

## FACULTY, ACADEMIC STAFF, LIMITED APPOINTEES, STUDENT ASSISTANTS AND EMPLOYEE-IN-TRAINING (FORMERLY UPG #1)

### TITLE ASSIGNMENT PRINCIPLES AND RESPONSIBILITIES

- (1) The purpose of establishing an official title for each unclassified position or group of positions is to permit comparability of substantially similar positions across institutions and academic and administrative units.
- (2) Pursuant to [Regent Resolution #5980](#) (adopted December 6, 1991), the System President has the authority to monitor and maintain the unclassified title and salary structure and the President has the responsibility to take any and all necessary actions to ensure consistent use of the title and salary structure among the institutions.
- (3) The System President extends to the chancellors, delegated authority to assign formal unclassified titles to all unclassified positions at his/her institution except as provided in this guideline or as required by Regent policy or state statutes.
- (4) An appeal mechanism should be established at each institution to resolve disputes regarding formal title assignments. The appeal process may be designed to meet the particular organizational needs and governance structures of the institution.
- (5) Institution policies and procedures for the administration of the unclassified title structure should provide for ongoing review of formal title assignments with position descriptions that are accurate and current. Most title assignment changes will involve major changes in duties (job reclassification) or they will reflect greater experience, expertise and applied ability in a particular specialty area (career progression). As a general rule, formal title changes due to job reclassification may take effect at appropriate times throughout the fiscal year. However, to the extent possible, formal title changes that reflect usual career progress in the specialty area should coincide with the annual budget process.
- (6) On behalf of the System President, the UW System Office of Human Resources has the responsibility to monitor and maintain the formal unclassified title and salary grade structure. Formal titles, described [in Appendix 1A](#), shall be assigned on the basis of functions performed in the position to ensure that the title structure is consistently applied among the institutions. Questions regarding appropriate use of titles will be brought to the attention of the institution. As required by [Regent Resolution #5980](#), System Administration will exercise its authority to resolve title assignment problems in the event a satisfactory solution cannot be achieved at the institution level

### TITLE STRUCTURE DESIGN

In general, the assigned duties and responsibilities performed by a person appointed under the authority of the Board of Regents pursuant to s. 36.09(1)(e) Wis. Stats., constitutes a position. A formal title describes a single position or a group of positions that possesses substantially similar (though not identical) duties and responsibilities. The UW System unclassified title structure is designed to permit the assignment of a formal title to each position occupied by a person appointed to the unclassified service under Board of Regents authority.

A title group is an assemblage of formal titles that have one or more characteristics in common. The unclassified title structure separates formal titles into thirteen title groups as follows:

- Academic Administrators
- Academic Program Directors
- Faculty
- Instructional Academic Staff
- Research Academic Staff
- Administrative Directors
- Administrative Officers
- Other Academic Staff/Limited
- Program Managers
- Professionals
- Employees-in-Training

- Student Assistants
- Other Special Use Titles

Titles within each title group are coded by function, prefix and scope although not all titles have prefix or scope modifiers. All titles have a "function" component that describes the primary activity or the general duties and responsibilities of positions holding the title. Many functions are modified by a "prefix" to distinguish levels of proficiency and/or experience of the person assigned the function or to recognize different levels of responsibility. For several functions, "scope" measures have been established to distinguish between small, medium and large administrative units.

As a reflection of differences in position responsibilities, organizational structures and institutions, formal unclassified titles are defined in general terms. Therefore, institutions may find it useful or necessary to establish informal working titles to describe positions. A structure of informal working titles, and the policies, procedures and practices for its administration may be established at the discretion of the institution. However, use of working titles may not offer an adequate response to emerging needs among the institutions. Therefore, institutions may request additions, deletions or modifications to the formal unclassified title structure.

Amendments to the formal title structure must be approved by the Board of Regents. Institution proposals to amend the formal unclassified title structure should be submitted to the System Office of Human Resources which will coordinate a systemwide review process. Upon completion of the review process, the Office of Human Resources will submit the request to the Board of Regents for action.

To facilitate the title assignment process, the remaining sections of this guideline elaborate and expand on the thirteen unclassified title groups.

