

UW SYSTEM FACULTY, ACADEMIC STAFF, LIMITED APPOINTEE, STUDENT ASSISTANTS AND EMPLOYEES-IN-TRAINING TITLE DEFINITIONS BOOK
(formerly Unclassified Personnel Guideline 1, Attachment 1A)

Function and Prefix Definitions by Title Group

1. ACADEMIC ADMINISTRATORS

Academic Administrators constitute the executive layer of the Institution, University and System academic leadership.

Each title represents a distinct functional area of responsibility. There are no prefix or scope modifiers attached to these functions.

Academic Administrator Function Definitions

President

Appointment Status:	Limited
Compensation Category:	C
Salary Range	University Senior Executive Salary Group 9
	Salary range established by the Board of Regents (see RPD 6-5)
Job Code:	A00NN

President of all the faculties, the President is vested with the responsibility of administering the System under Board policies and directs the UW System Administration. The President has full executive responsibility for the operation and management of the System. He or she shall carry out the duties prescribed in Wisconsin Statutes for this office, and such other duties as may be assigned by the Board or be implicit in policy actions of the Board. This title is restricted to UW System Administration and may not be assigned without the advance approval of the Board of Regents.

Executive Vice President

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	To be determined if titled used
Job Code:	A01NN

Deputy to the President with responsibilities assigned by the President. In the absence of the President, the Executive Vice President shall act as and perform all the duties of the President. This title is restricted to UW System Administration and may not be assigned without the advance approval of the Board of Regents.

Senior Vice President for Academic Affairs

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	University Senior Executive Salary Group 5 Salary range established by the Board of Regents (see RPD 6-5)
Job Code:	A02NN

Deputy to the President with responsibility for the academic affairs of the university system. In the absence of the President, the Senior Vice President for Academic Affairs shall act as and perform all the duties of the President and shall assume other responsibilities as assigned by the President. This title is restricted to UW System Administration and may not be assigned without the advance approval of the Board of Regents.

Senior Vice President for Administration

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	University Senior Executive Salary Group 5 Salary range established by the Board of Regents (see RPD 6-5)
Job Code:	A03NN

System executive with responsibilities assigned by the President to provide operational direction and coordination for the several major functions of System Administration as these are defined by the President and the Board. This title is restricted to UW System Administration and may not be assigned without the advance approval of the Board of Regents.

Vice President

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	University Senior Executive Salary Group 2 Salary range established by the Board of Regents (see RPD 6-5)
Job Code:	A04NN

System executive with responsibilities assigned by the President to provide administrative direction and coordination to one of the major functions of System Administration as these are defined by the President and the Board. The title is restricted to UW System Administration and may not be assigned without the advance approval of the Board of Regents.

Chancellor

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	Madison University Senior Executive Salary Group 8 Milwaukee University Senior Executive Salary Group 7 Others University Senior Executive Salary Group 3 Salary range established by the Board of Regents (see RPD 6-5)
Job Code:	A10NN

Executive head of his/her respective faculty and institution, the Chancellor is vested with the responsibility of administering Board policies under the coordinating direction of the President and is

accountable and reports to the President and the Board on the operation and administration of his/her institution. Subject to Board policy, the Chancellor of the institution in consultation with the faculty is responsible for designing curricula and setting degree requirements; determining academic standards and establishing grading systems; defining and administering institutional standards for faculty peer evaluation and screening candidates for appointment, promotion and tenure; recommending individual merit increases; administering associated auxiliary services; and administering all funds, from whatever source, allocated, generated or intended for use of the institution. This title may not be assigned without the advance approval of the Board of Regents.

Provost

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	Non-salaried designation
Job Code:	A15NN

The chancellor may designate a person as provost, to act as chief executive officer of the institution in the chancellor's absence, if the person currently holds a limited appointment as vice chancellor, associate chancellor, assistant chancellor, associate vice chancellor or assistant vice chancellor. The chancellor may not create an additional administrative position for this purpose [see [Wis. Stat. 36.09\(3\)\(b\)](#)]

Dean

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	None
Job Code:	A20NN

Institution academic and administrative executive responsible for a school or college. This title requires ranked faculty rank.

Division Chairperson

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	None
Job Code:	A21NN

Academic and administrative executive responsible for an academic division.

Campus Dean (UWC)

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	None
Job Code:	A22NN

Academic and administrative executive responsible for a two-year campus. This title is restricted to the UW Colleges.

Senior Associate Vice President

Status:	Limited
Compensation Category:	C
Salary Range:	UWS Salary Range 12
Job Code:	A29NN

System executive with responsibilities defined by the President. This title is restricted to UW System Administration and may not be assigned without the advance approval of the President.

Associate Vice President

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	UWS Salary Range 11
Job Code:	A30NN

System executive with responsibilities defined by the President. This title is restricted to UW System Administration and may not be assigned without the advance approval of the President.

Assistant Vice President

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	UWS Salary Range 10
Job Code:	A31NN

System executive with responsibilities defined by the President. This title is restricted to UW System Administration and may not be assigned without the advance approval of the President.

Secretary of the Regents

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	None
Job Code:	A32NN

Responsible for keeping a faithful record of all Board of Regents transactions. It is the duty of the Secretary to give at least ten days' notice of the regular meetings of the Board, to keep a record of the proceedings of the Board at their several meetings, to keep a separate record of the proceedings of each of the standing committees, when so ever requested thereto by the Chair; to keep the corporate seal and by countersigning execute with the President of the Board instruments and contracts ordered by the Board; and to preserve all documents pertaining to his or her office. The Secretary shall perform such other duties as are imposed on him or her by law and the rules and orders of the Board. This title is restricted to UW System Administration and may not be assigned without the advance approval of the Board of Regents.

Assistant Secretary of the Regents

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	None
Job Code:	A33NN

The duties of the Assistant Secretaries shall be to assist the Secretary in the performance of his or her duties, and they shall perform such duties as may be assigned to them by the Secretary or the Board of Regents. In the absence of the Secretary, an Assistant Secretary shall act as and perform all the duties of the Secretary. This title is restricted to UW System Administration and may not be assigned without the advance approval of the Board of Regents.

Trust Officer

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	Non-salaried position
Job Code:	A34NN

It is the duty of the Trust Officer to receive, manage and maintain records of all trust funds of the UW System and to perform such other duties relating to trust funds as are imposed upon him or her by law and the rules and orders of the Board or the Business and Finance Committee of the Board. This title is restricted to UW System Administration and may not be assigned without the advance approval of the Board of Regents.

Assistant Trust Officer

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	Non-salaried position
Job Code:	A35NN

The Assistant Trust Officers assists the Trust Officer in the performance of his or her duties and performs such other duties as may be assigned to them by the Trust Officer, the Board or the Business and Finance Committee of the Board. This title is restricted to UW System Administration and may not be assigned without the advance approval of the Board of Regents.

Vice Chancellor

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	Deputy: Salary range established by Board of Regents (see RPD 6-5) Others: Non-Deputy UWS Salary Range - individually determined
Job Code:	A40NN

Deputy: Institution executive serving as deputy to the Chancellor and/or with responsibilities for specific functional areas as assigned by the Chancellor. In the absence of the Chancellor, the deputy Vice Chancellor shall act as and perform all the duties of the Chancellor.

Non-Deputy: Institution executive with responsibilities defined at the discretion of the Chancellor.

Associate Chancellor

Appointment Status: Limited
 Compensation Category: C
 Salary Range: UWS Salary Range—individually determined
 Job Code: A41NN

Institution executive with responsibilities defined at the discretion of the Chancellor.

Associate Vice Chancellor

Appointment Status: Limited
 Compensation Category: C
 Salary Range: UWS Salary Range—individually determined
 Job Code: A42NN

Institution executive with responsibilities defined at the discretion of the Chancellor.

Assistant Chancellor

Appointment Status: Limited
 Compensation Category: C
 Salary Range: UWS Salary Range—individually determined
 Job Code: A43NN

Institution executive with responsibilities defined at the discretion of the Chancellor.

Assistant Vice Chancellor

Appointment Status: Limited
 Compensation Category: C
 Salary Range: UWS Salary Range—individually determined
 Job Code: A44NN

Institution executive with responsibilities defined at the discretion of the Chancellor.

Associate Dean

Appointment Status: Limited
 Compensation Category: C
 Salary Range: None
 Job Code: A51NN

Institution academic and/or administrative executive within a school or college. Responsibilities are defined at the discretion of the Chancellor. This title requires ranked faculty rank.

Dean

Appointment Status: Limited
 Compensation Category: C
 Salary Range: None
 Job Code: A52NN

Institution academic and/or administrative executive within a school or college. Responsibilities are defined at the discretion of the Chancellor. This title requires ranked faculty rank.

Associate Campus Dean (UWC)

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	None
Job Code:	N

Academic and/or administrative executive at a two-year collegiate campus. Responsibilities are defined at the discretion of the Chancellor. This title is restricted to the UW Colleges.

Assistant Campus Dean (Colleges)

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	None
Job Code:	A54NN

Academic and/or administrative executive at a two-year collegiate campus. Responsibilities are defined at the discretion of the Chancellor. This title is restricted to the UW Colleges.

2. ACADEMIC PROGRAM DIRECTORS

Academic Program Directors are faculty members responsible for directing the activities of a major academic research program, institute or department. Three prefix levels are provided: No-Prefix, Associate and Assistant. Provided that the function definition is satisfied, the definition of each level is determined at the institution. However, each level defined must be primarily involved in directing the research or program activities rather than the administrative affairs of the unit.

Academic Program Director

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix	Limited	C	None	B10DN
Associate	Limited	C	None	B10FN
Assistant	Limited	C	None	B10LN

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 an Administrative Officer, Professional Academic Staff and/or Research Academic Staff. The title requires ranked faculty rank.

3. FACULTY

[UWS 1.04 Wis. Adm. Code](#) defines faculty as persons who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor in an academic department or its equivalent in an institution. Thus, this title group is restricted to the four faculty ranks.

Professor

Appointment Status:	Faculty
Compensation Category:	D
Salary Range:	UWS salary minima only
Job Code:	C20NN

The definition and qualifications for Professor rests with the faculty and chancellor of the institution. Consistent with institution determinations, this title may be used to designate military science staff when the institution agreement with the military requires a ranked faculty appointment. An institution may use this title for all present and future appointments of professional librarians with appropriate graduate degrees if in that 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.

Associate Professor

Appointment Status:	Faculty
Compensation Category:	D
Salary Range:	UWS salary minima only
Job Code:	C30NN

The definition and qualifications for Associate Professor rests with the faculty and chancellor of the institution. Consistent with institution determinations, this title may be used to designate military science staff when the institution agreement with the military requires a ranked faculty appointment. An institution may use this title for all present and future appointments of professional librarians with appropriate graduate degrees if in that 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.

Assistant Professor

Appointment Status:	Faculty
Compensation Category:	D
Salary Range:	UWS salary minima only
Job Code:	C40NN

The definition and qualifications for Assistant Professor rests with the faculty and chancellor of the institution. Consistent with institution determinations, this title may be used to designate military science staff when the institution agreement with the military requires a ranked faculty appointment. An institution may use this title for all present and future appointments of professional librarians with appropriate graduate degrees if in that 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.

Instructor

Appointment Status:	Faculty
Compensation Category:	D
Salary Range:	UWS salary minima only
Job Code:	C50NN

The definition and qualifications for Instructor rests with the faculty and chancellor of the institution. Consistent with institution determinations, this title may be used to designate military science staff when the institution agreement with the military requires a ranked faculty appointment. An institution may use this title for all present and future appointments of professional librarians with appropriate graduate degrees if in that 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

The primary responsibility of instructional academic staff is to provide for credit instruction and training to students in an academic discipline.

Some instructional academic staff titles are assigned special prefix definitions. For these titles, the prefix definitions follow the function definitions (see Lecturer, Visiting Lecturer, Faculty Associate and Instrumentation Innovator - Instruction titles).

Four levels are defined for adjunct, CHS, clinical, emeritus, location/institution, military science and visiting modified professorial titles within the instructional academic staff title group. The four levels are Professor, Associate Professor, Assistant Professor and Instructor. A fifth level of Distinguished was approved by the BOR in March 1998 for CHS and Clinical. The specific definition of each level for professorial academic staff titles is left to the purview of each unit in which the title is employed. However, differences between successively higher title levels must reflect demonstrable differences in experience and knowledge gained, applied to the specific duties of the function.

Each title and accompanying definition were approved by the Board of Regents on December 6, 1991 unless otherwise noted.

Instructional Function Definitions

Professor (CHS)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	B	100% UWS Professor minima only	D00AN
Professor	Academic Staff	B	100% UWS Professor minima only	D01NN
Associate	Academic Staff	B	100% UWS Associate Professor minima only	D02NN
Assistant	Academic Staff	B	100% UWS Assistant Professor minima only	D03NN
Instructor	Academic Staff	B	100% UWS Instructor minima only	D04NN

Specifies members of the instructional academic staff engaged in clinical activities. These titles are designed for persons involved, for at least 50 percent of the time, in the direct provision of patient care in hospitals, clinics, pharmacies and associated with teaching clinical practices. While the appointee may be involved in some research, the time allocation will reflect heavy teaching and clinical demands. A CHS appointee generally will have the M.D., Ph.D. or other terminal degree.

Visiting Professor

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Professor	Academic Staff	B	100% UWS Professor minima only	D11NN
Associate	Academic Staff	B	100% UWS Associate Professor minima only	D12NN
Assistant	Academic Staff	B	100% UWS Assistant Professor minima only	D13NN
Instructor	Academic Staff	B	100% UWS Instructor minima only	D14NN

This function is used for individuals who come from outside the UW-System for temporary academic assignments. Normally, the title will be comparable to the rank held at the individual's home institution. There may be cases where an individual's assignment at the institution is temporary, but no "home institution" is involved. In those instances, a visiting faculty title may still be used, with the appropriate level determined by the department executive committee after reviewing the individual's credentials in comparison with similarly qualified members of the institution's faculty.

Professor Emeritus

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Professor	Academic Staff	C	None	D21NN
Associate	Academic Staff	C	None	D22NN
Assistant	Academic Staff	C	None	D23NN
Instructor	Academic Staff	C	None	D24NN

Emeritus/Emerita status may be conferred by the Chancellor upon recommendation of the appropriate department and dean to individuals retiring from a position with "professor" or "instructor" as part of the official title, e.g., Professor, Professor (CHS), Clinical Professor.

Professor of Military Science

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Professor	Academic Staff	C	None	D31NN
Associate	Academic Staff	C	None	D32NN
Assistant	Academic Staff	C	None	D33NN
Instructor	Academic Staff	C	None	D34NN

This title is in use in accordance with the unique agreements governing military personnel teaching in ROTC programs at the various institutions. Where these unique agreements require designation of these personnel as faculty, they may be given faculty status as provided in UWS 1.05.

Adjunct Professor

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Professor	Academic Staff	B	100% UWS Professor minima only	D41NN
Associate	Academic Staff	B	100% UWS Associate Professor minima only	D42NN
Assistant	Academic Staff	B	100% UWS Assistant Professor minima only	D43NN
Instructor	Academic Staff	B	100% UWS Instructor minima only	D44NN

Specifies persons from a non-instructional institution and persons whose professional career is primarily outside of university instruction. Must be performing primarily instructional activities. In some circumstances the title may be appropriate for those who's full-time continuing teaching assignments are practicum-oriented.

Clinical Professor

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished Professor	Academic Staff	B	100% UWS Professor minima only	D50AN
Professor	Academic Staff	B	100% UWS Professor minima only	D51NN
Associate	Academic Staff	B	100% UWS Associate Professor minima only	D52NN
Assistant	Academic Staff	B	100% UWS Assistant Professor minima only	D53NN
Instructor	Academic Staff	B	100% UWS Instructor minima only	D54NN

Responsible for the supervision of the clinical training of students. This function is used to describe instructional academic staff positions in the health sciences and other academic disciplines with clinical practices. Individuals appointed at the clinical instructor level may have qualifications and training comparable with faculty.

Clinical Adjunct Professor (UW-Madison only)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Professor	Academic Staff	B	Zero Dollar Appointment	D56NN
Associate	Academic Staff	B	Zero Dollar Appointment	D57NN
Assistant	Academic Staff	B	Zero Dollar Appointment	D58NN

Support the educational, research, and patient care missions of the clinical, basic sciences and administrative departments of the School of Medicine and Public Health. The purpose of this titles series is to recognize services provided by clinical staff from hospitals throughout Wisconsin.

Professor L/I (Location/Institution)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Professor	Academic Staff	B	100% UWS Professor minima only	D61NN
Associate	Academic Staff	B	100% UWS Associate Professor minima only	D62NN
Assistant	Academic Staff	B	100% UWS Assistant Professor minima only	D63NN
Instructor	Academic Staff	B	100% UWS Instructor minima only	D64NN

This title is used to indicate appointees whose tenure status and employment rights are limited to another University of Wisconsin institution. The L/I appointment is also the correct one for a member of the collateral faculty working full-time in an associated affiliation with the University of Wisconsin-Madison Medical School.

Lecturer

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	B	85% UWS Professor minima only	D80AN
Senior	Academic Staff	B	75% UWS Professor minima only	D80BN
No Prefix	Academic Staff	B	75% UWS Associate Professor minima only	D80DN
Associate	Academic Staff	B	75% UWS Assistant Professor minima only	D80FN

Provides formal classroom or laboratory instruction in an academic discipline, either independently or under the general supervision of a faculty member. Effective delivery of instructional material, testing and grading are the primary duties of a Lecturer. However, the degree of involvement in course and curriculum development, course scheduling, advising and subject matter expertise differs significantly depending on the prefix.

Lecturer Prefix and Prefix Definitions

Associate: An Associate Lecturer 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, testing and grading are the primary duties expected of lecturers at this level.

