

University of Wisconsin-Superior  
POLICIES AND PROCEDURES FOR PROMOTION OF ACADEMIC STAFF (AS)

The Personnel/Compensation Committee shall review all requests and policies for promotion, title changes, and/or career progression in accordance with the University of Wisconsin System Unclassified Personnel Guidelines (UPGs) (<http://www.uwsa.edu/hr/upgs/upg.htm>).

I. Promotion Guidelines

- A. A staff member may request a promotion review when they have met the requirements of eligibility as outlined in Section IV.
- B. To advance to the next level, the duties and responsibilities for the position will be at the level defined by the current academic staff title structure.

II. Promotion and Salary Level

- A. A promotion may accompany a pay increase when:
  - 1. Movement is either a title change or to the No Prefix range:
    - If the minimum of the pay range the AS is advancing to is the **same or less than their current salary**, the AS will receive an increase of 3% not to exceed the maximum of the salary range.
  - 2. Movement is either a title change or to the No Prefix range:
    - If the minimum pay range the AS is advancing to is **more than their current salary**, the AS will receive the increase to the minimum plus an additional 3% not to exceed the maximum of the salary range.
  - 3. Movement is to the Senior level:
    - If the minimum of the pay range the AS is advancing to is **more than their current salary**, the AS will receive the increase to the minimum plus an additional 5% not to exceed the maximum of the salary range.
  - 4. Movement is to the Senior level:
    - If the minimum of the pay range the AS is advancing to is the **same or less than their current salary** the AS will receive an increase of 5% not to exceed the maximum of the salary range.
- B. Under no circumstances will a promotion result in a decrease in base salary.
- C. The salary adjustment will be in addition to the annual increase.
- D. If a title change results in the applicant being in the same pay range as the previous title, there will be no salary increase.

### III. Request Procedure

- A. The academic staff member shall submit a written request for promotion review. Promotion materials are found on the Human Resources website at [http://www.uwsuper.edu/wb/hr/misc\\_forms/pdf/acadpro.pdf](http://www.uwsuper.edu/wb/hr/misc_forms/pdf/acadpro.pdf). A promotion request must be submitted to HR no later than the first Friday in February. Granted requests will become effective July 1.

Requests for prefix level change will require promotion application and supporting materials as outlined on the application. Requests for title change will also require a TEI/Position Questionnaire. The Academic Staff Personnel/Compensation Committee will follow Academic Staff promotion policies and procedures to make a recommendation.

- B. The immediate supervisor provides a rationale for approval or denial of the promotion request and forwards all relevant documents to the Human Resources Office for submission to the Academic Staff Personnel/Compensation Committee.
- C. The Academic Staff Personnel/Compensation Committee will review the request using UWS Unclassified Personnel Guideline #1, results of the TEI/Position Questionnaire, and supporting documentation, whichever are appropriate. Upon completion of their review, the Personnel/Compensation Committee will make recommendations to the Provost/Vice Chancellor.
- D. The Provost/Vice Chancellor provides official notification to the academic staff member of promotion approval or denial with supporting rationale.

### IV. Academic Staff Professional Title Promotional Criteria

#### A. Criteria for a promotion from Associate to No-Prefix

1. The applicant must have two (2) years (full-time equivalency) of employment in a position as of June 30<sup>th</sup> of the current fiscal year.
2. The applicant should be functioning at the No Prefix level of proficiency performing his/her duties as a fully competent professional, working independently in applying approaches, methods and techniques of his/her profession and is actively involved or assisting in the development of new techniques, approaches or methods.
3. Promotion is dependent upon the documented performance of the applicant. **The most recent performance evaluation should be included in the documentation.**

#### B. Criteria for a promotion from No-Prefix to Senior

1. The applicant must have at least seven (7) years (full-time equivalency) of comparable professional experience including the most recent five (5)

years (full-time equivalency) at UW-Superior in the same salary range as of June 30<sup>th</sup> of the current fiscal year.