(1) Academic Administrators (function codes A00 - A99)

Academic Administrators constitute the executive layer of System and institution academic leadership. Typically, Academic Administrators hold a concurrent faculty title in addition to the Academic Administrator title. As each general function describes the nature and level of an executive position, prefix and scope modifier codes do not apply. These titles are assigned to Compensation Category C (see UPS Operational Policy [TC 3: Compensation](#))

(a) Use of the following titles requires the advance approval of the Board of Regents. A request to assign any of these titles should be addressed to the Office of the Secretary of the Board of Regents with copies sent to the Office of the President, the System Office of Academic Affairs and the System Office of Human Resources.

President	Chancellor
Exec Vice President	Secretary of the Regents
Sr. Vice Pres., Acad. Aff.	Asst. Secy. of the Regents
Sr. Vice Pres., Admin	Trust Officer
Vice President	Assistant Trust Officer

(b) Use of the following titles requires the advance approval of the President and the Board of Regents. A request to assign either title should be addressed to the Office of the President and the Office of the Secretary of the Board of Regents with copies sent to the System Office of Academic Affairs and the System Office of Human Resources.

Vice Chancellor/Provost
Vice Chancellor (non deputy)
Campus Dean (UWC)

(c) Creation of a new position with the title of Dean (academic) or with a modified "chancellor" title (e.g., Assistant Chancellor) requires advance authorization from the System President. Requests for Dean (academic) title should be sent to the System Office Academic Affairs. Requests for a modified chancellor title should be sent the System Office of Human Resources.

Dean	Associate Chancellor
Division Chairperson	Associate Vice Chancellor

Assoc. Vice President      Assistant Chancellor  
Asst. Vice President      Assistant Vice Chancellor

- (d) Use of the following titles is delegated to the chancellor, subject to the salary threshold limitations specified in UPG #5, and provided that the appropriate function definition is met.

Associate Dean  
Assistant Dean  
Assoc. Campus Dean (UWC)  
Asst. Campus Dean (UWC)

(2) Academic Program Directors (function code B10)

Academic Program Directors are ranked faculty members responsible for directing the activities of a major academic research program, institute or department. While an Academic Program Director may report to an Academic Administrator regarding budgetary or other administrative matters, he/she functions independently regarding other matters affecting the direction of the research program or institute. In larger departments, institutes or academic research programs, an Academic Program Director may supervise Administrative Officers, Professionals and/or Research Academic Staff. Academic Program Directors are assigned to Compensation Category C (see UPS Operational Policy [TC 3: Compensation](#))

Provided that the function definition of Academic Program Director is satisfied, the assignment and definition of Academic Program Director, Associate Academic Program Director and Assistant Academic Program Director titles is delegated to the chancellor. However, each of these three formal prefix levels must reflect primary involvement in directing the research or program activities rather than the administrative affairs of the unit and the incumbent must hold a concurrent ranked faculty appointment.

(3) Faculty (function codes C20, C30, C40, and C50)

Faculty titles are restricted to the four ranks of Professor, Associate Professor, Assistant Professor and Instructor. The determination of appropriate definitions and qualifications for each of the four ranks rests with the institution faculty and chancellor. Faculty titles are assigned to Compensation Category D (see UPS Operational Policy [TC 3: Compensation](#))

Those ranked faculty whose primary activities of instruction, research and public service are performed in an academic department as defined in Wis. Administrative Code, Section UWS 1.03 may be budgeted exclusively under a ranked faculty title. Those ranked faculty whose primary activities are administrative or academic support must be assigned an appropriate academic staff/limited title for the percent of their appointment dedicated to those administrative activities. For purposes of title assignment, "primary activities" are those activities performed one-half time or more on a regular basis.