No Prefix: A Lecturer at this level 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. However, the specific topics to be covered and the degree of topic emphasis is left to the independent judgment of the (No Prefix) Lecturer. At this level, a Lecturer 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.

Senior: 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 his or her peers for demonstrably sustained superior contributions to teaching within a department or division. At this level, the independent selection, organization and development of course contents and instructional materials approaches used is expected. Involvement with committees engaged in supporting this development is typical. However, the direct delivery of instruction is the primary responsibility of this title.

Distinguished: 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 his or her peers and through a reputation that extends beyond his or her 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.

Visiting Lecturer

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Senior	Academic Staff	B	90% UWS Assistant Professor minima only	D81BN
No Prefix	Academic Staff	B	80% UWS Assistant Professor minima only	D81DN
Associate	Academic Staff	B	70% UWS Assistant Professor minima only	D81FN

Performs the duties of lecturer on a temporary basis and holds the title lecturer or its equivalent at another institution.

Visiting Lecturer Prefix and Prefix Definitions

(Same as Lecturer Prefix and Prefix Definitions except no Distinguished level)

Associate: An Associate Lecturer 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, testing and grading are the primary duties expected of lecturers at this level.

No Prefix: A Lecturer at this level 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. However, the specific topics to be covered and the degree of topic emphasis is left to the independent judgment of the (No Prefix) Lecturer. At this level, a Lecturer may be involved in various instruction related activities. These may include undergraduate advising, assisting in developing lab safety protocols, course scheduling, curriculum development, participating in departmental outreach programs or other instructional activities.

Senior: 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 his or her peers for demonstrably sustained superior contributions to teaching within a department or division. At this level, the independent selection, organization and development of course contents and instructional materials approaches used is expected. Involvement with committees engaged in supporting this development is typical. However, the direct delivery of instruction is the primary responsibility of this title.

Extension Associate (UW-Extension only)

Appointment Status:	Academic Staff
Compensation Category:	B
Salary Range:	UWS salary minima only
Job Code:	D90NN

Has program planning, development, teaching and evaluation responsibilities in formal and informal adult education programs in Cooperative Extension disciplines in collaboration with faculty colleagues. Restricted to use in UW-Extension for individuals preparing for community faculty positions. No prefixes are provided for the Extension Associate function.

Faculty Assistant

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Senior	Academic Staff	B	Graduate Assistant Stipend	D91BN
No Prefix	Academic Staff	B	Graduate Assistant Stipend	D91NN

Teaches the quiz, tutorial, discussion or lab section(s) of a course under the supervision of a Lecturer, Senior Lecturer or faculty member. A Faculty Assistant may perform the same work as a teaching assistant **but is not a student**. Faculty Assistants may work within a County Extension Office assisting faculty with specific program responsibilities.

Faculty Assistant Prefix and Prefix Definitions

No Prefix: A Faculty Assistant teaches the quiz, tutorial, discussion or lab section(s) of a course or assists in the development of materials or programs under the direction of an academic staff or faculty member. Faculty Assistants may work within a County Extension Office assisting faculty with specific program responsibilities.

Senior: The Senior prefix is appropriate for a Faculty Assistant who has extensive teaching experience and the academic qualifications necessary to assume, upon determination of the supervising instructor, responsibilities not normally given to a (no-prefix) Faculty Assistant such as assisting with the training and professional development programs for new Teaching Assistants and Faculty Assistants and assisting the instructor with course planning, organization, and curricular development.

Note: Faculty Assistants differ from Lecturers in that they do not have responsibility for a course, but are assisting the instructors responsible for the course.

Faculty Associate

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	B	85% UWS Professor minima only	D92AN
No Prefix	Academic Staff	B	75% UWS Professor minima only	D92DN
Associate	Academic Staff	B	75% UWS Associate Professor minima only	D92FN
Assistant	Academic Staff	B	75% UWS Assistant Professor minima only	D92LN

Provides instruction and training to students in an academic discipline or adult education, including formal, informal or laboratory instruction. Responsibilities include instruction associated with more than one formal lecture or laboratory course or with supplemental modules to formal courses, training of Graduate Assistants, programming to adult and continuing education clients and frequently includes extension and teaching associated with instruction portion of faculty appointments. May involve development of disciplinary teaching techniques as an accompaniment to instructional responsibilities.

Faculty Associate Prefix and Prefix Definitions

Assistant: Assists in developing techniques and/or model programs for carrying out instructional goals in disciplinary area; may help identify ways in which new techniques could be of assistance. Instructs students either in formal classroom/laboratory settings or in non-credit supplements to formal course instruction. Will normally have undergraduate degree in disciplinary area and/or possess experience or advanced training in the area.

Associate: Identifies instructional goals to be met; designs curriculum and/or techniques for accomplishing these goals. May train other staff in use of these techniques. Instructs students, either in formal classroom/laboratory settings or in non-credit supplements to formal course instruction. Works with faculty to identify and develop new methods of advancing instruction in the discipline. Normally possesses advanced degree in disciplinary area of instructional program. May assist in development of grant proposals for funding of model instruction programs. May make presentations to faculty and to staff members throughout the system and elsewhere on instructional programs and techniques.

No Prefix: Designs curriculum and/or techniques for instruction in disciplinary area, suggests new ways of effective instruction in courses within discipline. May supervise others in carrying out these techniques; instructs students; trains faculty and other instructional staff in use of instructional techniques and programs. Develops grant proposals for instructional development; may serve as principal or co-principal investigator in grants to develop new teaching methods in the discipline. Presents evaluations of teaching methods and techniques to those in the institution and elsewhere; is recognized by peers, often nationally, for work in this area. May administer budget and personnel for instructional grants and programs.

Distinguished: A Distinguished Faculty Associate 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 his or her peers and through a reputation that extends beyond his or her 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.

Instrumentation Innovator-Instruction

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	B	85% UWS Professor minima only	D95AN
No Prefix	Academic Staff	B	75% UWS Professor minima only	D95DN
Associate	Academic Staff	B	75% UWS Associate Professor minima only	D95FN
Assistant	Academic Staff	B	75% UWS Assistant Professor minima only	D95LN

Has major responsibilities for discipline-specific instruction and the conceptualization, design, construction, operation, testing and improvement of large-scale instrumentation systems used in research and teaching. Expertise and experience in areas such as electronics, computers and electrical, mechanical, physical and other complex components is required, as well as discipline-related knowledge and skills. Advises researchers, scientists and faculty in developing systems and may participate in preparation of grant and contract proposals. May present reports of technical developments to professional organizations and/or technical publications. May provide training to other staff and outside experts on developed systems. Requires advanced degree or equivalent professional experience and knowledge.

Instrumentation Innovator - Instruction Prefix and Prefix Definitions

Assistant: Assists in developing techniques and/or model programs for carrying out instructional goals in disciplinary area; may help identify ways in which new techniques could be of assistance. Instructs students either in formal classroom/laboratory settings or in non-credit supplements to formal course instruction. Will normally have undergraduate degree in disciplinary area and/or possess experience or advanced training in the area.

Associate: Identifies instructional goals to be met; designs curriculum and/or techniques for accomplishing these goals. May train other staff in use of these techniques. Instructs students, either in formal classroom/laboratory settings or in non-credit supplements to formal course instruction. Works with faculty to identify and develop new methods of advancing instruction in the discipline. Normally possesses advanced degree in disciplinary area of instructional program. May assist in development of grant proposals for funding of model instruction programs. May make presentations to faculty and to staff members throughout the system and elsewhere on instructional programs and techniques.

No Prefix: Designs curriculum and/or techniques for instruction in disciplinary area, suggests new ways of effective instruction in courses within discipline. May supervise others in carrying out these techniques; instructs students; trains faculty and other instructional staff in use of instructional techniques and programs. Develops grant proposals for instructional development; may serve as principal or co-principal investigator in grants to develop new teaching methods in the discipline. Presents evaluations of teaching methods and techniques to those in the institution and elsewhere; is recognized by peers, often nationally, for work in this area. May administer budget and personnel for instructional grants and programs.

Distinguished: A Distinguished Instrumentation Innovator-Instruction 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 his or her peers and through a reputation that extends beyond his or her 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.

5. RESEARCH ACADEMIC STAFF

Research academic staff participate in conducting research, identifying research problems, designing methodology and other related activities. Research academic staff titles are assigned special prefix definitions. The prefix definitions follow the function definitions.

Each title and accompanying definition were approved by the Board of Regents on December 6, 1991. The Distinguished prefix level was approved by the BOR on March 6, 1998.

Research Function Definitions**Researcher**

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	B	85% UWS Professor minima only	E05AN
No Prefix	Academic Staff	B	75% UWS Professor minima only	E05DN
Associate	Academic Staff	B	75% UWS Associate Professor minima only	E05FN
Assistant	Academic Staff	B	75% UWS Assistant Professor minima only	E05LN

Provides technical expertise in a research or scientific project at a more comprehensive and independent level than a Research Specialist. Solves problems in research, development and applications by applying discipline-related skills normally gained from the completion of an advanced degree. May assist in the development of grant applications and the preparation and presentation of reports of research results and in informal instruction of research students.

Researcher Prefix and Prefix Definitions

Assistant: Entry level prefix title for this function. Requires extensive knowledge in the specific project area. Participates in identification of problems, design of methodology, conduct of research. Generally works with research team, proposes methodologies to solve problems; conducts preliminary research design.

Associate: Has developed extensive knowledge in broad area of research as well as in specific applications to particular project areas. Has demonstrated sustained superior performance; shows potential for peer recognition of contributions to research in area of expertise. Generates ideas for research activities; designs methodologies for research projects which may have Research Scientists or faculty members as principal investigators. May supervise research support staff including research specialists, graduate students and others.

No Prefix: Superior performance has resulted in peer recognition for research activities. Has responsibility for methodology design and approaches to research problems and applications of techniques. May supervise research support staff. Identifies research problems, supervises others in development of proposals which may have Research Scientists or faculty members as principal investigators. May manage budget and staffing of research projects.

Distinguished: A Distinguished Researcher 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 his or her peers and through a reputation that extends beyond his or her 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.

Scientist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	B	95% UWS Professor minima only	E10AN
Senior	Academic Staff	B	85% UWS Professor minima only	E10BN
Associate	Academic Staff	B	85% UWS Associate Professor minima only	E10FN
Assistant	Academic Staff	B	85% UWS Assistant Professor minima only	E10LN

Scientists are academic staff responsible for the conduct of research. Identifies research problems, designs research methodologies, performs or supervises research and prepares the results for presentation to professional organizations or for scholarly publications. May supervise Research Specialists and other staff. A Ph.D. or the equivalent experience and/or knowledge required to conduct research activities at the level of a principal investigator or co-principal investigator are ordinarily required to hold one of these titles.

Scientist Prefix and Prefix Definitions

Assistant: This is the entry-level prefix for this function. Entry into this position requires extensive knowledge in a specialized area of research at a level likely to lead to making a contribution to the field or equivalent experience. An Assistant Scientist conducts research to investigate or resolve identified research problems, writes research reports, and assists in the preparation of research programs and grant applications.

Associate: An Associate Scientist has extensive knowledge and a level of research experience in a specialized area of research which has led to a reputation extending beyond the institution. Promotion into this position must be based on evidence of sustained superior performance and peer recognition of potential to make significant research contributions. An Associate Scientist independently contributes to the development of research approaches and techniques to investigate and resolve research problems, develops research programs and prepares research findings for publication or formal presentation. At this level, a Scientist may have functional supervision of research support staff including Research Specialists, graduate student staff and others.

Senior: A Senior Scientist has extensive knowledge and research experience in an area of research specialization. The independent identification of research problems and the development of research approaches and techniques is a key aspect of the work at this level. At this level of the function, the supervision of research support staff, research project budgeting responsibilities and other aspects of research project management is common. However, high potential for advancing knowledge in a particular field of research is the primary characteristic of a Senior Scientist. The development and presentation of research findings through publication and at meetings at a level needed to sustain and develop a reputation within the research community is expected.

Distinguished: A Distinguished Scientist 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 his or her peers and through a reputation that extends beyond his or her 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.

Visiting Scientist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Senior	Academic Staff	B	85% UWS Professor minima only	E11BN
Associate	Academic Staff	B	85% UWS Associate Professor minima only	E11FN
Assistant	Academic Staff	B	85% UWS Assistant Professor minima only	E11LN

This function is used for individuals who come from outside the institution to perform Scientist duties on a temporary assignment. Normally, the prefix used will be comparable to the level of the position held at the individual's home institution, laboratory, etc.

Visiting Scientist Prefix and Prefix Definitions

(Same as Scientist Prefix and Prefix Definitions except no Distinguished level)

Assistant: This is the entry-level prefix for this function. Entry into this position requires extensive knowledge in a specialized area of research at a level likely to lead to making a contribution to the field or equivalent experience. An Assistant Scientist conducts research to investigate or resolve identified research problems, writes research reports, and assists in the preparation of research programs and grant applications.

Associate: An Associate Scientist has extensive knowledge and a level of research experience in an specialized area of research which has led to a reputation extending beyond the institution. Promotion into this position must be based on evidence of sustained superior performance and peer recognition of potential to make significant research contributions. An Associate Scientist independently contributes to the development of research approaches and techniques to investigate and resolve research problems, develops research programs and prepares research findings for publication or formal presentation. At this level, a Scientist may have functional supervision of research support staff including Research Specialists, graduate student staff and others.

Senior: A Senior Scientist has extensive knowledge and research experience in an area of research specialization. The independent identification of research problems and the development of research approaches and techniques is a key aspect of the work at this level. At this level of the function, the supervision of research support staff, research project budgeting responsibilities and other aspects of research project management is common. However, high potential for advancing knowledge in a particular field of research is the primary characteristic of a Senior Scientist. The development and presentation of research findings through publication and at meetings at a level needed to sustain and develop a reputation within the research community is expected.

Instrumentation Innovator-Research

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	B	85% UWS of Professor minima only	E20AN
No Prefix	Academic Staff	B	75% UWS Professor minima only	E20DN
Associate	Academic Staff	B	75% UWS Associate Professor minima only	E20FN
Assistant	Academic Staff	B	75% UWS Assistant Professor minima only	E20LN

Has major responsibilities for the conceptualization, design, construction, operation, testing and improvement of large-scale instrumentation systems used in research and teaching. Expertise and experience in areas such as electronics, computers and electrical, mechanical, physical and other complex components is required, as well as discipline-related knowledge and skills. Advises researchers, scientists and faculty in developing systems and may participate in preparation of grant and contract proposals. May present reports of technical developments to professional organizations and/or technical publications. May provide training to other staff and outside experts on developed systems. Requires advanced degree or equivalent professional experience and knowledge.

Instrumentation Innovator - Research Prefix and Prefix Definitions

Assistant: Entry level prefix title for this function. Requires extensive knowledge in the specific project area. Participates in identification of problems, design of methodology, conduct of research. Generally works with research team, proposes methodologies to solve problems; conducts preliminary research design.

Associate: Has developed extensive knowledge in broad area of research as well as in specific applications to particular project areas. Has demonstrated sustained superior performance; shows potential for peer recognition of contributions to research in area of expertise. Generates ideas for research activities; designs methodologies for research projects which may have Research Scientists or faculty members as principal investigators. May supervise research support staff including research specialists, graduate students and others.

No Prefix: Superior performance has resulted in peer recognition for research activities. Has responsibility for methodology design and approaches to research problems and applications of techniques. May supervise research support staff. Identifies research problems, supervises others in development of proposals which may have Research Scientists or faculty members as principal investigators. May manage budget and staffing of research projects.

Distinguished: A Distinguished Instrumentation Innovator-Research 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 his or her peers and through a reputation that extends beyond his or her 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.

Research Animal Veterinarian

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	B	85% UWS Professor minima only	E30AN
No Prefix	Academic Staff	B	75% UWS Professor minima only	E30DN
Associate	Academic Staff	B	75% UWS Associate Professor minima only	E30FN
Assistant	Academic Staff	B	75% UWS Assistant Professor minima only	E30LN

Provides clinical care for research animals, consults with scientists on humane and legal research methods, designs and implements programs of preventive medicine for research animal colonies and provides surgical support to the research community. Interacts with faculty and scientific staff in protocol review, grant preparations and clinical consultation. May lecture and instruct graduate students and postdoctoral fellows in research animal care methods. A doctorate of Veterinary Medicine or equivalent degree is required to be assigned to this function.

Research Animal Veterinarian Prefix and Prefix Definitions

Assistant: Entry level prefix title for this function. Requires extensive knowledge in the specific project area. Participates in identification of problems, design of methodology, conduct of research. Generally works with research team, proposes methodologies to solve problems; conducts preliminary research design.

Associate: Has developed extensive knowledge in broad area of research as well as in specific applications to particular project areas. Has demonstrated sustained superior performance; shows potential for peer recognition of contributions to research in area of expertise. Generates ideas for research activities; designs methodologies for research projects which may have Research Scientists or faculty members as principal investigators. May supervise research support staff including research specialists, graduate students and others.

No Prefix: Superior performance has resulted in peer recognition for research activities. Has responsibility for methodology design and approaches to research problems and applications of techniques. May supervise research support staff. Identifies research problems, supervises others in development of proposals which may have Research Scientists or faculty members as principal investigators. May manage budget and staffing of research projects.

Distinguished: A Distinguished Research Animal Veterinarian 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 his or her peers and through a reputation that extends beyond his or her 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.

6. ADMINISTRATIVE DIRECTORS

Director titles are reserved for the administrative heads of non-academic units and major functional areas of the institution. Titles in this group are responsible for planning the objectives and directing the activities of the unit. Depending on the prefixes assigned, they have extensive budgetary and supervisory authority and are responsible for the development of final policy recommendations and policy implementation based on the evaluation of unit policy, procedures and operations.

Each title and accompanying definition were approved by the Board of Regents (12/06/91) and the Department of Employment Relations (12/23/91) unless otherwise noted.

