

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

The Personnel Compensation Committee shall review all requests and policies for promotion and title changes in accordance with the University of Wisconsin System Unclassified Personnel Guidelines (UPGs) (<https://www.wisconsin.edu/ohrwd/policies/upg/>).

I. Promotion Guidelines

- A. Academic Staff Senate will address the promotion and title process as a standing agenda item on the October senate meeting to ensure the call is scheduled.
- B. The Office of Human Resources will send the call for applications to the Academic Staff list serve **on or before the first Monday in November**.
- C. A staff member may request a promotion review when they have met the requirements of eligibility as outlined in Section IV.
- D. To advance to the next level, the duties and responsibilities for the position will be at the level defined by the current academic staff Hays Hill title structure.

II. Promotion and Salary Level

A. Pay increase formulas:

1. Movement is either a title change or to the No Prefix range:

- a) If the minimum of the pay range the Academic Staff is advancing to is the same or less than their current salary, the Academic Staff will receive an increase of 3% not to exceed the maximum of the salary range.

OR

- b) If the minimum pay range the Academic Staff is advancing to is more than their current salary, the Academic Staff will receive the increase to the minimum plus an additional 3% not to exceed the maximum of the salary range.

2. Movement is to the Senior level:

- a) If the minimum of the pay range the Academic Staff is advancing to is more than their current salary, the Academic Staff will receive the increase to the minimum plus an additional 5% not to exceed the maximum of the salary range.

OR

- b) If the minimum of the pay range the Academic Staff is advancing to is the same or less than their current salary the Academic Staff 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. When applicable, the salary adjustment will be in addition to the annual increase.

### III. Request Procedure

- A. The academic staff member shall submit a written request for promotion review including Academic Staff Promotion/Title Change Application (Form ASP-A). Applicants should also reference the Category A Academic Staff Application for Promotion Procedures (Appendix A). All promotion materials can be found on the Human Resources website at <http://www.uwsuper.edu/hr/forms>. 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 Academic Staff Personnel Compensation Committee will review the request and supporting documentation. Upon completion of their review, the Personnel Compensation Committee will make recommendations to the Provost-Vice Chancellor.
- C. 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 of employment in a position as of June 30 of the current fiscal year. (Regardless of classification i.e. university staff converting to academic staff)
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 evidence of satisfactory or meritorious performance as evidenced by at least the past two performance evaluations. The past two performance evaluations 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 of comparable professional experience including the most recent five (5) years at UW-Superior in the same salary range as of June 30 of the current fiscal year.

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.

2. In addition to documented experience, the individual must provide evidence of a consistent record of satisfactory or meritorious performance as evidenced by at least the past two performance evaluations and 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 Distinguished prefix criteria

A. See Appendix B.

VI. Academic Staff Title Change Criteria

A. Most recent performance review documenting alignment of duties and responsibilities to the requested Hays Hill title

B. See Appendix A.

VII. 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.

VIII. Review of Materials

A. The committee will conduct a comprehensive review of all materials submitted as outlined in the Academic Staff Promotion Procedures Appendix A.

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 the Human Resources Office will 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 for Academic Affairs. If the recommendation for promotion is denied, the applicant has the right to appeal under Section IX. See forms on last two pages.

IX. Promotion Appeals Process (See Appendix C)

- A. If an Academic Staff member disagrees with the final determination, the member may appeal the decision. The appeal must be made by written notice using the Request for Appeal Pending Process form 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 signatures from primary and/or secondary supervisors.
- B. Following a re-evaluation of the original submitted materials by the Personnel Compensation Committee, if the member disagrees with the 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 and/or Provost/Vice Chancellor of Academic Affairs was unreasonable, arbitrary, capricious or lacked proper factual basis, or;
  - 2. The action of the Personnel Compensation Committee and/or Provost/Vice Chancellor of Academic Affairs was procured by fraud, coercion or the improper conduct of any party in interest.
- C. The Academic Staff Appeals 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).

**University of Wisconsin-Superior**  
**CATEGORY A ACADEMIC STAFF**  
**APPLICATION FOR PROMOTION PROCEDURES**

**A. Promotion from Associate to No Prefix** (ex: Associate Student Services Coordinator to Student Services Coordinator)

The Academic Staff member must meet the criteria for promotion found in the Academic Staff Promotion Policies and Procedures. Submit the following to Human Resources by the **first Friday in February**:

- Completed Academic Staff Promotion/Title Change Application (Form ASP-A)
- Cover Letter from Applicant summarizing:
  - Documented evidence proving a fully competent professional whom is 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.
  - Documented evidence of service to the University community such as service on UW-Superior committees, involvement in academic staff development activities, participation in UW-Superior governance committees, demonstrated willingness to accept supplemental assignments and new tasks.
- Current Position Description from Human Resources Office
- Two most recent Performance Evaluations, both signed and dated
- Department Organizational Chart
- Letter(s) of Support from first or second supervisor(s) indicating that you are performing duties as a fully competent professional and actively involved in the development of new techniques, approaches or methods.