- (a) Special Recognition Designations: Where a special recognition is afforded (e.g. named professor, regent professor, university professor, research professor or distinguished professor), such descriptions are not assigned a title code but are entered as a "comment" in the budget or personnel form and listed under the primary professorial title code. Designation as a Regent Professor requires the advance approval of the Board of Regents. A request for such designation should be addressed to the Office of the Secretary of the Board of Regents with copies sent to the Office of the President and the System Office of Academic Affairs. Other special recognition descriptions require the advance approval of the President and the Board of Regents. Requests for such other special recognition designations should be addressed to the Office of the President and Office of the Secretary of the Board of Regents with a copy sent to the System Office of Academic Affairs.
- (b) Military Science Staff: Ranked faculty titles should be used to designate military science staff if the institution agreement with the military requires a ranked faculty appointment. If the institution agreement with the military requires faculty status, institutions should assign the appropriate Military Science title within the Instructional Academic Staff title

category.

*[NOTE: Section [UWS 1.05 Wis. Adm. Code](#) specifies that "faculty status does not confer rank or tenure, or convert an academic staff appointment into a faculty appointment."]*

- (c) Professional Librarians: Ranked faculty titles should be used for all present and future appointments of professional librarians with appropriate graduate degrees if in an institution all professional librarians with appropriate graduate degrees as determined in accordance with that institution's policies, have formerly been ranked faculty, except in those institutions where the chancellor and faculty designate that such appointments shall be as academic staff.

(4) Instructional Academic Staff (function codes D00 - D99)

Instructional Academic Staff provide for-credit instruction and training to students in an academic discipline. Instruction or training includes classroom and/or laboratory and/or clinical teaching duties. Instructional staff in UW-Extension may be involved in non-credit instruction which may involve teaching, application and integration of knowledge from several disciplines. An academic discipline does not typically include teaching developmental or basic skills such as reading, writing, arithmetic, conversational English, etc. The assignment of function titles and prefixes is delegated to the chancellor with the expectation that assignments of non-professorial Instructional Academic Staff functions and prefixes (such as Lecturer and Faculty Associate) will be in compliance with systemwide definitions. Instructional Academic Staff titles (except Emeritus/Emerita and Military Science faculty) are assigned to Compensation Category B (see UPS Operational Policy [TC 3: Compensation](#)).

Instructor, Assistant Professor, Associate Professor and Professor levels are available for the CHS, Visiting, Emeritus/Emerita, Military Science, Adjunct, Clinical and L/I Instructional Academic Staff functions. The specific definition of each level for professorial academic staff titles is left to the purview of the institution. However, differences between successively higher title levels should reflect demonstrable differences in experience and knowledge gained, applied to the specific duties of the function, or if visiting, reflect the title at the home institution.

(5) Research Academic Staff (function codes E00 - E99)

Research Academic Staff participate in conducting research, identify research problems, design research methodology, perform or supervise research and prepare results for presentation to professional organizations or for scholarly publications. A PhD or the equivalent experience and/or knowledge required to conduct research activities at the level of a principal investigator or co-principal investigator is ordinarily required to hold one of the titles in this title group. The assignment of function titles and prefixes is delegated to the chancellor with the expectation that assignments of Research Academic Staff functions and prefixes will be in compliance with systemwide definitions. These titles are assigned to Compensation Category B (see UPS Operational Policy [TC 3: Compensation](#)).

(6) Administrative Directors (function codes J00 - M99)

Administrative Director titles are reserved for the administrative heads of academic and/or administrative units and major functional areas of the institution. Titles in this group imply responsibility for planning the objectives and directing the activities of the unit. Depending on the prefixes assigned, directors have extensive budgetary and supervisory authority, and they are responsible for the development of final policy recommendations and policy implementation based on the evaluation of unit policy, procedures and operations. Administrative Directors can be distinguished from Program Managers in that Directors focus on policy development and they serve in management/leadership roles, whereas Program Managers focus on policy implementation and they perform and supervise the activities of the unit. All Administrative Director titles are assigned to Compensation Category (see UPS Operational Policy [TC 3: Compensation](#)) although some titles are also subject to Executive Salary Group assignment as required by

Administrative Director titles may or may not include the term "Director" in the title. Examples of Director titles which do not use the word "Director" include General Counsel, Registrar, Dean of Students and Controller.