Administrative Director Prefix Definitions

Prefixes for Administrative Directors reflect the hierarchical organization structure of units and institutions in which their functions are performed. See [Appendix 1](#) for an explanation of supervisory criteria applicable to all Administrative Director titles (No Prefix, Associate and Assistant).

Assistant: An Assistant Director manages a subunit of a major department and reports to a Director or Associate Director. At the Assistant level, a Director supervises three or more staff members excluding his or her personal secretary, develops and recommends an annual unit budget and develops or assists in developing and recommending policy to the Director. An Assistant Director is responsible for the day-to-day administrative management and policy implementation activities of an administrative unit. The role of an Assistant Director is primarily supervisory and managerial as contrasted with a Program Manager whose primary responsibility is direct service delivery and whose job is largely non-supervisory.

Associate: An Associate Director is defined as a deputy director who assists in directing the administrative and policy development and implementation endeavors of a major administrative unit under the general supervision of the Director. An Associate Director acts on behalf of a Director (No Prefix) on an on-going basis as well as in the Director's absence. There is no more than one Associate Director per unit. An Associate Director title is typically defined in units of sufficient size and scope of responsibility such that secondary decision making must be shared with or allocated to an Associate Director. Under very exceptional circumstances where a very large administrative unit exists, the assignment of more than one Associate Director title can be made if the title is specifically approved by System Administration.

No Prefix: A Director (No Prefix) directs all the administrative, policy development and implementation endeavors of a major administrative unit.

Administrative Director Function Definitions**General Counsel (System Administration)**

Appointment Status:	Limited
Compensation Category:	A
Salary Range:	UWS 11
Job Code:	J10NN

Provide legal services for all units of the UW System and serve as the liaison to the Office of the Attorney General. Provide counsel for the Board of Regents of the University of Wisconsin System and serve as special assistant for legal affairs to the UW System President. Serve as Assistant Trust Officer administering the university trust funds.

Chief Audit Executive (System Administration)

Appointment Status:	Limited
Compensation Category:	A
Salary Range:	UWS 11
Job Code:	J15NN

The Chief Audit Executive (CAE) has responsibility for management of the audit processes (both internal and external), financial reporting process, internal controls, enterprise risk management process, and the process for monitoring compliance with laws and regulations and the code of conduct. As part of this responsibility, the CAE will oversee the development of the annual audit plan, submit the annual audit plan to the appropriate parties for review and approval, and ensure implementation of the annual audit plan. Additionally, the CAE has responsibility for the management of systemwide audits and reviews, and oversight for research and analysis performed in other operational areas of interest to the Board of Regents and individual UW System institutions or offices. The CAE reports to the UW System President and the Chair of the Board of Regents Audit Committee.

Bursar

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 7	J20DL
No Prefix (M)	Limited	A	UWS 6	J20DM
Associate (L)	Academic Staff	A	UWS 6	J20FL
Associate (M)	Academic Staff	A	UWS 5	J20FM
Assistant (L)	Academic Staff	A	UWS 5	J20LL
Assistant (M)	Academic Staff	A	UWS 4	J20LM

Serves as official custodian of institutional income. Collects student fees and tuition, dispenses financial aid funds, deposits receipts, collects accounts receivable and reports all income.

Controller

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 9	J22DL
No Prefix (M)	Limited	A	UWS 8	J22DM
No Prefix (S)	Limited	A	UWS 7	J22DS

Associate (L)	Academic Staff	A	UWS 8	J22FL
Associate (M)	Academic Staff	A	UWS 7	J22FM
Associate (S)	Academic Staff	A	UWS 6	J22FS
Assistant (L)	Academic Staff	A	UWS 7	J22LL
Assistant (M)	Academic Staff	A	UWS 6	J22LM
Assistant (S)	Academic Staff	A	UWS 5	J22LS

Organizes, directs, controls and evaluates variety of financial activities including the planning and development of the institution's basic systems of accounting and financial control. Prepares financial analyses of operations, prepares reports on financial position based on past, present and future operations and directs the preparation of budgets and financial forecasts.

Dean of Students

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 10	J24DL
No Prefix (M)	Limited	A	UWS 9	J24DM
No Prefix (S)	Limited	A	UWS 7	J24DS
Associate (L)	Academic Staff	A	UWS 9	J24FL
Associate (M)	Academic Staff	A	UWS 8	J24FM
Associate (S)	Academic Staff	A	UWS 6	J24FS
Assistant (L)	Academic Staff	A	UWS 8	J24LL
Assistant (M)	Academic Staff	A	UWS 7	J24LM
Assistant (S)	Academic Staff	A	UWS 5	J24LS

Provides leadership in the general areas of student life and/or student affairs. May define, interpret and implement goals and objectives for areas such as student activities, student health, student conduct, residence halls, student union facilities, student organizations, student recruitment, orientation, counseling and testing and career planning and placement.

Registrar

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 9	J26DL
No Prefix (M)	Limited	A	UWS 8	J26DM
No Prefix (S)	Limited	A	UWS 7	J26DS
Associate (L)	Academic Staff	A	UWS 8	J26FL
Associate (M)	Academic Staff	A	UWS 7	J26FM
Associate (S)	Academic Staff	A	UWS 6	J26FS
Assistant (L)	Academic Staff	A	UWS 7	J26LL
Assistant (M)	Academic Staff	A	UWS 6	J26LM
Assistant (S)	Academic Staff	A	UWS 5	J26LS

Directs the student registration and enrollment process. Acts as custodian of student academic records. Applies university policy to resolve issues relating to grade point, class standing, rank and graduation eligibility.

University Physician

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix	Limited	A	UWS 11	J28DN

Associate	Academic Staff	A	UWS 10	J28FN
Assistant	Academic Staff	A	UWS 9	J28LN

Directs the activities of an institution's student health services. This title is used exclusively for the Medical Director of the Student Health Services at an institution.

State Cartographer (UW-Madison)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix	Limited	A	UWS 8	J30DN
Associate	Academic Staff	A	UWS 7	J30FN
Assistant	Academic Staff	A	UWS 6	J30LN

Establishes and maintains a union catalog of current and historical reference and thematic maps. Promotes liaison among the municipal, county, state and federal mapping agencies and surveyors. Keeps abreast of the progress made by mapping agencies and their mapping developments. Collects, maintains and disseminates information necessary to facilitate an effective cartographic program. Publishes and distributes special maps and map information. Assists the Department of Natural Resources in fulfilling its geographic powers and duties. Specialized training in cartography and a degree in geography is required to hold this statutorily defined position.

Commissioner of Athletics (System Administration)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix	Limited	A	UWS 8	J38DN
Associate	Academic Staff	A	UWS 7	J38FN
Assistant	Academic Staff	A	UWS 6	J38LN

Interpret and enforce rules and regulations of the Wisconsin State University Conference and national organizations. Prepare, distribute and administer all reporting forms required by conference and national organizations. Coordinate and direct meetings of faculty athletic representatives, athletic directors, and coaches and serve as resource person regarding athletic facilities, program content and rules.

Director, Academic Advising

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 7	J42DL
No Prefix (M)	Limited	A	UWS 6	J42DM
Associate (L)	Academic Staff	A	UWS 6	J42FL
Associate (M)	Academic Staff	A	UWS 5	J42FM
Assistant (L)	Academic Staff	A	UWS 5	J42LL
Assistant (M)	Academic Staff	A	UWS 4	J42LM

Responsible for the administration and development of student advising service programs in coordination with academic units. These programs assist students in selecting courses based on information of academic program or degree requirements, course availability, admission standards or prerequisites and personal factors. Typically, these students have not yet been admitted to or have not yet committed to a specific academic program.

Director, Academic Computing Services

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 9	J44DL
No Prefix (M)	Limited	A	UWS 8	J44DM
No Prefix (S)	Limited	A	UWS 7	J44DS
Associate (L)	Academic Staff	A	UWS 8	J44FL
Associate (M)	Academic Staff	A	UWS 7	J44FM
Assistant (L)	Academic Staff	A	UWS 7	J44LL
Assistant (M)	Academic Staff	A	UWS 6	J44LM

Responsible for directing the provision of computing services or programs, hardware and software evaluation and purchases and facilities operations to support faculty and student instruction and research including computer sciences programs. Typical services include advising and training end users to use computers and specialized application programs, assisting researchers in developing specialized applications, provision and maintenance of a documentation library, assisting in the provision of computer-research equipment interfaces and providing standard batch or on-line data processing services.

Director, Academic Personnel (Large)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix	Limited	A	UWS 8	J46DL
Associate	Academic Staff	A	UWS 7	J46FL
Assistant	Academic Staff	A	UWS 6	J46LL

Responsible for the development, oversight and implementation of administrative personnel policy and procedures for academic staff. Typically the Director is responsible for wage/salary and benefits administration, in-house new staff management training or staff orientation program design and development, employee relations programming, compensation program planning recommendations based on labor market, budgetary and other analyses, personnel information systems development, recruitment and other facets of personnel administration.

Director, Accounting Services/Associate Controller (System Administration)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix	Limited	A	UWS 8	J48DN
Associate	Academic Staff	A	UWS 7	J48FN
Assistant	Academic Staff	A	UWS 6	J48LN

Direct the operations of the Accounting Services office including the establishment of policies and procedures, the development of goals and objectives, and the supervision of staff.

Director, Administrative Computing Services

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 9	J52DL
No Prefix (M)	Limited	A	UWS 8	J52DM
No Prefix (S)	Limited	A	UWS 7	J52DS
Associate (L)	Academic Staff	A	UWS 8	J52FL
Associate (M)	Academic Staff	A	UWS 7	J52FM
Associate (S)	Academic Staff	A	UWS 6	J52FS

Assistant (L)	Academic Staff	A	UWS 7	J52LL
Assistant (M)	Academic Staff	A	UWS 6	J52LM
Assistant (S)	Academic Staff	A	UWS 5	J52LS

Responsible for the identification and provision of computer related services to administrative and academic units. Typically includes the development of on-line to mainframe or micro-based freestanding or network based computer and office systems; the provision of specific data processing facilities or services for the payroll, financial accounts, registration, personnel and other administrative functions.

Director, Admissions

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 8	J54DL
No Prefix (M)	Limited	A	UWS 7	J54DM
No Prefix (S)	Limited	A	UWS 6	J54DS
Associate (L)	Academic Staff	A	UWS 7	J54FL
Associate (M)	Academic Staff	A	UWS 6	J54FM
Associate (S)	Academic Staff	A	UWS 5	J54FS
Assistant (L)	Academic Staff	A	UWS 6	J54LL
Assistant (M)	Academic Staff	A	UWS 5	J54LM
Assistant (S)	Academic Staff	A	UWS 4	J54LS

Directs administrative procedures relating to student admissions. Responsible for coordination of activities of university units concerning publications, application forms, fees, student interviewing, selection criteria, screening, international admissions, etc. Oversees evaluation of candidates for admission.

Director, Admissions/Records

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 9	J56DL
No Prefix (M)	Limited	A	UWS 8	J56DM
No Prefix (S)	Limited	A	UWS 7	J56DS
Associate (L)	Academic Staff	A	UWS 8	J56FL
Associate (M)	Academic Staff	A	UWS 7	J56FM
Associate (S)	Academic Staff	A	UWS 6	J56FS
Assistant (L)	Academic Staff	A	UWS 7	J56LL
Assistant (M)	Academic Staff	A	UWS 6	J56LM
Assistant (S)	Academic Staff	A	UWS 5	J56LS

Directs the administrative procedures relating to student admissions, registration and enrollment. Responsibilities include the maintenance of student academic records, the development and maintenance of student record related statistics and analyses, the distribution and collection of applications of admission, applications processing and routing.

Director, Affirmative Action (Large)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix	Limited	A	UWS 8	J62DL
Associate	Academic Staff	A	UWS 7	J62FL

Assistant Academic Staff A UWS 6 J62LL

Responsible for developing and implementing the institution's AA/EEO program and monitoring compliance with Federal AA/EEO regulations and standards. Typically the Director is responsible for investigating complaints of sex, ethnic and race discrimination; the encouragement and promotion of minority and women's programs; advising the institution with respect to AA/EEO policy, practices and developments; preparing the institutions EEO-1, EEO-6 and other reports and is the principal liaison with institutional and government officials regarding AA/EEO matters.

Director, Alumni Relations

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 6	J72DL
No Prefix (M)	Limited	A	UWS 5	J72DM
Associate (L)	Academic Staff	A	UWS 5	J72FL
Associate (M)	Academic Staff	A	UWS 4	J72FM
Assistant (L)	Academic Staff	A	UWS 4	J72LL
Assistant (M)	Academic Staff	A	UWS 3	J72LM

Directs the alumni related activities of an institution. Focus is on the long-range planning of programs to maintain and develop the interest and involvement of alumni for the purpose of soliciting contributions. These activities may include special events of interest to alumni such as homecomings, reunions or receptions, promotional mailings, the organization and operation of alumni clubs or societies, the coordination of the work of alumni volunteers, the preparation of alumni newsletters or brochures and the coordination of alumni activities with other fund raising drives.

Director, Architectural/Engineering Services (System Administration)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix	Limited	A	UWS 9	J75DN
Associate	Academic Staff	A	UWS 8	J75FN
Assistant	Academic Staff	A	UWS 7	J75LN

Manage the Office of Architectural and Engineering Services. Provide systemwide technical oversight for the design, estimating and construction of all building projects. Serve as liaison to the Bureau of Engineering and Energy Management in the Department of Administration.

Deputy Director, Athletics (Large)

Appointment Status: Limited
 Compensation Category: A
 Salary Range: UWS 9
 Job Code: J77NL

Serves as Deputy Director in the development of intercollegiate athletic programs.

Director, Athletics

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 9	J78DL
No Prefix (M)	Limited	A	UWS 7	J78DM

No Prefix (S)	Limited	A	UWS 6	J78DS
Associate (L)	Academic Staff	A	UWS 8	J78FL
Associate (M)	Academic Staff	A	UWS 6	J78FM
Associate (S)	Academic Staff	A	UWS 5	J78FS
Assistant (L)	Academic Staff	A	UWS 7	J78LL
Assistant (M)	Academic Staff	A	UWS 5	J78LM
Assistant (S)	Academic Staff	A	UWS 4	J78LS

Directs the development of intercollegiate athletic programs. Typically supervises directly or through subordinates a staff of coaches, trainers, marketing and sports information professionals and other staff. Responsibilities often include the scheduling and contracting of events, equipment and facilities budgeting, the assurance of compliance with Conference standards and institutional regulations, the overall athletic program's mission and conceptual basis and other administrative and professional duties.

Director, Auxiliary Operations

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 9	J82DL
No Prefix (M)	Limited	A	UWS 7	J82DM
Associate (L)	Academic Staff	A	UWS 8	J82FL
Associate (M)	Academic Staff	A	UWS 6	J82FM
Assistant (L)	Academic Staff	A	UWS 7	J82LL
Assistant (M)	Academic Staff	A	UWS 5	J82LM

Responsible for developing, managing, and operating some combination of income-producing or primarily self-financing operations of an institution. These typically include transportation services, the parking office, food services, bookstore, vending, printing, child care and or other operations. Sometimes includes computation services.

Director, Budget

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 11	J92DL
No Prefix (M)	Limited	A	UWS 8	J92DM
No Prefix (S)	Limited	A	UWS 7	J92DS
Associate (L)	Academic Staff	A	UWS 10	J92FL
Associate (M)	Academic Staff	A	UWS 7	J92FM
Associate (S)	Academic Staff	A	UWS 6	J92FS
Assistant (L)	Academic Staff	A	UWS 8	J92LL
Assistant (M)	Academic Staff	A	UWS 6	J92LM
Assistant (S)	Academic Staff	A	UWS 5	J92LS

Responsible for planning the future and monitoring the current operating and capital budget of an institution or major division or unit. Responsibilities typically include developing short- and long-term budgetary projections and developing financial resource allocation recommendations based on subunit budget projections, alternative funding arrangements and overall budgetary constraints.

Director, Budget Planning and Development (System Administration)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix	Limited	A	UWS 9	J94DN
Associate	Academic Staff	A	UWS 8	J94FN
Assistant	Academic Staff	A	UWS 7	J94LN

Direct professional staff within the System Administration Office of Budget Planning, Preparation and Analysis related to institutions' and system's work on the biennial and annual operating budget.

Director, Business Services

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 10	J96DL
No Prefix (M)	Limited	A	UWS 9	J96DM
Associate (L)	Academic Staff	A	UWS 9	J96FL
Associate (M)	Academic Staff	A	UWS 8	J96FM
Assistant (L)	Academic Staff	A	UWS 8	J96LL
Assistant (M)	Academic Staff	A	UWS 7	J96LM

Responsible for the direction of the business and financial affairs of an institution or major division. These typically include accounting, financial services, auxiliary enterprises, the management of real estate operations or investments or other combinations of business and financial affairs.

Director, Capital Budget (System Administration)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix	Limited	A	UWS 8	K02DN
Associate	Academic Staff	A	UWS 7	K02FN
Assistant	Academic Staff	A	UWS 6	K02LN

Direct the preparation and analysis of the UW System's biennial capital budget. Supervise and direct the preparation of requests for Regent's approval and for the State Building Commission's approval of facilities projects for implementation. Prepare policy papers and reports for action by the Board of Regents.

Director, Career Planning and Placement

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 8	K04DL
No Prefix (M)	Limited	A	UWS 7	K04DM
No Prefix (S)	Limited	A	UWS 6	K04DS
Associate (L)	Academic Staff	A	UWS 7	K04FL
Associate (M)	Academic Staff	A	UWS 6	K04FM
Associate (S)	Academic Staff	A	UWS 5	K04FS
Assistant (L)	Academic Staff	A	UWS 6	K04LL
Assistant (M)	Academic Staff	A	UWS 5	K04LM

Responsible for career counseling and job placement program development for alumni and students. Typical responsibilities focus on assisting individuals in finding employment upon graduation through methods such as coordinating employer visits with students, developing and participating in curriculum planning in cooperation with student counseling, advising and department administrators;

maintaining a library of career information; maintaining a job posting service; and developing resume writing and/or interviewing clinics. Other activities might include the provision of duplicating services, the supervision of employment testing, the dissemination of scholarship or fellowship opportunities information, assisting students in making vocational decisions and related endeavors.

