>10</td>
<td></td>
<td>13</td>
</tr>
<tr>
<td>A17</td>
<td>School of Education</td>
<td>5</td>
<td>15</td>
<td></td>
<td>34</td>
</tr>
<tr>
<td>A19</td>
<td>College of Engineering</td>
<td>10</td>
<td>2</td>
<td>5</td>
<td>47</td>
</tr>
<tr>
<td>A27</td>
<td>School of Human Ecology</td>
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</tr>
<tr>
<td>A34</td>
<td>Graduate School</td>
<td>12</td>
<td>7</td>
<td></td>
<td>44</td>
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<td>A40</td>
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<td>1</td>
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<td>A42</td>
<td>Intercollegiate Athletics</td>
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<td></td>
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<td>A45</td>
<td>Law School</td>
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<td>7</td>
<td>1</td>
<td>13</td>
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<td>A48</td>
<td>College of Letters and Science</td>
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<td>74</td>
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<td>General Library</td>
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<td></td>
<td>7</td>
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<td>A52</td>
<td>Wisconsin State Lab of Hygiene</td>
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<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>A53</td>
<td>Medical School</td>
<td>16</td>
<td>10</td>
<td>14</td>
<td>59</td>
</tr>
<tr>
<td>A54</td>
<td>School of Nursing</td>
<td>2</td>
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<td>1</td>
<td>3</td>
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<td>A55</td>
<td>Psychiatric Institute</td>
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<td>1</td>
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<tr>
<td>A56</td>
<td>School of Pharmacy</td>
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<td>1</td>
<td>5</td>
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<tr>
<td>A57</td>
<td>Univ. Health Services</td>
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<td>Facilities Planning &amp; Management</td>
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<td>A85</td>
<td>University Housing</td>
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<tr>
<td>A87</td>
<td>School of Veterinary Medicine</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>8</td>
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<td>A96</td>
<td>Wisconsin Union</td>
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<tr>
<td>TOTAL</td>
<td></td>
<td>113</td>
<td>20</td>
<td>36</td>
<td>98</td>
</tr>
</tbody>
</table>

SOURCE: IADS data system, paid employees as of October 2004

Notes: Reviews for Category A employees would be required for entry-level employees who have held the same prefix for 3 or more years. Review of Category A employees would take place for mid-level employees who have held the same prefix for 8 or more years. Employees in eligible Category B titles would be reviewed if they had more than 6 years at their current prefix.

Prepared by Margaret Harrigan and KyungAe Jun, Office of Academic Planning and Analysis  2/18/2005
Table 3

### Academic & Limited Staff Employes Affected by CEBC Proposal

<table>
<thead>
<tr>
<th>Employment Category</th>
<th>A1 Professional</th>
<th>B1 Instructional</th>
<th>B2 Research</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employees Triggering Review</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entry-Level Prefix</td>
<td>112</td>
<td>20</td>
<td>36</td>
</tr>
<tr>
<td>3 - 5.9 years</td>
<td>95</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>6 - 7.9 years</td>
<td>14</td>
<td>5</td>
<td>17</td>
</tr>
<tr>
<td>8 - 11.9 years</td>
<td>2</td>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td>Over 12 years</td>
<td>1</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Mid-Level Prefix</td>
<td>97</td>
<td>65</td>
<td>76</td>
</tr>
<tr>
<td>6 - 7.9 years</td>
<td>NA</td>
<td>25</td>
<td>35</td>
</tr>
<tr>
<td>8 - 11.9 years</td>
<td>71</td>
<td>22</td>
<td>22</td>
</tr>
<tr>
<td>Over 12 years</td>
<td>26</td>
<td>18</td>
<td>19</td>
</tr>
</tbody>
</table>

**SOURCE:** IADS data system, paid employes as of October 2004, promotions as of March 1 2005.

**Notes:** Reviews for Category A employes would be required for entry-level employes who have held the same prefix for 3 or more years. Review of Category A employes would take place for mid-level employes who have held the same prefix for 8 or more years. Employes in eligible Category B titles would be reviewed if they had more than 6 years at their current prefix.

Prepared by Margaret Harrigan and KyungAe Jun, Office of Academic Planning and Analysis
2/18/2005
### Academic & Limited Staff Employees Affected by CEBC Proposal

#### Employment Category

<table>
<thead>
<tr>
<th></th>
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<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Total</td>
<td>Men</td>
<td>Women</td>
</tr>
<tr>
<td>Total Employees in Title Group</td>
<td>3226</td>
<td>1275</td>
<td>1951</td>
</tr>
<tr>
<td>Employees in Titles Covered by Policy</td>
<td>3219</td>
<td>1272</td>
<td>1947</td>
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<tr>
<td>Entry-Level Prefix</td>
<td>766</td>
<td>288</td>
<td>478</td>
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<td>Mid-Level Prefix</td>
<td>1428</td>
<td>567</td>
<td>861</td>
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<td>Higher Level Prefixes</td>
<td>1025</td>
<td>417</td>
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<td><strong>Employees Triggering Review</strong></td>
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<tr>
<td>Entry-Level Prefix</td>
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<td>64</td>
</tr>
<tr>
<td>Mid-Level Prefix</td>
<td>97</td>
<td>43</td>
<td>54</td>
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</tbody>
</table>

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**SOURCE:** IADS data system, paid employees as of October 2004

Prepared by Margaret Harrigan and KyungAe Jun, Office of Academic Planning and Analysis 3/11/2005

C:\Documents and Settings\Bill Steffenhagen\Local Settings\Temporary Internet Files\OLK2\[CEBC308.xls]summary