Administrative Director functions may be unique to a single institution or substantially similar across institutions with respect to the type of duties performed and responsibilities held. The latter have been termed generic. Two examples of generic Administrative Director functions are Director, Admissions and Director, Financial Aid. The assignment of generic Administrative Director titles and prefixes is delegated to the chancellor with the expectation that assignments of Administrative Director functions and prefixes will be in compliance with systemwide definitions and the criteria for supervisory designation. This delegation is limited to the extent that the chancellor may assign one Associate Director title in an administrative unit as the "deputy." Use of multiple Associate Director titles within an administrative unit requires advance approval of the System Office of Human Resources to ensure that organizational size and characteristics warrant a waiver of the "deputy" status required by the Associate Director title definition.

Administrative Director functions may be unique to an institution in that no generic Administrative Director title adequately captures the duties and responsibilities involved. This is most common when the title relates to an administrative unit which is unique to an institution or involves direction of an unusual combination of administrative areas. In such cases, it is appropriate to use an "Unspecified" designation in lieu of a generic Administrative Director title. The specific level (salary grade placement) of Director, Unspecified titles and prefixes are based on the title evaluation system results. Use of "Unspecified" titles for all prefix levels requires the advance approval of the System Office of Human Resources.

- (a) Criteria for Supervisory Designation: In order to be assigned to an Administrative Director title (No Prefix, Associate or Assistant), the position must meet the following minimum supervisory criteria:
1. An unclassified staff member must supervise at least three full time equivalent (FTE) positions. This assumes the position has the authority to take decisive personnel actions. Students, limited term employees, volunteers, etc. may be counted in meeting the FTE requirement if they are a continuous and integral part of the operation. One FTE equals 40 hours per week on an annual or academic year appointment basis.
  2. Meeting the minimum supervisory criteria does not mean a position should automatically be assigned an Administrative Director title. Supervisory responsibility is only one of several distinguishing characteristics. Other critical factors found in positions carrying the Administrative Director title include: planning objectives and setting priorities; structuring the organization; directing the overall activities of the operation; etc. These activities represent the major focus of the work and are substantially different from the duties and responsibilities of staff supervised.
- (b) Prefix Levels: Three successively higher levels of Administrative Director functions are defined - Assistant Director, Associate Director, and (No Prefix) Director. At the highest level, Directors may supervise the managers of subunits or operations within administrative units under their purview. In general, (No Prefix) Directors report to a Chancellor, Vice Chancellor, Associate Vice Chancellor, Assistant Chancellor, Assistant Vice Chancellor, Dean, President, Vice President, Associate Vice President, or an Assistant Vice President. In very large and complex organizations a Director may report to a higher level Director. Assistant and Associate Directors usually report to a Director.
- (c) Scope Measures: Although the basic responsibilities of two Administrative Directors performing the same generic function will, by definition, be substantially similar, the scope of responsibilities may differ depending upon the size of the unit being administered. For this reason, a scope measure (in addition to an appropriate prefix), is generally provided for each generic title in a title series. Small (S), Medium (M) and

Large (L) scope measures rank the scope of duties, responsibilities and impact of all generic Director titles across the institutions in the UW System. Differences in the scope of duties, responsibilities and impact of decisions in a title may reflect differences in the number and type of staff supervised, enrollment, unit budget size, or other factors. Thus, two examples of complete Director titles, including a scope measure, are Controller (M) and Associate Director, Admissions (L).

Institution size differences do not automatically determine the scope of duties, responsibilities or the impact of decisions made within a specific title. For example, the financial impact of a departmental Director at a small institution may be greater than that of a departmental Director at a larger institution if the department at the smaller institution is larger than that at the larger institution. "Large" does not mean UW-Madison per se.

(7) Administrative Officers (function codes N00 through N49)

The Administrative Officers title group contains three functions: Associate Dean, Assistant Dean and Administrative Officer. The Associate Dean title describes positions that have comprehensive responsibility for the direct management of day-to-day administrative, instruction and research activities in a school or college. The Assistant Dean title describes those positions with a concentration of management responsibility in an area such as counseling/career planning or curriculum development, etc.