Director, Child Care

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 7	K06DL
No Prefix (M)	Limited	A	UWS 6	K06DM
No Prefix (S)	Limited	A	UWS 5	K06DS
Associate (L)	Academic Staff	A	UWS 6	K06FL
Associate (M)	Academic Staff	A	UWS 5	K06FM
Associate (S)	Academic Staff	A	UWS 4	K06FS
Assistant (L)	Academic Staff	A	UWS 5	K06LL
Assistant (M)	Academic Staff	A	UWS 4	K06LM

Responsible for the overall management and direction of a facility which provides child care services to children of staff and students. Responsibilities include staff training, child play and learning program development in compliance with State and university regulations and quality assurance standards and standard administrative responsibilities such as staff scheduling, unit policy and procedures development and budget planning and control.

Director, Computer Services

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 10	K10DL
No Prefix (M)	Limited	A	UWS 8	K10DM
No Prefix (S)	Limited	A	UWS 7	K10DS
Associate (L)	Academic Staff	A	UWS 9	K10FL
Associate (M)	Academic Staff	A	UWS 7	K10FM
Associate (S)	Academic Staff	A	UWS 6	K10FS
Assistant (L)	Academic Staff	A	UWS 8	K10LL
Assistant (M)	Academic Staff	A	UWS 6	K10LM
Assistant (S)	Academic Staff	A	UWS 5	K10LS

Responsible for the provision of academic and administrative computing services to an institution or a major division of an institution. Responsibilities include the planning and development of office and distributed information systems, systems to support institutional research, instruction and management decision making. The latter may include the processing and data base management of financial accounting, personnel, student record and other administrative data.

Director, Computing Services (System Administration)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix	Limited	A	UWS 9	K12DN
Associate	Academic Staff	A	UWS 8	K12FN
Assistant	Academic Staff	A	UWS 7	K12LN

Direct staff within the Office of Information Systems which provides data processing support for System Administration. Responsibilities include planning and development of office and distributed

information systems to support analysis, research, and management decision-making. The office provides computing services for offices dealing with facilities, risk management, payroll and staff benefits, accounting and internal audit, student financial aids and curricular and student data.

Director, Continuing Education

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 9	K14DL
No Prefix (M)	Limited	A	UWS 8	K14DM
No Prefix (S)	Limited	A	UWS 7	K14DS
Associate (L)	Academic Staff	A	UWS 8	K14FL
Associate (M)	Academic Staff	A	UWS 7	K14FM
Associate (S)	Academic Staff	A	UWS 6	K14FS
Assistant (L)	Academic Staff	A	UWS 7	K14LL
Assistant (M)	Academic Staff	A	UWS 6	K14LM
Assistant (S)	Academic Staff	A	UWS 5	K14LS

Responsible for the development and administration of all continuing education programs. Examples of responsibilities include development and coordination of courses with academic departments, staffing, admissions and registration for continuing education courses, student orientation, marketing and all other aspects of promoting and providing continuing education programming.

Director, Counseling Services

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 9	K16DL
No Prefix (M)	Limited	A	UWS 8	K16DM
Associate (L)	Academic Staff	A	UWS 8	K16FL
Associate (M)	Academic Staff	A	UWS 7	K16FM
Assistant (L)	Academic Staff	A	UWS 7	K16LL
Assistant (M)	Academic Staff	A	UWS 6	K16LM

Responsible for providing, developing, and maintaining an institution's counseling services and programs. In addition to typical administrative, budgetary, and supervisory responsibilities, the director is responsible for directing the development of group and individual counseling approaches and techniques, staff training programs and coordinating the activities of the unit with other service areas. The Director may be involved directly in counseling or supervising the counseling of difficult cases and acts as a professional resource to other professional counseling staff.

Director, Development

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 8	K22DL
No Prefix (M)	Limited	A	UWS 7	K22DM
Associate (L)	Academic Staff	A	UWS 7	K22FL
Associate (M)	Academic Staff	A	UWS 6	K22FM
Assistant (L)	Academic Staff	A	UWS 6	K22LL
Assistant (M)	Academic Staff	A	UWS 5	K22LM

Responsible for designing strategies that will permit the institution to acquire, manage and distribute

funds that will enhance the educational mission of the institution. The funds are typically used for academic support, new equipment and facilities, travel, professional development of faculty, student scholarships and new student recruitment.

Director, Development and Alumni Relations (Medium)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix	Limited	A	UWS 7	K24DM
Associate	Academic Staff	A	UWS 6	K24FM
Assistant	Academic Staff	A	UWS 5	K24LM

Responsible for planning, developing, and implementing approaches to acquire or solicit funds from various sources including governmental grant programs and alumni or through individual or small group gifts and bequests. Programs typically include those attracting special subgroups of the institution's communities such as alumni or business's, specialized promotional mailing campaigns and other activities.

Director, Educational Support Services

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 8	K34DL
No Prefix (M)	Limited	A	UWS 7	K34DM
No Prefix (S)	Limited	A	UWS 6	K34DS
Associate (L)	Academic Staff	A	UWS 7	K34FL
Associate (M)	Academic Staff	A	UWS 6	K34FM
Associate (S)	Academic Staff	A	UWS 5	K34FS
Assistant (L)	Academic Staff	A	UWS 6	K34LL
Assistant (M)	Academic Staff	A	UWS 5	K34LM

Directs and develops ongoing programs to assist students or prospective students with inadequate pre-college preparation or low incomes in pursuing academic endeavors. Typically involves providing remedial, non-credit instruction in such areas as mathematics, reading skills, study skills and English language writing and speaking. May also include developing programs to facilitate recruitment of minority students, developing admissions criteria for such students in cooperation with academic departments, providing financial aid advice and other related services.

Director, Extended Degree Program (Medium)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix	Limited	A	UWS 7	K38DM
Associate	Academic Staff	A	UWS 6	K38FM

Responsible for the development, assessment, and implementation of innovative educational programs for persons not enrolled in traditional on-campus classes. This involves identifying trends in continuing education programming and assessing the needs of community groups, businesses and individuals. In addition to standard supervisory and budgetary responsibilities, the Director oversees the development of grant based and other funding sources and the development of a strategy to market developed programs.

Director, Financial Aid

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 8	K44DL
No Prefix (M)	Limited	A	UWS 7	K44DM
No Prefix (S)	Limited	A	UWS 6	K44DS
Associate (L)	Academic Staff	A	UWS 7	K44FL
Associate (M)	Academic Staff	A	UWS 6	K44FM
Associate (S)	Academic Staff	A	UWS 5	K44FS
Assistant (L)	Academic Staff	A	UWS 6	K44LL
Assistant (M)	Academic Staff	A	UWS 5	K44LM
Assistant (S)	Academic Staff	A	UWS 4	K44LS

Directs, plans, and administers an institution's financial aid activities. Responsible for the development and administration of financial aid policies, requirements and procedures, the maintenance and security of financial aid applications and other documents, the development of sources of funds for student aid including Federal, State, institutional and private sources. In addition to standard supervisory and administrative responsibilities, may be responsible for several functional areas including financial aid advising and loan processing.

Director, Financial Reporting (System Administration)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix	Limited	A	UWS 8	K46DN
Associate	Academic Staff	A	UWS 7	K46FN
Assistant	Academic Staff	A	UWS 6	K46LN

Direct the Office of Financial Reporting which is responsible for the compilation, publication, and dissemination of financial data for the UW System.

Director, Dining Service (Large, Medium, Small)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix/L	Limited	A	UWS 7	K48DL
Associate/L	Academic Staff	A	UWS 6	K48FL
Assistant/L	Academic Staff	A	UWS 5	K48LL
No Prefix/MLimited		A	UWS 7	K48DM
Associate/M	Academic Staff	A	UWS 6	K48FM
Assistant/M	Academic Staff	A	UWS 5	K48LM
No Prefix/S	Limited	A	UWS 7	K48DS
Associate/S	Academic Staff	A	UWS 6	K48FS
Assistant/S	Academic Staff	A	UWS 5	K48LS

Responsible for the direction and operation of the cafeterias, the food catering services or other directly operated and managed food service operations of an institution or major functional unit. In addition to significant supervisory responsibilities, this function, primarily through subordinate staff, prepares and serves food, enforces government regulations, and develops standards regarding sanitation, food and service quality and manages a significant food and equipment purchasing and operating budget.

Director, General Services

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (M)	Limited	A	UWS 7	K62DM
No Prefix (S)	Limited	A	UWS 6	K62DS
Associate (M)	Academic Staff	A	UWS 6	K62FM
Associate (S)	Academic Staff	A	UWS 5	K62FS
Assistant (M)	Academic Staff	A	UWS 5	K62LM
Assistant (S)	Academic Staff	A	UWS 4	K62LS

Directs the activities and staff of the administrative support ancillary services unit of an institution or a major unit. These services might include mail collection and distribution, supplies distribution, photo reproduction, various space management and space planning responsibilities including coordinating space allocation and usage, unit security in coordination with institutional protective services, general equipment inventory control and other responsibilities.

Director, Internal Audit

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 8	K94DL
No Prefix (M)	Limited	A	UWS 7	K94DM
Associate (L)	Academic Staff	A	UWS 7	K94FL
Associate (M)	Academic Staff	A	UWS 6	K94FM
Assistant (L)	Academic Staff	A	UWS 6	K94LL
Assistant (M)	Academic Staff	A	UWS 5	K94LM

Responsible for the development and direction of the independent audit programs of the institution. The objective of the internal audit is to review the effectiveness and integrity of controls, financial record keeping approaches and general financial operations. The supervising and in-house training of professional staff, reporting on the adequacy of the operations of federally funded and other activities in conformity with grant and contract specifications, are typical responsibilities.

Director, Internal Audit (UWS) (System Administration)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix	Limited	A	UWS 9	K96DN
Associate	Academic Staff	A	UWS 8	K96FN
Assistant	Academic Staff	A	UWS 7	K96LN

Direct the internal auditing function which assists management by reviewing operations for adequacy of controls, compliance, efficiency, and effectiveness and conveying the results of these reviews to the Board of Regents and the administration.

Director, International Education Program (Medium)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix	Limited	A	UWS 7	K97DM
Associate	Academic Staff	A	UWS 6	K97FM
Assistant	Academic Staff	A	UWS 5	K97LM

Develops and directs international studies and programs. Coordinates international studies curriculum. Develops and coordinates foreign study, faculty, and student exchange programs.

Negotiates and implements terms of exchange agreements with foreign institutions. A terminal degree is required.

Director, Intramural Sports

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 7	K98DL
No Prefix (M)	Limited	A	UWS 6	K98DM
Associate (L)	Academic Staff	A	UWS 6	K98FL
Associate (M)	Academic Staff	A	UWS 5	K98FM
Assistant (L)	Academic Staff	A	UWS 5	K98LL
Assistant (M)	Academic Staff	A	UWS 4	K98LM

Directs the development of institutional recreational activities, such as club sports. Recreational activities may include community recreational programs, exercise programs, as well as providing training in specific non-varsity sports. Typically, administrative responsibilities include the management of a sports equipment and staff budget, the maintenance and direction of facilities used for intramural sports activities, the development of recruitment programs to solicit participation of students and coordination of the scheduling of sports events.

Director, Library

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 10	L12DL
No Prefix (M)	Limited	A	UWS 9	L12DM
No Prefix (S)	Limited	A	UWS 8	L12DS
Associate (L)	Academic Staff	A	UWS 9	L12FL
Associate (M)	Academic Staff	A	UWS 8	L12FM
Associate (S)	Academic Staff	A	UWS 7	L12FS
Assistant (L)	Academic Staff	A	UWS 8	L12LL
Assistant (M)	Academic Staff	A	UWS 7	L12LM
Assistant (S)	Academic Staff	A	UWS 6	L12LS

Responsible for the development and implementation of all library service, collection, technical and administrative operations including library budget(s), policies and procedures. Long-term planning of library operations and services based on the assessment of current collections relative to anticipated institutional research and teaching needs and the availability of resources is an integral aspect of the work.

Director, Media Development

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 7	L28DL
No Prefix (M)	Limited	A	UWS 6	L28DM
No Prefix (S)	Limited	A	UWS 5	L28DS
Associate (L)	Academic Staff	A	UWS 6	L28FL
Associate (M)	Academic Staff	A	UWS 5	L28FM
Associate (S)	Academic Staff	A	UWS 4	L28FS
Assistant (L)	Academic Staff	A	UWS 5	L28LL
Assistant (M)	Academic Staff	A	UWS 4	L28LM

Directs the ancillary service areas responsible for the development of multi-media, particularly audio-visual materials, to support the instructional, research and other objectives of an institution. The Director is responsible for staffing, equipment assessment, maintenance and purchases, the development of new approaches towards the use of multi-media techniques and for promoting the use of multi-media learning devices.

Director, New Student Services

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 7	L32DL
No Prefix (M)	Limited	A	UWS 6	L32DM
No Prefix (S)	Limited	A	UWS 5	L32DS
Associate (L)	Academic Staff	A	UWS 6	L32FL
Associate (M)	Academic Staff	A	UWS 5	L32FM
Associate (S)	Academic Staff	A	UWS 4	L32FS
Assistant (L)	Academic Staff	A	UWS 5	L32LL
Assistant (M)	Academic Staff	A	UWS 4	L32LM

Responsible for planning and maintaining programs for new or prospective students. Programs vary but may include orientation programs, "mentor" programs, impromptu student/faculty receptions and production of informational publications. Innovative programs focus on the new student body as a whole or specifically identified student subgroups such as adults, minorities, or foreign students.

Assistant to the President for Equal Opportunity (System Administration)

Appointment Status:	Limited
Compensation Category:	A
Salary Range:	UWS 9
Job Code:	L42DN

Provide systemwide leadership for improving and expanding educational and employment opportunities for women, minorities, and people with disabilities by charting courses of action through policy development, monitoring and evaluation, research and educational publications, instruction and training, and advising and counseling.

Director, Payroll and Benefits (System Administration and UW-Madison)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Rang</u>	<u>Job Code</u>
No Prefix	Limited	A	UWS 8	L52DN
Associate	Academic Staff	A	UWS 7	L52FN
Assistant	Academic Staff	A	UWS 6	L52LN

Responsible for policy and benefit plan research and development and coordination of strategies with external benefit program constituencies in relation to benefits offered to faculty, academic staff and classified employees. Also responsible for the oversight and administration of payroll and staff benefits programs systemwide.

Director, Human Resources

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 9	L54DL
No Prefix (M/L)	Limited	A	UWS 8	L54DI

No Prefix (M)	Limited	A	UWS 7	L54DM
No Prefix (S)	Limited	A	UWS 6	L54DS
Associate (L)	Academic Staff	A	UWS 8	L54FL
Associate (M/L)	Academic Staff	A	UWS 7	L54FI
Associate (M)	Academic Staff	A	UWS 6	L54FM
Associate (S)	Academic Staff	A	UWS 5	L54FS
Assistant (L)	Academic Staff	A	UWS 7	L54LL
Assistant (M/L)	Academic Staff	A	UWS 6	L54LI
Assistant (M)	Academic Staff	A	UWS 5	L54LM
Assistant (S)	Academic Staff	A	UWS 4	L54LS

Responsible for the development, oversight and implementation of administrative personnel policy and procedures for academic and/or classified staff. Typical responsibilities include the administration of wage, salary and benefits programs in accordance with policy and union contract terms. The development and delivery of in-house management training and new staff orientation programs, employee relations including participation in employee or union grievance processes, providing input to contract negotiations, personnel information systems development and staffing and recruitment in accordance with university policy and contract terms.

Director, Personnel Services (System Administration)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix	Limited	A	UWS 8	L56DN
Associate	Academic Staff	A	UWS 7	L56FN
Assistant	Academic Staff	A	UWS 6	L56LN

Responsible for the development and administration of systemwide human resource policies and procedures affecting the classified service; participates in the policy formulation and administration of the unclassified (academic staff) title and compensation structure, including the Executive Salary Group Structure; coordinates the implementation of the classified and faculty and academic staff pay plans and provides direction to the human resource program for system administration.

Director, Physical Plant

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 9	L62DL
No Prefix (M)	Limited	A	UWS 8	L62DM
No Prefix (S)	Limited	A	UWS 7	L62DS
Associate (L)	Academic Staff	A	UWS 8	L62FL
Associate (M)	Academic Staff	A	UWS 7	L62FM
Associate (S)	Academic Staff	A	UWS 6	L62FS
Assistant (L)	Academic Staff	A	UWS 7	L62LL
Assistant (M)	Academic Staff	A	UWS 6	L62LM
Assistant (S)	Academic Staff	A	UWS 5	L62LS

Responsible for the construction, rehabilitation, and maintenance of physical facilities. Functions typically include supervision of building maintenance, grounds and landscape maintenance, automotive repair, custodial services, central heating plant operations, construction and remodeling.

Director, Planning and Construction (Large)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix	Limited	A	UWS 10	L64DL
Associate	Academic Staff	A	UWS 9	L64FL
Assistant	Academic Staff	A	UWS 8	L64LL

Responsible for the direction of facilities planning and construction activities at an institution. This may include supervision of a staff of architects, engineers, facilities planners and construction or trades personnel. The Director is responsible for the development of proposals detailing new construction plans or the modification or improvement of existing facilities or infrastructures based on pre-specified guidelines or on an assessment of need. May also supervise, directly or through subordinates, actual construction or modification activities.