2. For purposes of movement to the Senior level, comparable experience:
  - a. Shall include comparison of similar programs on other campuses by number of students served, staff size, number of programs within the unit, level of reporting, unit budget and/or any other measure which may be appropriate.
  - b. Is defined as related and relevant professional experience in similar fields, scope or size of operation, and similar duties and responsibilities.
  - c. In addition to documented experience and meritorious performance reviews, the individual must provide evidence of the development of new techniques, approaches, or methods to solve problems in an independent fashion. Public and/or University service will be a consideration.

V. Academic Staff Title Change Criteria

- A. Separate guidelines are available for Distinguished prefix. See Appendix A.
- B. When the request for title change is based on scope, it shall include comparison of similar programs on other campuses by number of students served, staff size, number of programs within the unit, level of reportage, unit budget and/or any other measure which may justify the title change.

VI. Personnel/Compensation Committee Composition, Charge, and Protocol

- A. Composition: Four academic staff members, (two elected from AS Senate and two from AS at-large), HR Director, and AS Senate Chair. AS member seats are for two years, staggered. Senate Chair is non-voting, unless there is a tie vote.
- B. Charge: The Personnel/Compensation Committee shall review all requests and policies for promotion, title changes, and/or career progression in accordance with the University of Wisconsin System Unclassified Personnel Guidelines (UPGs).
  1. Review AS compensation issues and policies.
  2. Make recommendations regarding promotions and title changes to the Provost/Vice Chancellor based on the review completed by the Personnel/Compensation Committee.
  3. Inform AS in regards to current AS Personnel/Compensation issues.
- C. Committee Protocol: Committee members may not participate in the review, discussion or vote of their own application, an application in which they have participated as supervisor or signature authority, or a family member's (spouse/partner, child, parent, sibling) application. A committee member who

has a conflict of interest may choose to excuse themselves from any application review and relinquish their voting participation specific to that application.

#### VII. Review of Materials

- A. The committee will conduct a comprehensive review of all materials submitted.  
Note: The position description used by the committee will be the official one on file with Human Resources. An applicant must have an updated position description on file with Human Resources prior to the start of the promotion process for it to be considered.
- B. Any additional information or materials required by the committee to make a recommendation decision will be addressed in the following way: the committee will determine what clarification or information is necessary and have one designated committee member follow up with the applicant and/or their supervisor, then report back to the full committee.
- C. The committee will vote (majority rules) to approve/deny the promotion request and forward recommendations to Provost/Vice Chancellor. If the recommendation for promotion is denied, but a reasonable alternative is available for the applicant, that alternative must be communicated to the applicant by the committee. The applicant then will determine if they wish to proceed with the alternative or accept the denied promotion request, notwithstanding their right to appeal under Section VII.

#### VIII. Promotion Appeals Process

- A. If an Academic Staff member disagrees with the findings of the Personnel/Compensation Committee, the member may appeal the decision. The appeal must be made by written notice within fifteen (15) business days from the receipt of the promotional decision letter and sent to the Chair of the Academic Staff Senate. The written request must state the reason(s) for the appeal and include Supervisor and Division Officer.
- B. Following a re-evaluation of the original submitted materials by the Personnel/Compensation Committee, if the member disagrees with the Personnel/Compensation Committee's final determination, the member may appeal to the Academic Staff Appeals Committee. The appeal must be made by written notice within fifteen (15) business days from the receipt of the Personnel/Compensation Committee's final determination. The request for appeal to the Academic Staff Appeals Committee must be made on the basis that:
  - 1. The action of the Personnel/Compensation Committee was unreasonable, arbitrary, capricious or lacked proper factual basis, or;
  - 2. The action of the Personnel/Compensation Committee was procured by fraud, coercion or the improper conduct of any party in interest.
- C. The Personnel/Compensation Committee may approve the recommendation of the Personnel/Compensation Committee or send the evaluation back to the Committee for further review should a basis for appeal be substantiated. Upon completion of the appeal process, the decision will be considered final. Granted appeals will become retroactively effective July 1 consistent with III(A).