*[NOTE: Associate Deans and Assistant Deans in this title group do not require a concurrent ranked faculty appointment, whereas persons assigned an Associate Dean or Assistant Dean title in the Academic Administrator title group must have a concurrent ranked faculty appointment.]*

The Administrative Officer title is similar to the Assistant Dean title as it also reflects a concentration of management responsibilities in a school, college or administrative division in an area such as budget planning and monitoring or personnel, etc. The assignment of either the Administrative Officer or Assistant Dean title should be reflective of the institution's faculty and administrative policies.

Administrative Officer, Associate Dean and Assistant Dean titles are distinguished by Large, Medium-Large, Medium and Small scope measures. In the determination of an appropriate scope modifier, institutions should consider: the size of the school, college or administrative division and the size of the budget; the number and size of functional areas and programs managed and/or supervised; the level and frequency of interactions with institution administrators, faculty and staff; and, the impact of the incumbent's decision-making responsibilities. These titles are assigned to Compensation Category A (see UPS Operational Policy [TC 3: Compensation](#)).

(8) Other Academic Staff/Limited (function codes N50 through N99)

This title group is for specially defined or mandated positions and positions defined primarily with respect to the nature of their appointment. Specially defined titles include Artist-in-Residence and Consultant. Positions mandated by state statute include: State Geologist; Director, Pharmacy Internship Program; and Director, State Laboratory of Hygiene. Positions defined by the nature of their appointment include: Secretary of the Faculty; Secretary of the Academic Staff; Director, Athletics (UW-Madison); and, Coach. These titles are assigned to Compensation Category C (see UPS Operational Policy [TC 3: Compensation](#)).

(9) Program Managers (function codes P00 through P99)

Program Manager titles are used to describe positions that manage a specific program. A Program Manager title is appropriate when the program or activity managed is not large and/or complex enough to justify an Administrative Director title. A program is a coordinated, defined set of services or activities usually focusing on a single objective. Whether ongoing and well established or fledgling, programs are not synonymous with the functional areas from which they operate. Program Manager titles should be applied to positions where the program managed typically is recognized as a free standing and distinct program function. Although primarily a non-supervisory activity, program management often requires the coordination of work within the unit and/or across a number of administrative units.

Program Managers often function quite independently. Typically, the services provided by a Program Manager are primarily developed and provided by the position incumbent rather than by subordinates. Program Managers can be distinguished from Directors in that Program Managers focus on policy implementation and they perform and supervise the activities of the unit, whereas Directors focus on policy development and they serve in management/leadership roles.

A large and/or complex program, or one undergoing rapid growth may require that the Program Manager supervise support staff. However, a position carrying major supervisory responsibilities over several persons should have its title reviewed to consider whether it might better conform with an Administrative Director title.

Each Program Manager function has level designations of I, II and III, which represent increasing size and/or complexity of similar functions. Determination of an appropriate level within the function is based on the institution rating of each position using the title evaluation instrument. A complete Program Manager title will include both a function description and a level designation (e.g. Academic Archivist II, Administrative Program Manager I). These titles are assigned to Compensation Category A (see UPS Operational Policy [TC 3: Compensation](#)).

The assignment of Program Manager titles is delegated to the chancellor with the expectation that such assignments will be in compliance with systemwide definitions and that the assigned level is supported by the title evaluation system.

(10) Professionals (function codes R00 through W99)

In general terms, titles in the Professional title group provide student, administrative or community related services, research or instructional support, and/or activities supporting the overall mission or objectives of a particular unit or program in the UW System. Examples of position responsibilities described in this category include: counseling and treatment of patients and/or students; providing technical assistance in a research project; physical, fiscal and other planning activities; and, providing professional support in outreach programs. The assignment of Professional titles and prefixes is delegated to the chancellor with the expectation that assignments of Professional functions and prefixes will be in compliance with system wide definitions.

Professional titles include both those which require specialized certification, a specific degree or other specific professional credentials and related qualifications for entry into the series, and those that do not. Titles requiring either certification or licensure (including eligibility for either) or a specific professional degree are typically more narrowly defined than those that do not. This treatment has been developed to better reflect the labor markets from which unclassified professionals are hired. However, it is noteworthy that beyond the entry level, labor markets for unclassified positions, regardless of initial entry qualifications, are typically defined by experience in higher education and specific professional credentials. These titles are assigned to Compensation Category A (see UPS Operational Policy [TC 3: Compensation](#)).