Director, Protective Services

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 7	L72DL
No Prefix (M)	Limited	A	UWS 6	L72DM
Associate (L)	Academic Staff	A	UWS 6	L72FL
Associate (M)	Academic Staff	A	UWS 5	L72FM
Assistant (L)	Academic Staff	A	UWS 5	L72LL
Assistant (M)	Academic Staff	A	UWS 4	L72LM

Responsible for planning and implementing crime prevention programs for the institution in coordination with local, State or Federal law enforcement agencies. Typically, responsibilities include the development and maintenance of an institutional police or security operation, traffic and parking rule enforcement, the development and conduct of safety and crime prevention instructional programs or the development of special service programs such as an escort service or fire drill program.

Director, Public Information

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 7	L74DL
No Prefix (M)	Limited	A	UWS 6	L74DM
Associate (L)	Academic Staff	A	UWS 6	L74FL
Associate (M)	Academic Staff	A	UWS 5	L74FM
Assistant (L)	Academic Staff	A	UWS 5	L74LL
Assistant (M)	Academic Staff	A	UWS 4	L74LM

Responsible for the overall public relations and image enhancement efforts of the institution. This includes the responsibility for developing both internal and external relations with appropriate media, governmental, legislative, student, parent and alumni bodies or other groups or organizations. As official spokesperson for the institution, the Director is responsible for all publications of the unit and the accurate and timely interpretation and explanation of the institution's policies, procedures and mission.

Director, Publications

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 7	L76DL
No Prefix (M)	Limited	A	UWS 6	L76DM
Associate (L)	Academic Staff	A	UWS 6	L76FL
Associate (M)	Academic Staff	A	UWS 5	L76FM
Assistant (L)	Academic Staff	A	UWS 5	L76LL
Assistant (M)	Academic Staff	A	UWS 4	L76LM

Responsible for the design and production of various institutional publications. Responsibilities include planning and administering operating budgets and supervision of all staff. Editorial, graphics and layout services may be provided. The determination of printing job priorities, the effective costing of printing jobs, the planning and purchase of equipment and supplies are standard responsibilities of this function.

Director, Purchasing

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 8	L78DL
No Prefix (M)	Limited	A	UWS 6	L78DM
No Prefix (S)	Limited	A	UWS 5	L78DS
Associate (L)	Academic Staff	A	UWS 7	L78FL
Associate (M)	Academic Staff	A	UWS 5	L78FM
Associate (S)	Academic Staff	A	UWS 4	L78FS
Assistant (L)	Academic Staff	A	UWS 6	L78LL
Assistant (M)	Academic Staff	A	UWS 4	L78LM

Responsible for all aspects of the central purchasing unit including the development of policy and procedures for specification preparation and requisition writing, the evaluation of bids and awarding of purchasing orders and contracts, negotiating contracts with supplier representatives, assisting units with equipment purchasing plans and selection, approving the appraisal of planned expenditures and the operation of the receiving, storage and shipping areas. Often includes supervising, through subordinates, a system of equipment inventory control and/or a vending machine operation.

Director, Radio/Television

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 8	L82DL
No Prefix (M)	Limited	A	UWS 7	L82DM
Associate (L)	Academic Staff	A	UWS 7	L82FL
Associate (M)	Academic Staff	A	UWS 6	L82FM
Assistant (L)	Academic Staff	A	UWS 6	L82LL
Assistant (M)	Academic Staff	A	UWS 5	L82LM

Responsible for the direction of the programming, administrative and operational activities of a radio and/or TV station(s). This typically includes overall series or program concept development and marketing strategy development, in addition to standard responsibilities such as the planning, preparation and control of a budget and the supervision and training of professional staff.

Director, Research Administration

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 8	L88DL
No Prefix (M)	Limited	A	UWS 7	L88DM
Associate (L)	Academic Staff	A	UWS 7	L88FL
Associate (M)	Academic Staff	A	UWS 6	L88FM
Assistant (L)	Academic Staff	A	UWS 6	L88LL
Assistant (M)	Academic Staff	A	UWS 5	L88LM

Responsible for developing approaches to seek out and assist researchers in obtaining research grant funding. Responsibilities include maintaining an inventory of research grant sources and faculty interests, apprising potentially successful grant applicants of grant opportunities, assisting principal investigators with grant applications or with interpreting contract and grant terms for their legal and fiscal implications, acting as a liaison between principal investigators and the funding source and coordinating the administration of grant funds.

Director, Student Services

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 7	M12DL
No Prefix (M)	Limited	A	UWS 6	M12DM
No Prefix (S)	Limited	A	UWS 5	M12DS
Associate (L)	Academic Staff	A	UWS 6	M12FL
Associate (M)	Academic Staff	A	UWS 5	M12FM
Associate (S)	Academic Staff	A	UWS 4	M12FS
Assistant (L)	Academic Staff	A	UWS 5	M12LL
Assistant (M)	Academic Staff	A	UWS 4	M12LM

Provides direction for a variety of student services programs to a division, large department or smaller institution. Responsibilities may include academic advising services, registration and admissions, student activities such as orientation and high school relations, unit student publications and special events planning.

Director, Student Union

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 9	M14DL
No Prefix (M)	Limited	A	UWS 7	M14DM
No Prefix (S)	Limited	A	UWS 6	M14DS
Associate (L)	Academic Staff	A	UWS 8	M14FL
Associate (M)	Academic Staff	A	UWS 6	M14FM
Associate (S)	Academic Staff	A	UWS 5	M14FS
Assistant (L)	Academic Staff	A	UWS 7	M14LL
Assistant (M)	Academic Staff	A	UWS 5	M14LM
Assistant (S)	Academic Staff	A	UWS 4	M14LS

Responsible for the management and operation of a student union building(s) and facilities and the services which support the educational, social, recreational, and cultural student activities conducted in such facilities. The Director may be responsible for the direction of custodial or other facilities maintenance or management staff, the supervision or coordination of food services provision through

fast food, cafeteria, catering or formal dining room areas, the scheduling and allocation of temporary or long-term space and equipment usage, promotion of the use of the union satellite facilities, as well as standard supervisory and budgetary responsibilities.

Director, Surgical Services (UW-Madison)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix	Limited	A	UWS 9	M16DN
Associate	Academic Staff	A	UWS 8	M16FN
Assistant	Academic Staff	A	UWS 7	M16LN

Provides direction for the operational, financial, and personnel activities of the operating rooms, ambulatory surgery, and recovery room. Manages human and material resources to meet the needs of patients, surgeons, and students in the department. Directs educational programs which include primary and graduate education of professional and technical students and continuing education of staff.

Director, Telecommunications

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 7	M22DL
No Prefix (M)	Limited	A	UWS 6	M22DM
Associate (L)	Academic Staff	A	UWS 6	M22FL
Associate (M)	Academic Staff	A	UWS 5	M22FM
Assistant (L)	Academic Staff	A	UWS 5	M22LL
Assistant (M)	Academic Staff	A	UWS 4	M22LM

Responsible for the direction of all institutional telecommunications services and activities. These typically include telephone or other voice and data communications or transferal systems equipment installation and operations. The Director is responsible for planning, evaluating, and recommending the development of new telecommunications networking approaches.

Director, Trust Funds (System Administration)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix	Limited	A	UWS 8	M28DN
Associate	Academic Staff	A	UWS 7	M28FN
Assistant	Academic Staff	A	UWS 6	M28LN

Provide administrative support to investment functions for the UW System endowments and similar funds (for which the Regents are trustees) and other UW System investable funds. Ensure that Regent, donor, and statutory mandates are followed and accounted for in a manner consistent with accounting standards for endowment funds.

Director, University Housing

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 10	M32DL
No Prefix (M)	Limited	A	UWS 8	M32DM
No Prefix (S)	Limited	A	UWS 7	M32DS
Associate (L)	Academic Staff	A	UWS 9	M32FL
Associate (M)	Academic Staff	A	UWS 7	M32FM

Associate (S)	Academic Staff	A	UWS 6	M32FS
Assistant (L)	Academic Staff	A	UWS 8	M32LL
Assistant (M)	Academic Staff	A	UWS 6	M32LM
Assistant (S)	Academic Staff	A	UWS 5	M32LS

Responsible for the coordination and management of the institution's housing program(s). Directs all residence halls operations, which may include an off-campus housing program, the planning and coordination of the activities of all support staff, food services, student services and other resources.

Director, UWC Library (UW Colleges)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 7	M34NL
No Prefix (M)	Limited	A	UWS 6	M34NM
No Prefix (S)	Limited	A	UWS 5	M34NS

Direct the operations and staff of a library at a UW College institution.

Director, Veterinary Medicine Teaching Hospital (UW-Madison)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix	Limited	A	UWS 9	M82DN
Associate	Academic Staff	A	UWS 8	M82FN
Assistant	Academic Staff	A	UWS 7	M82LN

Primary responsibility is for planning the objectives and directing the activities of the Veterinary Medicine Teaching Hospital (VMTH). The director is responsible for the development of policy and implementation in accordance with VMTH operational procedures and all state regulations.

Director, Unspecified

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (5)	Limited	A	UWS 5	M91DN
Associate (5)	Academic Staff	A	UWS 4	M91FN
No Prefix (6)	Limited	A	UWS 6	M92DN
Associate (6)	Academic Staff	A	UWS 5	M92FN
Assistant (6)	Academic Staff	A	UWS 4	M92LN
No Prefix (7)	Limited	A	UWS 7	M93DN
Associate (7)	Academic Staff	A	UWS 6	M93FN
Assistant (7)	Academic Staff	A	UWS 5	M93LN
No Prefix (8)	Limited	A	UWS 8	M94DN
Associate (8)	Academic Staff	A	UWS 7	M94FN
Assistant (8)	Academic Staff	A	UWS 6	M94LN
No Prefix (9)	Limited	A	UWS 9	M95DN
Associate (9)	Academic Staff	A	UWS 8	M95FN
Assistant (9)	Academic Staff	A	UWS 7	M95LN

No Prefix (10)	Limited	A	UWS 10	M96DN
Associate (10)	Academic Staff	A	UWS 9	M96FN
Assistant (10)	Academic Staff	A	UWS 8	M96LN
No Prefix (11)	Limited	A	UWS 11	M97DN
Associate (11)	Academic Staff	A	UWS 10	M97FN
Assistant (11)	Academic Staff	A	UWS 9	M97LN

Use of the "Director, Unspecified" title is reserved only for Director positions which are unique to the extent that no other Director title adequately captures the duties and responsibilities involved. This is most common when the title relates to a unique administrative unit or involves direction of an unusual combination of administrative areas.

7. ADMINISTRATIVE OFFICERS

The Administrative Officer function is linked to the Assistant Dean function and has parallel salary grade levels. The assignment of either function as an official title should be reflective of the institution's faculty and administrative policies. The Associate Dean function, as defined below, is more comprehensive than the Administrative Officer and Assistant Dean functions. An incumbent in an Associate Dean position serves as a deputy to the Dean in all school or college matters.

Each title and accompanying definition assignment were approved by the Board of Regents (12/06/91) and the Department of Employment Relations (12/23/91) unless otherwise noted.

Administrative Officer Function Definitions

Administrative Officer

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 9	N12NL
No Prefix (M-L)	Limited	A	UWS 8	N12NI
No Prefix (M)	Limited	A	UWS 7	N12NM
No Prefix (S)	Limited	A	UWS 6	N12NS

Responsible for the direct management of day-to-day administrative activities of a school, college or administrative division. This may include supervising staff but more importantly includes responsibility for budgetary planning and monitoring, coordinating and preparation of financial statements, preparing budget projections, grants and contract administration, initiating and developing administrative procedures, student services functions, personnel duties involving a wide range of issues affecting faculty, academic staff, classified and/or student employes, program development or other administrative duties and responsibilities.

Assistant Dean

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 9	N22NL
No Prefix (M-L)	Limited	A	UWS 8	N22NI
No Prefix (M)	Limited	A	UWS 7	N22NM
No Prefix (S)	Limited	A	UWS 6	N22NS

Responsible for the direct management of day-to-day administrative activities of a school or college. This may include supervising staff but more importantly includes responsibility within the school or college for: general administrative policy development; curriculum and/or research administration; student services such as recruitment, financial aids, counseling and career planning, student records, minority affairs; academic policy administration, interpretation and development; personnel administration and budget development and administration; communications with alumni and the public; and, facilities management. Positions assigned to this function are likely to have a concentration of responsibility in one or two of these activities rather than responsibility for all areas. An Assistant Dean who also has a faculty appointment would normally be in Category C, i.e., limited with faculty backup.

Associate Dean

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix (L)	Limited	A	UWS 10	N23NL
No Prefix (M-L)	Limited	A	UWS 9	N23NI
No Prefix (M)	Limited	A	UWS 8	N23NM
No Prefix (S)	Limited	A	UWS 7	N23NS

Responsible for the direct management of day-to-day administrative, instruction and research activities. This may include supervising staff, including Assistant Deans, but more importantly includes a comprehensive responsibility within the school or college for: general administrative policy development; curriculum and research administration; student services such as recruitment, financial aids, counseling and career planning, student records, minority affairs; academic policy administration, interpretation and development; personnel administration and budget development and administration; communications with alumni and the public; and, facilities management. Positions assigned to this function represent the Dean in any and all school or college matters. An Associate Dean who also has a faculty appointment would normally be in Category C, i.e., limited with faculty backup.

8. **"OTHER" ACADEMIC STAFF/LIMITEDS**

These unclassified titles include specially defined and/or mandated positions and positions defined primarily with respect to the nature of their appointment. (

Each title and accompanying definition were approved by the Board of Regents on December 6, 1991 unless otherwise noted.

"Other" Prefix Definitions

Possible prefix levels are No Prefix, Associate and Assistant, although it is expected that in most cases the No Prefix nomenclature will be selected.

"Other" Function Definitions

Artist-in-Residence

Appointment Status: Academic Staff
 Compensation Category: C

Salary Range: None
Job Code: N52NN

This title is used in highly specialized circumstances, when the individual's primary responsibility is artistic performance or other creative activity, typically in the fine arts. Such a person will usually serve to instruct by example rather than by teaching formal courses, conducting research, or serving in an outreach capacity. Use of this title must be specifically approved by the appropriate Dean and the Chancellor.

Director, Athletics--MSN

Appointment Status: Limited
Compensation Category: C
Salary Range: None
Job Code: N53NN

Directs the development of intercollegiate athletic programs. Typically supervises directly or through subordinates a staff of coaches, trainers, marketing and sports information professionals and other staff. Responsibilities often include the scheduling and contracting of events; equipment and facilities budgeting; the assurance of compliance with NCAA and Conference standards and institutional regulations; the overall athletic program's mission and conceptual basis; and other administrative and professional duties.

Coach

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix	Academic Staff	C	None	N54DN
Associate	Academic Staff	C	None	N54FN
Assistant	Academic Staff	C	None	N54LN

Organizes and administers intercollegiate sport(s). May supervise a staff and/or have budgetary responsibility. May conduct practices, identify and recruit qualified student-athletes, develop competitive schedules, coordinate team travel and ensure compliance with governing rules and regulations.

Secretary of the University Staff

Appointment Status: Limited
Compensation Category: C
Salary Range: None
Job Code: N55NN

Provides coordination, continuity, and support for all university staff governance issues. Coordinate closely with the Chancellor, vice chancellors, human resources, and secretaries of the faculty and academic staff. Attend university staff committee meetings, academic staff and faculty meetings and other appropriate staff and committee meetings convened for discussion and policy development. Take minutes of all university staff meetings. Assist the university staff executive committee in defining and meeting governance objectives.

Secretary of the Faculty

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	None
Job Code:	N56NN

Provides support for and coordination of faculty governance activities. Keeps all faculty committee records, including agenda, minutes, position papers and may have responsibility for updating and maintaining the faculty handbook and similar documents used for governance purposes.

Secretary of the Academic Staff

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	None
Job Code:	N57NN

Provide coordination, continuity, and support for all academic staff governance issues. Coordinate closely with Chancellor, vice chancellors, academic personnel, and secretary of the faculty. Attend academic staff committee meetings, faculty meetings and other appropriate staff and committee meetings convened for discussion and policy development. Take minutes of all academic staff meetings. Assist the Academic Staff Committee in defining and meeting governance objectives. Identify precedent-establishing events, statements or procedures; implement policy; provide continuity.

Consultant

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	None
Job Code:	N58NN

The consultant title is used in lieu of any other academic staff title occupied by a staff member who is employed for a short period of time by a UW institution to provide professional advice, assistance or other services for a specific program or project.

State Geologist

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	None
Job Code:	N60NN

Supervises the geological and natural history survey which studies many of the state's natural resources. Responsible for topographic mapping and examination of mines and explored mineral lands. Examines and classifies land in accordance with their mineral content and geological and other evidence of the presence of minerals. Receives reports from exploration licensees. Specialized training in geology is required to hold this statutorily defined position.

Director, State Laboratory of Hygiene

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	None
Job Code:	N62NN

The duties and responsibilities of the laboratory and this position are set forth in s. 36.25(11) Wis. Stats. The director employs technical staff and other employees necessary to the operation of the laboratory. The laboratory provides complete laboratory services in the areas of water quality, air quality, public health and contagious diseases for appropriate state agencies. The laboratory provides analytical support to the appropriate state agencies charged with water supply evaluation.

Director, Pharmacy Internship Program

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	None
Job Code:	N66NN

Appointed by the Pharmacy Internship Board, administers the Pharmacy Internship Program established by s. 36.25(20) Wis. Stats. This title is restricted to UW Madison.

Board of Regents Executive Assistant

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	None
Job Code:	N70NN

Provide research and analysis and conduct studies for the Board of Regents. Serve as liaison for the Board with other agencies.

Board of Regents Research Assistant

Appointment Status:	Limited
Compensation Category:	C
Salary Range:	None
Job Code:	N72NN

Provide support to the Board of Regents Executive Assistant which may include research and audit oversight projects and preparation of responses to inquiries or requests from the Board of Regents.