**B. Promotion to Senior** (ex: Student Services Coordinator to Senior Student Services Coordinator).

The Academic Staff member must meet the criteria for promotion found in the Academic Staff Promotion Policies and Procedures. Submit the following to Human Resources by the **first Friday in February**:

- Completed Academic Staff Promotion/Title Change Application (Form ASP-A)
- Cover Letter from Applicant summarizing:
  - Documented at least seven (7) years of comparable professional experience including the most recent five (5) years at UW-Superior.
  - Documented evidence of the development of new techniques, approaches, or methods to solve problems independently.
  - Documented evidence of recognition in one's professional field through participation in professional organizations, system-wide committees, etc., related to the individual's professional field.
  - Documented evidence of service to the University community, not directly related to the individual's professional field, such as service on UW-Superior committees, involvement in academic staff development activities, participation in UW-Superior governance committees, demonstrated willingness to accept supplemental assignments and new tasks.
- Current Position Description from Human Resources Office
- Five most recent Performance Evaluations, all signed and dated
- Department Organizational Chart
- Letter(s) of Support from first or second supervisor(s) indicating that you are performing duties as a fully competent professional and actively involved in the development of new techniques, approaches or methods.

**University of Wisconsin-Superior**  
**CATEGORY A ACADEMIC STAFF**  
**APPLICATION FOR PROMOTION PROCEDURES**

**C. Promotion from Senior to Distinguished** (ex: Senior Student Services Coordinator to Distinguished Student Services Coordinator)

Please refer to UW-Superior Guidelines for Distinguished Prefix when completing the promotional requirements. The Academic Staff member must meet the criteria for promotion found in the ASPD P – Appendix B. Submit the following to Human Resources by the **first Friday in February**:

- Completed Academic Staff Promotion/Title Change Application (Form ASP-A)
  - Cover Letter from Applicant summarizing:
    - Documented evidence that performance is at a level of proficiency typically requiring extensive experience and advanced knowledge and skills.
    - Documented evidence of extraordinary achievement as recognized by peers in the field and through a reputation extending beyond his or her workunit.
    - Documented evidence of exceptional competencies and achievements in developing new approaches, methods or techniques to resolve problems with little or no expert guidance and to cope independently with new, unexpected or complex situations.
    - Documented evidence of your role in guiding and training other professionals in the field.
    - Documented evidence of service to the University community such as service on UW-Superior committees, involvement in academic staff development activities, participation in UW-Superior governance committees, demonstrated willingness to accept supplemental assignments and new tasks.
    - Documented evidence that you have had a consistent record of meritorious performance as evidenced by evaluations.
  - Current Position Description from Human Resources Office
  - All UW-Superior Performance Evaluations, all signed and dated
  - Department Organizational Chart
  - Letter(s) of Support from first or second supervisor(s) indicating that you are performing duties as a fully competent professional and actively involved in the development of new techniques, approaches or methods.
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**D. Title Change** (ex: Student Services Specialist to Student Services Coordinator)

The Academic Staff member must meet the criteria for promotion found in the Academic Staff Promotion Policies and Procedures. Submit the following to Human Resources by the **first Friday in February**:

- Completed Academic Staff Promotion/Title Change Application (Form ASP-A)
- Cover Letter from Applicant summarizing:
  - Documented evidence of alignment of duties and responsibilities to the requested Hays Hill title as outlined in UPG # and position descriptions with the requested Hays Hill title within the UW System.
  - Documented evidence of service to the University community such as service on UW-Superior committees, involvement in academic staff development activities, participation in UW-Superior governance committees, demonstrated willingness to accept supplemental assignments and new tasks.
- Current and Original Position Descriptions from Human Resources Office
- Two most recent Performance Evaluations, both signed and dated
- Department Organizational Chart
- Letter(s) of support from first or second supervisor(s) indicating that you are performing duties as a fully competent professional and actively involved in the development of new techniques, approaches or methods.
- 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.
- TEI/UW Position Questionnaire: <https://www.uwsuper.edu/hr/forms/upload/UWPosition-Questionnaire.pdf>

**Appendix B:**  
**University of Wisconsin-Superior**  
**UW-Superior Guidelines for Distinguished Prefix**

The typical professional, instructional, or research academic staff member will show career advancement through the Associate, No Prefix and Senior prefix levels. However, Hayes/Hill Inc., saw “the need for a superstar category stressing peer recognition both within and outside the institution as one of the key criteria. We would generally expect that a person in the superstar category would have at least ten or more years of progressively responsible experience in their field.” The UW System has determined that the Distinguished prefix is not part of a natural career progression track and is not intended to be the final stage of progression for all academic staff. Consistent with Hayes/Hill’s original intent to reserve a prefix level “for the truly exceptional performers,” the Distinguished prefix is defined below:

Distinguished:

A professional/instructional academic staff/research academic staff at the Distinguished level:

- (1) Performs at a level of proficiency typically requiring extensive experience and advanced knowledge and skills;
- (2) Has expertise that is commonly recognized by his or her peers and through a reputation which extends beyond his or her work unit;
- (3) 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;
- (4) Can be expected to guide or train other academic staff or to oversee their work. (UW System Unclassified Personnel Guideline #1)

To further clarify the above system definition, UW-Superior uses the following guidelines:

**I. Definitions**

1. Colleague: Academic staff and faculty at UW-Superior may be considered colleagues but **not** peers for this purpose.
2. Consistently: In a regular, expected and customary manner, over a period of time.
3. Peer: Individual in the same profession, outside of the UW System.
4. Widespread peer recognition: A reputation of excellence in a profession, recognized by peers, from a variety of institutions and/or organizations outside of UW System (national or international). Typically, take place beyond the normal collegial relationships; superior attainments will have been demonstrated through, for example, special honors and recognition.
5. Peer Organization: Recognized state, regional, or national organization.
6. Work unit: The University of Wisconsin-Superior; not departments or colleges within the institution.
7. Extraordinary achievements: Recognition by peers or exceptional performance as an expert in relation to the current developments and/or problem solving in that field. Achievements/accomplishments of the individual have been and continue to be made over and above normal job responsibilities, outside of the work unit, and over a significant period of time.

8. “Ten or more years of progressively responsible experience”: Minimum of six of these years on the UW-Superior campus.

## II. Documentation Required

1. Current Resume
2. Position Description
3. All UW-Superior Annual Evaluations
4. Specific documentation as evidence of exceptional competence and achievement in the occupational area.

Documentation submitted *must support each of the four parts* of the distinguished definition.

Requests for distinguished prefix will be reviewed by the Academic Staff

Personnel/Compensation Committee, in accordance with the Academic Staff Promotion Policies and Procedures. However, final decision for the use of the distinguished prefix will be made by the Chancellor.

## III. Sample Documentation Supporting the Four Parts

Below is a list of each of the four parts of the distinguished definition along with *examples* of acceptable documentation which could be submitted as evidence of meeting the definition:

1. A Distinguished Academic Staff member performs at a level of proficiency typically requiring extensive experience and advanced knowledge and skills.
  - a. Written description documenting increase in responsibilities, along with a list of positions held, inclusive dates, and position descriptions for each. This should show ten or more years of progressively responsible experience in the field.
  - b. Evidence of the advanced knowledge and skills the individual possesses over and above that required for their position, such as certifications and licenses held, documentation of continuing education, institutes, symposiums, conference participation, etc. Evidence of a terminal degree including dates, degree granted, and granting institution.
2. The expertise of an academic staff member at this level is commonly recognized by his or her peers and through a reputation which extends beyond his or her work unit.
  - a. Letters of support from peers, speaking to the individual’s expertise and reputation.
  - b. Awards from peer organizations which recognize significant contributions to the field: list of awards, dates, awarding organization, and nature of the award.
  - c. Documentation of participation as an officer, on committees and/or in activities including dates and work accomplished, showing service and leadership to professional peer organizations.
  - d. List of consultations completed including date, name of organization and nature of the activity.
  - e. Evidence that the individual served as a resource for solving complex issues or problems including date, nature of the issue or problem and for whom it was rendered. Expert advice and/or testimony should be demonstrated.

3. 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.
  - a. Written description of the approach, method or technique developed and documentation of acceptance by one's peers or peer organizations. Evidence of patent or copyright ownership including a description of what was developed, either alone or as the major investigator.
  - b. Presentations and/or publications before peer organizations which describe new methods, techniques or alternatives to current approaches within a field. List of presentations made including date, title of the presentation, audience and location. List of publications including date, title, and source.
4. A Distinguished Academic Staff member can be expected to guide or train other academic staff or to oversee their work.
  - a. Evidence of educational and/or training programs for organizations and institutions external to the work unit, including a list of workshops, training programs, and courses focusing on advanced techniques or methods.
  - b. Description of how expertise was shared through the guidance, training, and/or supervision of others including description, dates and the professionals involved. Letters of support from colleagues/supervisees/professionals receiving training.

1/25/2010

**Appendix C**

**UNIVERSITY OF WISCONSIN-SUPERIOR  
ACADEMIC STAFF APPEALS COMMITTEE**

**REQUEST FOR APPEAL PENDING PROCESS**

NAME: \_\_\_\_\_

CURRENT TITLE: \_\_\_\_\_

REASON FOR APPEAL:

\_\_\_\_\_ The action of the Personnel Compensation Committee was unreasonable, arbitrary, capricious or lacked proper factual basis.

\_\_\_\_\_ The action of the Personnel Compensation Committee was procured by fraud, coercion or the improper conduct of any party in interest.

Comments (Attach additional sheets or documentation as necessary):

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Employee's Signature Date

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Primary Supervisor's Signature Date

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Secondary Supervisor's Signature Date

c: Provost