The Professional title group captures a wide range of positions that vary substantially with respect to the complexity and range of duties, organizational impact and independence of action exercised in carrying out assignments. Assignments may involve a series of short-term projects or ongoing professional responsibilities within a well-established program. In any case, while a title in this group may play a leading or guiding role within a unit or program, supervision is not an integral aspect of the work performed. Any professional supervising more than his or her own secretary on a regular and continuing basis should be considered for a title in the Program Manager or Administrative Director title groups.

- (a) Prefix Levels: Four prefixes are defined for Professional titles: Associate, No-Prefix, Senior and Distinguished. The prefix design is intended to offer one method of career progression to enable Professional staff to progress through a structure of successively higher levels of required proficiency within a Professional title series. Prefix levels within a title series reflect progressively greater required experience, professional expertise and knowledge applied to duties and responsibilities expected of the position. However, the Distinguished prefix is reserved for the truly exceptional performer who is recognized by peers within and outside the institution as a "superstar" in the specialty. [EXCEPTIONS:

Special Assistant and Senior Special Assistant titles are designed to reflect unique responsibilities and service to an Academic Administrator.]

Progress along the career path does not necessarily entail growing supervisory or budgetary responsibilities. Persons at the higher levels of a particular title series may be responsible for training other professionals or for assisting, coordinating or otherwise having some responsibility for other staff activities, but supervision is not an integral part of the function performed.

- (b) Scope Measures: Scope measures are not provided for titles in the Professional title group except for the Budget Planner function. Although the basic responsibilities of Budget Planners will be substantially similar, complexity of the work performed, level of responsibility and financial impact on the institution, division and/or administrative unit may differ. For this reason, Small, Medium and Large scope measures (in addition to an appropriate prefix) are needed to assign a complete title in the Budget Planner series.

(11) Employees-in-Training (function codes X00 through X99)

Persons holding a title in the Employees-in-Training title group are normally acquiring additional training or experience in their field of specialization. Two examples of Employees-in-Training titles are Postdoctoral Fellow and Postgraduate Trainee. The assignment of titles in this group is delegated to the chancellor with the expectation that assignments will be in compliance with system wide definitions. These titles are assigned to Compensation Category D (see UPS Operational Policy [TC 3: Compensation](#)).

(12) Student Assistants (function codes Y00 through Y99)

Titles in the Student Assistant title group are used for graduate students who: hold a fellowship, scholarship or traineeship; hold an appointment which is intended primarily to further the education and training of the student; are employed to assist with research, training or other academic programs or projects; and/or have been assigned teaching responsibilities in an instructional department under the supervision of a faculty member. In addition, Student Assistant titles are available to undergraduate students when: no qualified graduate student is available to perform a function that would normally be assigned to graduate Student Assistants; or when the terms of a supporting grant or contract preclude the use of other normally appropriate titles. Examples of Student Assistant titles are Fellow, Teaching Assistant, Program Assistant, Project Assistant, Research Assistant, and Graduate Assistant. The assignment of Student Assistant titles is delegated to the chancellor with the expectation that assignments will be in compliance with system wide definitions and/or collective bargaining agreements (when applicable). These titles are assigned to Compensation Category D (see UPS Operational Policy [TC 3: Compensation](#)).

*[NOTE: The Student Assistants title group does not include student help employed under FAP – Employment of Student Help [formerly GAPP #18.]*

(13) Other Special Use Titles (function codes Z00 through Z99)

This title group is designed to meet special payroll, budget and university affiliation needs. For example: Teaching Supervisor is used to payroll school district staff who serve as mentors for UW System students. Academic Staff and Classified Back-Up titles are used to describe zero-dollar back-up appointments in the budget. Honorary Associate/Fellow designates the holder of a fellowship administered outside the university or a courtesy appointment for a visiting scholar. The assignment of Special Use titles is delegated to the chancellor with the expectation that assignments will be in compliance with systemwide special use criteria. Special Use titles are assigned to Compensation Category D (see UPS Operational Policy [TC 3: Compensation](#)).