9. PROGRAM MANAGERS

A position assigned one of the Program Manager titles provides management to a specific program. 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. To ensure consistency, the Program Manager title should be applied to positions where the program managed typically is recognized as a free standing and distinct program function.

Each title and accompanying definition and salary grade assignment were approved by the Board of Regents (12/06/91) and the Department of Employment Relations (12/23/91) unless otherwise noted.

Program Manager Levels

Program Manager positions are assigned levels I, II or III rather than prefixes. Institutions determine the level to be assigned to the position based upon application of the title evaluation rating system.

Program Manager Function Definitions

Academic Archivist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
III	Academic Staff	A	UWS 6	P12NL
II	Academic Staff	A	UWS 5	P12NM
I	Academic Staff	A	UWS 4	P12NS

Maintains University archives and historical research programs. Generally manages archiving process for entire spectrum of University records transmitted from academic and administrative units, including oral histories, paper records, computer tapes, disks or other material. Provides retrieval services for University units requiring archived materials for legal, research or other purposes.

Administrative Program Manager

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
III	Academic Staff	A	UWS 6	P14NL
II	Academic Staff	A	UWS 5	P14NM
I	Academic Staff	A	UWS 4	P14NS

Acts to promote the development of a specific administrative program in a department or unit. Assists in defining the objectives of the program and plays the major role in carrying out program duties. An example might be the Training Program Manager of a Personnel Department or a Patient Marketing Program Manager at the hospital.

Athletic Trainer

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
III	Academic Staff	A	UWS 5	P16NL
II	Academic Staff	A	UWS 4	P16NM
I	Academic Staff	A	UWS 3	P16NS

Develops sports training programs. Coordinates athletic training and medical services; establishes, develops, and maintains conditioning and weight programs; oversees the work of other trainers and students; monitors athletes' progress; and educates student-trainer staff.

Clinical Nurse Manager

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
III	Academic Staff	A	UWS 7	P30NL
II	Academic Staff	A	UWS 6	P30NM
I	Academic Staff	A	UWS 5	P30NS

The Clinical Nurse Manager directs the planning, implementation, and evaluation of patient care programs which includes participation in the teaching and research activities for a defined patient care unit. This position involves responsibility for personnel administration, budget, long-range planning, and oversight of the daily operations of a patient care unit. In addition, the Clinical Nurse Manager collaborates with nursing and medical faculty to provide students with sufficient educational opportunities, to ensure the quality and continuity of patient care, and to promote education and research. This position requires a master's degree or sufficient progress toward completion of this degree.

Development Program Manager

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
III	Academic Staff	A	UWS 7	P50NL
II	Academic Staff	A	UWS 6	P50NM
I	Academic Staff	A	UWS 5	P50NS

Plans, organizes, and implements a fund-raising program(s) consistent with the fund-raising campaigns and strategies of an institution. May coordinate volunteer staff or committees in support of fund-raising activities. May be responsible for a specific intelligence operation program or manage the non-administrative day-to-day intelligence operations of a unit or be responsible for developing an ongoing solicitation program.

Financial Program Manager I, II, III

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
III	Academic Staff	A	UWS 6	P52NL
II	Academic Staff	A	UWS 5	P52NM
I	Academic Staff	A	UWS 4	P52NS

May supervise professional accountants and/or auditors as well as spend the majority of their time performing professional accounting or auditing work. May supervise non-exempt Financial Specialist positions performing specialized accounting duties which do not require the knowledge and application of accounting or auditing theory. May act as the primary purchasing agent and also perform supervisory duties for a purchasing operation within a UW-institution.

Instructional Program Manager

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
III	Academic Staff	A	UWS 6	P55NL
II	Academic Staff	A	UWS 5	P55NM
I	Academic Staff	A	UWS 4	P55NS

Manages the development of a specific instructional program of an academic department or unit. Assists in defining the objectives of the program and plays a major role in carrying out program duties. An example might be a position involving the development and implementation of a program to train students in the use of specific computer software for educational applications or development, supervision and management of such facilities as the reading, writing or mathematics laboratories.

Instrument Shop Manager I, II, III

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
III	Academic Staff	A	UWS 6	P57NL
II	Academic Staff	A	UWS 5	P57NM
I	Academic Staff	A	UWS 4	P57NS

Supervises the activities of Instrument Makers and Mechanic in large, fully equipped, departmental instrument shops. Makes detailed drawings and specifications for specialized large-scale work. Inspects and maintains complicated precision machines. Requisitions supplies and plans purchases of new equipment. May perform work as an Instrument Maker on the more complicated projects, such as using machine and hand tools to perform specialized work in the fabrication of parts from suitably selected material such as glass, wood, plastics, bronze, copper, Invar, Inconel, steel or other materials; and/or designing and creating new or unique laboratory equipment and precision instruments requiring highly skilled workmanship and extreme accuracy for observations and scientific operations in the field for which the equipment or instrument is to be made.

Laboratory Manager

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
III	Academic Staff	A	UWS 6	P60NL
II	Academic Staff	A	UWS 5	P60NM
I	Academic Staff	A	UWS 4	P60NS

Coordinates and schedules the use of a scientific laboratory for research and/or teaching purposes. Maintains inventories and/or purchases equipment, chemical reagents or other supplies. Assists in development of experimental demonstrations for instructional purposes. Develops and maintains safety protocols. Responsible for the day-to-day management of the laboratory.

Outreach Program Manager

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
III	Academic Staff	A	UWS 7	P65NL
II	Academic Staff	A	UWS 6	P65NM
I	Academic Staff	A	UWS 5	P65NS

Manages an extension or outreach program(s). Performs administrative as well as outreach functions. Usually has academic discipline expertise in the area(s) of specialization. May include management activities such as working with faculty, staff, and client audiences to develop needed program activities. May participate in regional and national networks on planning and program development.

Physical Plant Manager I, II, III

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
III	Academic Staff	A	UWS 5	P67NL
II	Academic Staff	A	UWS 4	P67NM
I	Academic Staff	A	UWS 3	P67NS

May be responsible for the overall buildings and grounds program at a university, or for a portion of the overall program. The maintenance and repair program may include: water treatment and/or sewage disposal operation; water, steam, and/or electrical distribution systems; mechanical, electrical, electronics, and pneumatic systems; heating, cooling, and ventilation systems; grounds maintenance; custodial

services; and automotive maintenance and repair. May supervise crafts workers and helpers in a building trade, metal trade, or combination of trades in state-owned institutions and buildings at a UW-institution. May supervise positions performing automotive and equipment maintenance and repair work including major engine and drive train overhauls; and/or for fleet management, accident investigation, writing equipment and vehicle specifications, and long-range fleet planning. May function as a technical supervisory position which is responsible for the day-to-day operation and/or maintenance of electronic equipment and/or systems. May be responsible for the operation of a state-owned power plant at a UW campus. May have responsibility for custodial operations in an assigned area or for all custodial operations at a UW-institution. May be responsible for the complete operations of a fully equipped construction and maintenance shop, including planning, laying out, assigning, and reviewing the work of subordinate supervisors. May supervise positions located at a university agricultural research station or university farm operations involved in the care of research poultry flocks and/or dairy or other animal herds, experimental farm production, and/or field and maintenance operations.

Research Program Manager

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
III	Academic Staff	A	UWS 6	P70NL
II	Academic Staff	A	UWS 5	P70NM
I	Academic Staff	A	UWS 4	P70NS

Manages a research program(s). May supervise or coordinate the work of a small staff and/or have budgetary responsibilities. Distinguished from a Research Specialist in that the individual performs administrative functions and coordinates several research related activities rather than conducting the research per se. Knowledge of research or the subject matter is required. Responsibilities may include such research-related activities as administering one or more laboratories engaged in a specific type of research or management of an ongoing survey research study.

Student Services Program Manager

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
III	Academic Staff	A	UWS 6	P75NL
II	Academic Staff	A	UWS 5	P75NM
I	Academic Staff	A	UWS 4	P75NS

Manages a specific student service program. Responsibilities include defining and/or refining the objectives of the program and carrying out these objectives. Examples might include the development of intramural student recreational activities or the development and management of an ongoing student orientation program.

University Dining Manager I, II, III,

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
III	Academic Staff	A	UWS 6	P80NL
II	Academic Staff	A	UWS 5	P80NM
I	Academic Staff	A	UWS 4	P80NS

Supervises food production, food distribution, service to customers or clients, catering, or a food service warehouse. May supervise quantity food production in a production kitchen. May supervise staff and operations for dine-in retail restaurant concepts. May have overall responsibility for supervision of a university student center retail food court, or a cluster (two or three) of “fast food”

outlets comprising a subunit of a student center food court and any related convenience store, or a delicatessen, or a dairy store, or a restaurant concept that does not have regular alcohol service, or on-going extensions of operations such as brat stands or ice cream carts. May have overall responsibility for front-of-the-house final food preparation, food distribution, cash register and debit card transactions, customer service and sanitation. May assist with planning and supervision of summer camps, catering, and athletic concessions. May have subordinate supervisory positions.

Assistant to the Chancellor for Affirmative Action

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
III	Limited	A	UWS 6	P85NL
II	Limited	A	UWS 5	P85NM
I	Limited	A	UWS 4	P85NS

Manages an institution affirmative action program. Provides leadership to implement federal and state laws and UW System policies relating to affirmative action and equal opportunity, including educational programs. Prepares the institution affirmative action plans as well as other reports. Develops manuals, handbooks and instructions used in recruitment and retention efforts. Investigates and responds to grievances and complaints. Reports to the chancellor or his/her designee.

10. PROFESSIONALS

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.

Each title and accompanying definition were approved by the Board of Regents (12/06/91) and the Department of Employment Relations (12/23/91) unless otherwise noted.

Professional Prefix Definitions

With the exception of Special Assistant, four prefixes are defined for all unclassified professional functions. Prefix levels for the Special Assistant function are assigned as a result of position evaluation ratings. Therefore, the professional prefix definitions do not apply to the Special Assistant titles. The first three professional prefix levels; Associate, No Prefix and Senior reflect successively greater experience, expertise and applied ability in a particular specialty area. As described below, these three prefix levels constitute a "natural career progression" track through which professional academic staff might be expected to progress in the area of specialty.

Associate: At this level, a professional is expected to perform at the entry level of proficiency. This includes performing all or any of the basic duties and functions as defined for the specialty or by the level of certification or licensure.

No Prefix: An individual at this level performs those duties and responsibilities expected of a fully competent professional. Typically, such duties and responsibilities require knowledge and skills gained only through considerable experience. A fully competent professional works independently in applying the approaches, methods, and techniques of his or her profession and is active in developing or assisting in the development of new approaches to resolving problems.

Senior: A professional at the Senior level performs program functions at a level of proficiency typically requiring extensive experience (e.g. a minimum of at least seven years of professional experience) and advanced knowledge and skills. At this level, the professional has a consistent record of exemplary performance. A Senior professional 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, a professional can be expected to guide or train other professionals or to oversee their work.

Although the typical professional academic staff member will show career advancement through the Associate, No Prefix and Senior prefix levels, 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." 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 at the Distinguished level performs at a level of proficiency typically requiring extensive experience and advanced knowledge and skills. The expertise of a professional at this level is commonly recognized by his or her peers and through a reputation which extends beyond his or her work unit. A Distinguished professional 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, a professional can be expected to guide or train other professionals or to oversee their work.

Professional Function Definitions

Academic Curator

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 6	R02AN
Senior	Academic Staff	A	UWS 5	R02BN
No Prefix	Academic Staff	A	UWS 4	R02DN
Associate	Academic Staff	A	UWS 3	R02FN

Manages, displays and exhibits collections and similar work in University museums and/or galleries, in subject areas such as textiles, entomology, art, geology and limnology. Generally responsible for collecting materials and for preserving and displaying collections. Promotes public attention to collections and responds to inquiries for information. Generally reports to and implements policies of dean, director, department chairperson or faculty members.

Academic Librarian

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	R04AN
Senior	Academic Staff	A	UWS 6	R04BN
No Prefix	Academic Staff	A	UWS 5	R04DN
Associate	Academic Staff	A	UWS 4	R04FN

Provides information and access to information in printed, electronic and other media forms for academic and affiliated users. Responsibilities include the development, management, dissemination

and preservation of research and instructional collections; the assisted or mediated retrieval of local and remote information resources; programs of user training in the independent use of complex or computer-based information systems; and planning and development of programs to meet the changing needs of information users. Many positions involve the administration and supervision of library functions and programs as well as other library staff. An MLS degree is required to be assigned this function.

Academic Planner

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 9	R06AN
Senior	Academic Staff	A	UWS 8	R06BN
No Prefix	Academic Staff	A	UWS 7	R06DN
Associate	Academic Staff	A	UWS 6	R06FN

Provides academic planning support at the institution level. May develop and prepare policy papers outlining alternatives and recommendations in support of various instructional, research or other academic programs. Generally reports to an institution major administrator.

Accountant

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	R10AN
Senior	Academic Staff	A	UWS 6	R10BN
No Prefix	Academic Staff	A	UWS 5	R10DN
Associate	Academic Staff	A	UWS 4	R10FN

Interprets and analyzes financial data; designs, tests, implements and maintains automated and/or manual financial systems; develops, enhances and modifies automated and/or manual financial systems; develops, installs and maintains policies and procedures to document financial system operations; establishes and maintains financial accounts, journals, ledgers and other records within an automated and/or manual financial system and produces various and specialized accounting reports; allocates revenues and expenses among appropriations and/or funds; analyzes financial systems and establishes internal control mechanisms; performs agency internal and external reconciliations; maintains and reconciles fixed assets or inventory records; establishes and maintains records and reports according to Generally Accepted Accounting Principles (GAAP); develops and applies cost allocation methodologies; projects financial revenue and cash balances; performs various other specialized accounting management functions, such as developing and maintaining banking relationships, grantor agency relationships, and risk management and bond issuance activities; may lead the work of lower level Accountants or other financial staff.

Administrative Program Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	R07AN
Senior	Academic Staff	A	UWS 6	R07BN
No Prefix	Academic Staff	A	UWS 5	R07DN
Associate	Academic Staff	A	UWS 4	R07FN

These administrative staff include department, unit and small school/college level staff who provide specialized services associated in managing daily administrative activities in a variety of areas

including instructional and research areas. They have greater responsibility and independence of action than the support focus provided by an Administrative Specialist. Such professional staff work can be distinguished from a Program Manager in that the area is not typically recognized as a free-standing activity. They may be similar in function to Administrative Officer but may have less direct control of policy development and are often in units smaller than the usual size of a school, college or administrative division. These individuals often have expertise in the discipline area which directly affects their ability to perform their job. Examples of academic staff which may fit this general description are department administrators, administrators of training grant programs (e.g. in molecular biology) or research institutes (e.g. Sea Grant or IRRI) or administrators in smaller schools/colleges at UW-Madison (e.g. Veterinary Medicine) or in administrative subunits of campus schools/colleges.

Administrative Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 5	R08AN
Senior	Academic Staff	A	UWS 4	R08BN
No Prefix	Academic Staff	A	UWS 3	R08DN
Associate	Academic Staff	A	UWS 2	R08FN

Provides administrative support to a Dean, Director, Department Chair or other Administrator. Administrative support typically entails the provision of a direct administrative service, as well as researching and providing analyses based on information regarding some aspect(s) of the operation of the unit. For example, assisting in the administration of an institution's personnel program may involve the review of requests for salary increases relative to specified guidelines, as well as analyses of the changing structure of jobs within a specific department or institution. Similarly, a professional in this function may be active in assisting faculty and others regarding the appropriateness of research expenditures or in administering grants or contracts, as well as monitoring and recommendations for corrective actions. Administrative support may involve the enrollment, admissions, personnel, registration, budgetary or other administrative areas within an academic or non-academic unit.

Advisor

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 5	R12AN
Senior	Academic Staff	A	UWS 4	R12BN
No Prefix	Academic Staff	A	UWS 3	R12DN
Associate	Academic Staff	A	UWS 2	R12FN

Provides academically-related information and advice to students in academic departments, academic programs, or service areas such as financial aid, career planning and placement, registration or admissions. Advises students individually or in small group settings. May have advising responsibilities in more than one area or may have other related student services administrative duties.

Artist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 6	R16AN
Senior	Academic Staff	A	UWS 5	R16BN

No Prefix	Academic Staff	A	UWS 4	R16DN
Associate	Academic Staff	A	UWS 3	R16FN

Provides graphics and/or technical illustrative support for classroom instruction, research, and extension/public service activities. Conceptualizes creative and abstract ideas which may relate to a variety of subject matter and provides subsequent consultation, planning, production, and evaluation services. This may include theatre related activities such as set, costume and lighting design and construction. May also be specialized with respect to both subject matter or technical approach and frequently works in more than one medium. Frequently has subject area training in addition to an area of art expertise.

Auditor

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	R17AN
Senior	Academic Staff	A	UWS 6	R17BN
No Prefix	Academic Staff	A	UWS 5	R17DN
Associate	Academic Staff	A	UWS 4	R17FN

Develops audit programs and procedures; conducts office or field audits; reviews and analyzes recorded financial information; prepares working papers; prepare schedules, tables, graphs and other exhibits for interim and final audit reports; audits automated financial systems operations; reviews and examines internal control practices; reviews disputed audit findings with management personnel; conducts entrance and exit meetings with audited entities; conducts investigations; advises management on methods to improve accounting or other operational procedures; prepares exhibits and other documents and provides oral testimony in the prosecution of audited entities. May lead lower level Auditors in financial, compliance, operational, rate analysis and setting, or investigative audits. May assign, train, and review the work of lower level Auditors.

Benefits Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	R18AN
Senior	Academic Staff	A	UWS 6	R18BN
No Prefix	Academic Staff	A	UWS 5	R18DN
Associate	Academic Staff	A	UWS 4	R18FN

Performs advanced individual benefit counseling services to the University of Wisconsin System employees; manages and administers the State Benefits programs for a UW-institution or college; conducts benefits seminars; advises and counsels academic, faculty, unclassified, and university employees; and manages the Tax Shelter Annuity Program. Within UW System Administration, may function as a principal policy analyst to management on issues related to university employee benefit plan(s) (i.e. the Major Medical Insurance plan; university unclassified sick leave and vacation policies; the tax sheltered annuity plan; policies for university employees based in foreign countries; accidental death and dismemberment plan; dental insurance plans; and three life insurance plans); and may be responsible for advising management on the UW System's formulation, development, and implementation of policy related to university and public employee benefit plan(s); providing technical expertise related to contract provisions; and assuring compliance with laws, regulations, contracts and policies relating to payroll and benefit functions.

Broadcasting Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 5	R22AN
Senior	Academic Staff	A	UWS 4	R22BN
No Prefix	Academic Staff	A	UWS 3	R22DN
Associate	Academic Staff	A	UWS 2	R22FN

Provides professional expertise in writing, planning, organizing and disseminating information through the electronic broadcast media. Services provided may include developing and evaluating program concepts, content and formats, identifying resources and establishing and monitoring program production and delivery schedules.

Budget Planner (Large)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 9	R26AL
Senior	Academic Staff	A	UWS 8	R26BL
No Prefix	Academic Staff	A	UWS 7	R26DL
Associate	Academic Staff	A	UWS 6	R26FL

Budget Planner (Medium)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 8	R26AM
Senior	Academic Staff	A	UWS 7	R26BM
No Prefix	Academic Staff	A	UWS 6	R26DM
Associate	Academic Staff	A	UWS 5	R26FM

Budget Planner (Small)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	R26AS
Senior	Academic Staff	A	UWS 6	R26BS
No Prefix	Academic Staff	A	UWS 5	R26DS
Associate	Academic Staff	A	UWS 4	R26FS

Budget Planner Series

Responsible for performing budget planning and analysis functions at an institution or on a systemwide basis. Responsibilities typically include: planning future and monitoring current operating and capital budgets; developing short and long-term budgetary projections; developing financial resource allocation recommendations based on subunit budget projections, alternative funding arrangements and overall budgetary constraints; analyzing the impact of legislative and/or administrative initiatives; serving as a budget representative on university-wide projects; and providing guidance and direction to other analysts within the unit. Depending on the size and scope of the program, positions may function as either the Chief Budget Officer for the entire institution or as a lead analyst for a major segment of the overall budget program which reports to the institution's budget director.

Building/Grounds Superintendent

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	R19AN
Senior	Academic Staff	A	UWS 6	R19BN
No Prefix	Academic Staff	A	UWS 5	R19DN
Associate	Academic Staff	A	UWS 4	R19FN

Directs a very large and complex buildings and grounds maintenance and repair program at a UW-institution; or directs the most complex building maintenance and repair program at a UW-institution; or directs the overall building and grounds maintenance and repair program at a freshman-sophomore campus within UW Colleges. The maintenance and repair program may include any of the following: power plant; water treatment and/or sewage disposal operation; water, steam, and/or electrical distribution systems; mechanical, electrical, and pneumatic systems; heating, cooling, and ventilating systems; grounds maintenance; custodial services; and automotive maintenance and repair. Work is performed under general supervision. Supervises staff, which may include other supervisors, administrative support and/or maintenance staff.

Cartographer

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 5	R28AN
Senior	Academic Staff	A	UWS 4	R28BN
No Prefix	Academic Staff	A	UWS 3	R28DN
Associate	Academic Staff	A	UWS 2	R28FN

Provides professional knowledge and technical expertise in mapping, including cartographic theory, mathematics, statistics, geography, computer science, design theory, surveying, photogrammetry and geodesy. Plans, compiles, designs, researches, develops, constructs and interprets maps. A degree in cartography or geography is required. Applies technical expertise in the mapping process which includes drafting, scribing, paste-up, typography, black-and-white and color proofing systems, computer-assisted typesetting and darkroom procedures. Incorporates overview of the production and printing processes when designing and compiling maps for publication. Maintains contact with state-of-the-art production techniques.

Chemist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	R30AN
Senior	Academic Staff	A	UWS 6	R30BN
No Prefix	Academic Staff	A	UWS 5	R30DN
Associate	Academic Staff	A	UWS 4	R30FN

Functions as the laboratory scientific expert in a specialized area of chemistry, including methods development and training of technical staff; performs a high degree of complex analyses and requires participation in and directing of method implementation and validation. May act as a team leader in one or more specialized areas; may function in a public relations capacity as liaison with other state agencies or industry and/or representing the laboratory at professional meetings; may provide multi- and cross specialty area issues which often includes policy making responsibilities. May be called upon to give expert testimony in court.

Clinical Audiologist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 8	R32AN
Senior	Academic Staff	A	UWS 7	R32BN
No Prefix	Academic Staff	A	UWS 6	R32DN
Associate	Academic Staff	A	UWS 5	R32FN

Clinical Cancer Counselor

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 5	R33AN
Senior	Academic Staff	A	UWS 4	R33BN
No Prefix	Academic Staff	A	UWS 3	R33DN
Associate	Academic Staff	A	UWS 2	R33FN

Clinical Dietician

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	R34AN
Senior	Academic Staff	A	UWS 6	R34BN
No Prefix	Academic Staff	A	UWS 5	R34DN
Associate	Academic Staff	A	UWS 4	R34FN

Clinical Exercise Physiologist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 6	R36AN
Senior	Academic Staff	A	UWS 5	R36BN
No Prefix	Academic Staff	A	UWS 4	R36DN
Associate	Academic Staff	A	UWS 3	R36FN

Clinical Genetic Counselor

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	R38AN
Senior	Academic Staff	A	UWS 6	R38BN
No Prefix	Academic Staff	A	UWS 5	R38DN
Associate	Academic Staff	A	UWS 4	R38FN

Clinical Anesthetist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 6	R42AN
Senior	Academic Staff	A	UWS 5	R42BN
No Prefix	Academic Staff	A	UWS 4	R42DN
Associate	Academic Staff	A	UWS 3	R42FN

Clinical Nurse Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	R44AN
Senior	Academic Staff	A	UWS 6	R44BN
No Prefix	Academic Staff	A	UWS 5	R44DN
Associate	Academic Staff	A	UWS 4	R44FN

Clinical Optometrist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 8	R46AN
Senior	Academic Staff	A	UWS 7	R46BN
No Prefix	Academic Staff	A	UWS 6	R46DN
Associate	Academic Staff	A	UWS 5	R46FN

Clinical Pharmacist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	R48AN
Senior	Academic Staff	A	UWS 6	R48BN
No Prefix	Academic Staff	A	UWS 5	R48DN
Associate	Academic Staff	A	UWS 4	R48FN

Clinical Physical Therapist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 6	R52AN
Senior	Academic Staff	A	UWS 5	R52BN
No Prefix	Academic Staff	A	UWS 4	R52DN
Associate	Academic Staff	A	UWS 3	R52FN

Clinical Physician Assistant

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 6	R54AN
Senior	Academic Staff	A	UWS 5	R54BN
No Prefix	Academic Staff	A	UWS 4	R54DN
Associate	Academic Staff	A	UWS 3	R54FN

Clinical Social Worker

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 6	R58AN
Senior	Academic Staff	A	UWS 5	R58BN
No Prefix	Academic Staff	A	UWS 4	R58DN
Associate	Academic Staff	A	UWS 3	R58FN

Clinical Speech Pathologist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 6	R62AN
Senior	Academic Staff	A	UWS 5	R62BN
No Prefix	Academic Staff	A	UWS 4	R62DN
Associate	Academic Staff	A	UWS 3	R62FN

Clinician Series

Provides specialized care and therapy to patients, participates in instructional programs in the health sciences and may contribute to or conduct research in a specialized clinical field. Clinicians in nursing, for example, work with physicians, registered nurses and other health professionals in the design and implementation of specialized treatment programs, participate in the clinical instruction of nursing students and may contribute to or conduct research in a clinical program. Other clinicians provide patient care and instructional services in areas such as pharmacy, dietetics, social work, exercise physiology, optometry and speech pathology. A degree in a specialty and a license, certification or eligibility for certification may be required to be assigned one of these functions.

Counselor

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	R72AN
Senior	Academic Staff	A	UWS 6	R72BN
No Prefix	Academic Staff	A	UWS 5	R72DN
Associate	Academic Staff	A	UWS 4	R72FN

Counsels individuals as to how to deal more effectively with personal, social or educational problems. Assists them in understanding and overcoming social and emotional problems. Responsibilities typically include individual or group counseling and the evaluation of counseling approaches. Master's degree in counseling or a related field is required to be assigned to this function.

Cytotechnologist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	R75AN
Senior	Academic Staff	A	UWS 6	R75BN
No Prefix	Academic Staff	A	UWS 5	R75DN
Associate	Academic Staff	A	UWS 4	R75FN

Performs cytotechnological tests and analyses on a variety of clinical specimens for the detection of disease states. Directs laboratory technicians in sample preparation; and/or provides assistance to other scientists in the same program area. Assists in the maintenance of supplies, equipment, instruments, and in the day-to-day function of the laboratory. Provides peer review of tests, and/or diagnostic results for accuracy and completeness, and may lead or oversee quality assurance efforts. May assist lower level cytotechnologists and/or students in the performance of analytical procedures and tests. May function as the top-level cytotechnologist in a specialized area of a complex program or as a team leader in one or more specialized areas. May have continual high-level contacts with public and private agencies or consultants on highly technical and complex method development and research projects. May teach high level professional staff, non-professional staff or students. May direct special projects, analyses, diagnostic test development, or independent research. May represent university departments or laboratories on technical study or advisory committees.

Data Base Administrator

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 6	R82AN
Senior	Academic Staff	A	UWS 5	R82BN
No Prefix	Academic Staff	A	UWS 4	R82DN
Associate	Academic Staff	A	UWS 3	R82FN

Maintains data base and data dictionary and enforces standards and practices related to those items. Monitors development of new systems and maintains conformance with data element standards; is directly involved with development of data standards. Designates manner by which data enters systems; determines where data are sent and how data are used; knows sources of data; and resolves issues of effective data storage such as data redundancy.

Development Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 6	R84AN
Senior	Academic Staff	A	UWS 5	R84BN
No Prefix	Academic Staff	A	UWS 4	R84DN
Associate	Academic Staff	A	UWS 3	R84FN

Secures funds from public and private sources to supplement the university's operating budget through grants, corporate giving, alumni contacts, and various fund-raising campaigns. May use direct mail, phone-a-thons, and other specially designed measures to solicit funds; plans special events and organizes volunteers.

Developmental Skills Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 5	R86AN
Senior	Academic Staff	A	UWS 4	R86BN
No Prefix	Academic Staff	A	UWS 3	R86DN
Associate	Academic Staff	A	UWS 2	R86FN

Assists students in developing the basic and/or remedial skills needed to successfully complete course work in an academic discipline at the University or College level. These may include reading, writing, arithmetic, English language speaking, study skills or other non-credit instruction. Developmental skills teaching may be conducted in a group setting or on an individual tutorial basis.

Editor

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 6	R92AN
Senior	Academic Staff	A	UWS 5	R92BN
No Prefix	Academic Staff	A	UWS 4	R92DN
Associate	Academic Staff	A	UWS 3	R92FN

Provides technical expertise in the preparation for publication of publications in academic, research and extension and public service units. Provides oversight in areas relating to rights and permissions and printing and production.

Environmental Health Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	R95AN
Senior	Academic Staff	A	UWS 6	R95BN
No Prefix	Academic Staff	A	UWS 5	R95DN
Associate	Academic Staff	A	UWS 4	R95FN

Performs duties for a UW-institution for on-site environmental health and enforcement services to employers and employees in the following specialty areas: Indoor Air, Chemical Safety, and OSHA and other Safety Specialists; or functions as an environmental and/or regulatory toxicologist, participating in a variety of professional toxicological, biological, and chemical activities designed to develop programs to assess the effects of toxic substances, conduct risk assessments, and make risk management decisions regarding the impacts of toxic substances on human, animal, and/or plant health and the environment; or, has responsibility for radiation protection and control, requiring extensive knowledge in the fields of radiation protection and safety, radiation physics, radiological principles and design, medical health physics, mathematics, electronic circuitry, risk assessment, and Federal and other regulations (e.g., those of the Nuclear Regulatory Commission, the Department of Energy, and the Environmental Protection Agency). Positions may serve as primary resources for complex radiation safety hazards and health physics matters requiring innovative and difficult evaluation and solutions. May serve as a primary resource for complex work hazards that require innovative and difficult evaluation and solution, or issues that are sensitive, due to public perception, but that may not be highly regulated, or scientifically understood (e.g., radon). May function as the lead Radiation Safety staff consultant for the University's Safety Department or a bureau or outlying district; independently perform more complex tests and analyses; and have more professional latitude in prioritizing work assignments, deciding appropriate tests to be performed, analyzing test results, and making recommendations. May study the effects of toxic substances, and their concurrent or resultant risks, on living organisms and the concurrent or resultant effect on the ecosystem.

Executive Chef – no other levels

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
No Prefix	Limited	A	UWS 7	R94DN

Functions as a culinary arts professional on a food service program management team. Applies formal culinary arts training and/or equivalent experience in highly skilled food preparation and food service management to serve as a primary resource for the following: menu development and revision; food preparation techniques, presentation and service techniques, product tasting and testing, standards of quality for food products, services and equipment, and sanitation. Directs and performs creative, ethnic, and elegant food production, presentation, and service for catered functions. Provides training to food production and service staff in food production principles and practices, portion control, waste control, retention of nutrients, and food preparation for special diets. Recommends facility layout and equipment needs. Develops special recipes and menus and revises standardized recipes to incorporate new products or procedures.

Facilities Architect

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 8	S02AN
Senior	Academic Staff	A	UWS 7	S02BN
No Prefix	Academic Staff	A	UWS 6	S02DN
Associate	Academic Staff	A	UWS 5	S02FN

Provides architectural expertise in designing, modifying, and constructing university facilities including buildings and physical plant infrastructure. These professionals are responsible for interpreting, designing, and/or constructing university facilities subject to regulatory and professional standards and/or other duties typical of a professional architect in an institution of higher education. A degree in architecture is required to be assigned one of these functions.

Facilities Engineer

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 8	S04AN
Senior	Academic Staff	A	UWS 7	S04BN
No Prefix	Academic Staff	A	UWS 6	S04DN
Associate	Academic Staff	A	UWS 5	S04FN

Provides engineering expertise in designing, modifying, and constructing university facilities including buildings and physical plant infrastructure. These professionals are responsible for interpreting, designing and/or constructing university facilities subject to regulatory and professional standards, developing cost-benefit engineering analyses comparing construction alternatives and/or other duties typical of a professional mechanical, electrical or civil engineer in an institution of higher education. A degree in engineering is required to be assigned one of these functions.

Facilities Planning Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 6	S06AN
Senior	Academic Staff	A	UWS 5	S06BN
No Prefix	Academic Staff	A	UWS 4	S06DN
Associate	Academic Staff	A	UWS 3	S06FN

Provide professional expertise in planning the construction, modification, renovation and design of university facilities or infrastructure. Facilities planning involves assessing the need for and planning the rational development of university facilities. This typically entails projecting the need for, analyzing and preparing proposals regarding alternative facilities development options from a capital budgeting, environmental, energy conservation and space management and usage perspective.

Geological Survey Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 6	S10AN
Senior	Academic Staff	A	UWS 5	S10BN
No Prefix	Academic Staff	A	UWS 4	S10DN
Associate	Academic Staff	A	UWS 3	S10FN

Conducts surveys and investigations of natural resources and the environment. Survey involves field and laboratory investigation, data collection and analysis, evaluation and presentation of results and the cataloging and presentation of records and samples. Identifies problems, designs methodology, conducts or supervises projects and prepares the results for publications. May coordinate the work of other Research Specialists and staff. A Ph.D. or an M.S. with equivalent experience and/or knowledge in geology, hydrology, soils, climatology or biology is required.

Health Technologist-Hematology

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 4	S12AN
Senior	Academic Staff	A	UWS 3	S12BN
No Prefix	Academic Staff	A	UWS 2	S12DN
Associate	Academic Staff	A	UWS 1	S12FN

Health Technologist-Histology

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 4	S14AN
Senior	Academic Staff	A	UWS 3	S14BN
No Prefix	Academic Staff	A	UWS 2	S14DN
Associate	Academic Staff	A	UWS 1	S14FN

Health Technologist-Ophthalmology

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 5	S22AN
Senior	Academic Staff	A	UWS 4	S22BN
No Prefix	Academic Staff	A	UWS 3	S22DN
Associate	Academic Staff	A	UWS 2	S22FN

Health Technologist-Organ Procurement

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	S23AN
Senior	Academic Staff	A	UWS 6	S23BN
No Prefix	Academic Staff	A	UWS 5	S23DN
Associate	Academic Staff	A	UWS 4	S23FN

Health Technologist-Clinical Monitoring

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 4	S30AN
Senior	Academic Staff	A	UWS 3	S30BN
No Prefix	Academic Staff	A	UWS 2	S30DN
Associate	Academic Staff	A	UWS 1	S30FN

Health Technologist-Environmental

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	S32AN
Senior	Academic Staff	A	UWS 6	S32BN
No Prefix	Academic Staff	A	UWS 5	S32DN
Associate	Academic Staff	A	UWS 4	S32FN

Health Technologist-Peripheral Vascular

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 6	S33AN
Senior	Academic Staff	A	UWS 5	S33BN
No Prefix	Academic Staff	A	UWS 4	S33DN
Associate	Academic Staff	A	UWS 3	S33FN

Health Technologist-Pulmonary Function

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 6	S34AN
Senior	Academic Staff	A	UWS 5	S34BN
No Prefix	Academic Staff	A	UWS 4	S34DN
Associate	Academic Staff	A	UWS 3	S34FN

Health Technologist Series

Supports patient care, diagnosis and treatment, as well as teaching and/or research in the health sciences by providing specialized skills from highly technical programs. Health technologists in the area of orthotics, for example, consult with physicians, therapists and nurses and evaluate patients to determine appropriate orthotic designs which they then fabricate in the orthotics laboratory. They teach others and contribute to rehabilitation research programs. Health Technologists provide services of a similar nature in such areas as cardiovascular perfusion, neuropsychological testing, eye enucleation, pulmonary function and ophthalmic photography. A Bachelor's degree in a specialty area and certification to practice may be required to be assigned one of these functions.

Human Resources Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	S36AN
Senior	Academic Staff	A	UWS 6	S36BN
No Prefix	Academic Staff	A	UWS 5	S36DN
Associate	Academic Staff	A	UWS 4	S36FN

Performs titling and compensation administration (including related federal laws such as FLSA); and/or recruitment and staffing administration; and/or employee medical issues coordination as it relates to FMLA or other medical leaves, fitness for duty, ADA accommodations, etc.; and/or human resources policy and program performance. May also perform work in a human resources related program such as labor relations, employee assistance, employee development and training, payroll and benefits (including workers' compensation and unemployment compensation), affirmative action and equal employment opportunity, employee health and safety, or performance appraisal. May guide the work of subordinate-level staff. Positions at UW-Milwaukee and/or UW Colleges/Extension will be determined at the institution level.

Information Manager

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	S42AN
Senior	Academic Staff	A	UWS 6	S42BN

No Prefix	Academic Staff	A	UWS 5	S42DN
Associate	Academic Staff	A	UWS 4	S42FN

Works with policy and decision makers and technical staff to implement institutional policies and procedures addressing the availability, integrity, relevance, privacy, security and management authority and responsibility of institutional information bases. Identifies information needs and translates those needs to the data processing staff. Ensures that data definitions are appropriately developed and maintained.

Information Processing Consultant

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 6	S44AN
Senior	Academic Staff	A	UWS 5	S44BN
No Prefix	Academic Staff	A	UWS 4	S44DN
Associate	Academic Staff	A	UWS 3	S44FN

Provides advice or support to faculty, staff, researchers and students in one or several of the following areas: using computer facilities and systems, developing computer programs, modifying existing computer systems, selecting computer (including microcomputer) hardware and software and supporting statistical software packages. May develop and present short courses and workshops in computer technology and appropriate computer applications.

Information Technology Architect

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	S38AN
Senior	Academic Staff	A	UWS 6	S38BN
No Prefix	Academic Staff	A	UWS 5	S38DN
Associate	Academic Staff	A	UWS 4	S38FN

Responsible for the creation and evolution of an institution's information technology architecture. Architecture is a set of policies and standards constraining information technology decisions on instruction, research, administration and outreach. Coordinates architecture development with related activities in the UW System, state government and regional and national consortia of peer institutions. Defines and implements strategies and processes which create consensus for such policies and standards. Analyzes applicable national and inter-institutional standards and prepares studies and recommendations. Coordinates technical reviews of (a) emerging technologies for possible inclusion in the architecture and, (b) the architectural compliance of systems under consideration for purchase or development.

Information Technology Strategic Consultant

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	S40AN
Senior	Academic Staff	A	UWS 6	S40BN
No Prefix	Academic Staff	A	UWS 5	S40DN
Associate	Academic Staff	A	UWS 4	S40FN

Develops and maintains knowledge of the specific and unique needs of all University organizations and actively educates deans and directors on the use of information technology to enhance teaching,

learning and research. Identifies and directly incorporates institution executive's strategic needs and goals into the information technology unit's strategic planning process. Provides strategic needs assessment, planning assistance, consulting, recommendations, and persuades executive level campus decision makers to choose appropriate information technology to meet their present and future strategic needs. Provides a customer focused benefits analysis service to assist the client's purchase/implementation decision making process for information technology goods and services. Negotiates with product and service providers for the acquisition and implementation or the analysis, design, and development of solutions to customer identified information technology needs and goals. Acts as liaison with the information technology unit to oversee the implementation of plans and objectives in a cost effective efficient, and timely manner. Develops and maintains knowledge of information technology unit's products, services, and technology capabilities.

Institutional Planner

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	S46AN
Senior	Academic Staff	A	UWS 6	S46BN
No Prefix	Academic Staff	A	UWS 5	S46DN
Associate	Academic Staff	A	UWS 4	S46FN

Provides institutional planning assistance to support planning of non-academic programs. May develop and prepare policy papers outlining alternatives and recommendations in support of various non-academic programs. This may involve interpreting enrollment patterns, preparing and interpreting background budget documents to support institutional decision making. Generally reports to an institution or system administrator.

Instructional Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 4	S48AN
Senior	Academic Staff	A	UWS 3	S48BN
No Prefix	Academic Staff	A	UWS 2	S48DN
Associate	Academic Staff	A	UWS 1	S48FN

Provides professional support to students in their programs of study and to faculty and instructional academic staff in their instructional duties. May include individual small group tutoring, outreach program activities, assisting faculty in arranging student field placements or setting up instructional laboratories.

Instrumentation Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 5	S52AN
Senior	Academic Staff	A	UWS 4	S52BN
No Prefix	Academic Staff	A	UWS 3	S52DN
Associate	Academic Staff	A	UWS 2	S52FN

Provides specialized technical assistance to faculty, researchers, staff and students in areas such as design, development, maintenance, implementation, installation and use of scientific instruments and equipment, including computer communications hardware typically employed in research and teaching.

Instrumentation Technologist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 6	S54AN
Senior	Academic Staff	A	UWS 5	S54BN
No Prefix	Academic Staff	A	UWS 4	S54DN
Associate	Academic Staff	A	UWS 3	S54FN

Provides technical expertise in a research, development or scientific program at a comprehensive and independent level. Applies advanced knowledge and experience normally gained at the post-baccalaureate level. Often designs, modifies and/or adapts unique one-of-a-kind systems in support of research or instruction. May present reports of technical research and other findings to professional organizations, government review boards and design reviews. Prepares supporting documents for grant and contract proposals.

IS Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 6	S45AN
Senior	Academic Staff	A	UWS 5	S45BN
No Prefix	Academic Staff	A	UWS 4	S45DN
Associate	Academic Staff	A	UWS 3	S45FN

Maintains the confidentiality, integrity, and availability of IS systems through the planning, analysis, development, implementation, maintenance, enhancement, and support of IS systems, programs, policies, procedures and tools. Responsible for the planning and coordination of the installation, testing, operation, troubleshooting, and maintenance and use of large-scale hardware and software systems. Plans, installs, configures, tests, implements, and manages the IS systems environment. May function as systems engineers, systems programmers, security officers, customer service providers, technical writers, training and help desk professionals.

Management Engineer

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 5	S72AN
Senior	Academic Staff	A	UWS 4	S72BN
No Prefix	Academic Staff	A	UWS 3	S72DN
Associate	Academic Staff	A	UWS 2	S72FN

Develops studies to assist in the optimal use of resources subject to budgetary, service quality or other constraints. Applies operations research, systems analysis, statistical quality control, cost-benefit analyses and other techniques to systematically analyze resource allocation problems. Prepares written project reports to recommend alternative courses of action and assesses success of actions once implemented. A degree in industrial or health systems engineering is required to be assigned to this function.

Marketing Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 5	S74AN
Senior	Academic Staff	A	UWS 4	S74BN
No Prefix	Academic Staff	A	UWS 3	S74DN
Associate	Academic Staff	A	UWS 2	S74FN

Participates and assists in planning and implementing promotion of University programs, cultural, sports and educational events and activities. Identifies markets, conducts market research and coordinates program development. Evaluates effectiveness of marketing strategies to improve marketing efforts.

Media Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 5	S76AN
Senior	Academic Staff	A	UWS 4	S76BN
No Prefix	Academic Staff	A	UWS 3	S76DN
Associate	Academic Staff	A	UWS 2	S76FN

Develops a variety of audio and visual materials to meet the instructional, research and public service needs of the university and its faculty, staff and students. Plans, organizes, advises, instructs or consults with faculty, staff or students on the availability, production and appropriate use of audio-visual aids. May be involved in the production activities of audio or video tapes and sound or slide programs that are used for research, outreach or classroom presentations, student, faculty or staff orientation programs, student performance analysis and scholarly publications. May photograph, process and print photos of university events, research projects or art works. May design, layout and paste-up brochures, fliers, charts, diagrams, signs and graphs. May maintain, distribute and instruct in the use of audio-visual equipment and materials.

Medical Technologist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	S78AN
Senior	Academic Staff	A	UWS 6	S78BN
No Prefix	Academic Staff	A	UWS 5	S78DN
Associate	Academic Staff	A	UWS 4	S78FN

Performs a wide variety of standard laboratory tests (e.g. urinalysis, throat cultures, urine cultures, hemoglobin, hematocrit, etc.) or the full range and scope of testing in a specialty area which requires professional discretion in determining actual test procedures and interpreting results. Assists in the training of other staff, students and customers while maintaining current scientific knowledge and technology applications that apply to their unit. May function as the top level medical technologist in a specialized area of a complex program with statewide responsibilities. May function as a team leader in one or more specialized area(s). May teach university level courses. May participate in multi- and cross- specialty areas which often includes policy making responsibilities. May participate in court cases as an expert witness. May have involvement in research projects which include high level outside contacts with public and private agencies, and consultants.

Microbiologist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	S80AN
Senior	Academic Staff	A	UWS 6	S80BN
No Prefix	Academic Staff	A	UWS 5	S80DN
Associate	Academic Staff	A	UWS 4	S80FN

Performs professional scientific analyses in the various sub-disciplines of microbiology. Utilizes professional scientific techniques, including cell culture, and the production and use of micro-organisms in agricultural, industrial, veterinary medical, medical, public health, sanitary, and other practical and research applications. May function as the principal microbiologist in a specialized area of a program or a recognized discipline; or as the team leader in one or more specialized areas. Responsible for independently performing and interpreting the results of non-routine microbiological analyses, using "state of the art" technology; developing microbiological methods to meet "state of the art" technology; conducting laboratory or field investigations and research related to one or more specialties in microbiology, and connected to programs in, e.g., environmental protection, animal health, or public health. Functions as an expert witness for court testimony when needed. May teach high level professional staff, non-professional staff or students. May direct special projects, analyses, diagnostic test development, or independent research; representing the Department or laboratory on technical study or advisory committees. May travel to make field checks of other laboratories or facilities, animal production units, or environmental areas. May function in a public relations capacity, i.e., as a liaison with other state or federal agencies, or industry, and/or representing the department or laboratory at professional functions including symposia and colloquia.

Network Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	S81AN
Senior	Academic Staff	A	UWS 6	S81BN
No Prefix	Academic Staff	A	UWS 5	S81DN
Associate	Academic Staff	A	UWS 4	S81FN

Plans, analyzes, designs, develops, tests, configures, implements, integrates, maintains, and manages computer networks used for the transmission of information in voice, data, and/or video formats. Performs duties related to all aspects of network, including file service, print service, local and Internet electronic mail networks, Internet web connectivity and mainframe gateways. Analyzes, designs, develops, implements, and maintains the network technology needs of the UW-institution's business areas, as well extra-and inter-agency requirements. May function as network administrator, LAN/WAN administrator, server administrator, network analyst, network designer, etc. May perform Telecommunication system (including telephones, ISDN telephones, automated call systems, PBXs, etc.) needs analysis, design, implementation, and maintenance.

Outreach Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 6	S92AN
Senior	Academic Staff	A	UWS 5	S92BN
No Prefix	Academic Staff	A	UWS 4	S92DN
Associate	Academic Staff	A	UWS 3	S92FN

Provides professional support to area-wide and/or program-based outreach programs. Develops and implements a plan of work tailored to assist user groups of this area. Provides support to extension faculty, instructional academic staff or Outreach Program Managers. May work with adult and continuing education user groups on new techniques and practices through meetings, workshops, conferences, the preparation of advisory publications and other means. May conduct field research to apply and evaluate research applicable to the user group. Provides general information on public issues.

Physician

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 9	T02AN
Senior	Academic Staff	A	UWS 8	T02BN
No Prefix	Academic Staff	A	UWS 7	T02DN
Associate	Academic Staff	A	UWS 6	T02FN

Diagnoses and treats student patients and manages ongoing treatment. Physicians may be involved in teaching and in designing and conducting research in the health sciences. This function is used exclusively for physicians serving in a student health services activity. An MD degree is required to be assigned to this function.

Policy and Planning Analyst

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 9	T03AN
Senior	Academic Staff	A	UWS 8	T03BN
No Prefix	Academic Staff	A	UWS 7	T03DN
Associate	Academic Staff	A	UWS 6	T03FN

Generally responsible for information and policy analysis regarding a wide variety of issues and developments in higher education policy and research. Reviews, monitors and evaluates policies, programs and management practices as an aid to management decision making. Designs and develops analytical methods, procedures and strategies to respond to policy development, analysis and evaluation needs. Establishes guidelines and procedures to ensure adequacy, quality and reliability of information sources. Designs and develops policy studies interpreting source information and conducting and coordinating the analyses. Presents policy recommendations as a solution to a problem or as a strategy for policy development. A terminal degree or equivalent experience is required.

Preceptor

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 6	T04AN
Senior	Academic Staff	A	UWS 5	T04BN
No Prefix	Academic Staff	A	UWS 4	T04DN
Associate	Academic Staff	A	UWS 3	T04FN

Coordinates a field placement program, which is an integral part of a curriculum, providing opportunities for students to assume increasing responsibility for patients, clients or students in a non-university setting under qualified professional supervision. May include programs in nursing, pharmacy, social work, the allied health professions, education and other areas.

Procurement Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	T05AN
Senior	Academic Staff	A	UWS 6	T05BN
No Prefix	Academic Staff	A	UWS 5	T05DN
Associate	Academic Staff	A	UWS 4	T05FN

Develops bids and contracts to make decisions relative to the actual vendor award or to take action when problems with a given contract occur. Develops and awards simplified bids independently; gathers supportive information used in the bidding process; works with selected vendors in assuring that the tenets of the established contracts are followed; solicits verbal and written quotes, price lists, and catalogs; and receives delivery of orders and approves invoices. May develop generic bid specifications which include developing, conducting and awarding sealed bids (including developing or reviewing and approving justification for bid waivers within delegated authority; developing Requests for Purchasing Authority; providing UW staff and management with training and advice regarding policies and practices; and conducting product research and effectively recommending standards for University use). May have responsibility for a group of commodities or services subject to market changes requiring the development of bids and/or contracts for multiple jurisdictions; and may have responsibility for the development and award of Requests for Proposals (including assembling evaluation teams, evaluating technical and cost proposals, and negotiating with vendors). May maintain and develop University contracts and/or vendor lists of unique items; and/or may conduct internal audits of University purchasing programs.

Programmer Analyst

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 5	T06AN
Senior	Academic Staff	A	UWS 4	T06BN
No Prefix	Academic Staff	A	UWS 3	T06DN
Associate	Academic Staff	A	UWS 2	T06FN

Works with faculty, staff and students to design, program and code systems which will array data for reports and retrieval. Develops and writes programs for systems such as those relating to the operation of student, financial, personnel and curricular records.

Psychologist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 8	T08AN
Senior	Academic Staff	A	UWS 7	T08BN
No Prefix	Academic Staff	A	UWS 6	T08DN
Associate	Academic Staff	A	UWS 5	T08FN

Engages in therapy with individuals to assist them in achieving more effective personal, social and educational adjustment. Handles crisis intervention with severely distressed clients. Selects and interprets psychological tests. May provide the full range of psychological services including assessment, consultation, psychotherapy research and training of practicum and intern graduate students. May engage in research to develop and improve diagnostic and counseling techniques. A terminal degree in psychology or related fields is required to be assigned to this function.

Recreation Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 5	T12AN
Senior	Academic Staff	A	UWS 4	T12BN
No Prefix	Academic Staff	A	UWS 3	T12DN
Associate	Academic Staff	A	UWS 2	T12FN

Engages in non-academic program activities such as intramural sports, recreational activities and

club sports. Provides instruction to groups or individuals in a particular sport or recreational activity, including ice skating, tennis, cross-country skiing or exercising.

Rehabilitation Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 5	T14AN
Senior	Academic Staff	A	UWS 4	T14BN
No Prefix	Academic Staff	A	UWS 3	T14DN
Associate	Academic Staff	A	UWS 2	T14FN

Provides specialized services to disabled clients by assisting them either individually or in small group settings. Assists disabled clients with vocational, educational and personal problems and concerns. Assesses needs, plans specialized programs and may implement or supervise the provision of services designed to increase the independence of the client. Supervises and participates in the clinical instruction of students. May provide community awareness training or other services to the general public that will increase vocational options and community integration of persons with disabilities. Cooperates with other community agencies in providing comprehensive services to the clientele. May contribute to or conduct research or apply technology in the service program.

Research Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 4	T16AN
Senior	Academic Staff	A	UWS 3	T16BN
No Prefix	Academic Staff	A	UWS 2	T16DN
Associate	Academic Staff	A	UWS 1	T16FN

Provides technical assistance in a research or scientific project. Implements the research techniques defined by others. Is often responsible for carrying out, under supervision, a component of a research project(s).

Residence Hall Manager

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 4	T18AN
Senior	Academic Staff	A	UWS 3	T18BN
No Prefix	Academic Staff	A	UWS 2	T18DN
Associate	Academic Staff	A	UWS 1	T18FN

Organizes and manages selected aspects of a residence hall complex. Responsibilities vary, but typically include providing advice and guidance to student residents; monitoring and reporting periodic occupancy statistics and other data; serving as a liaison between residence hall student organization and hall staff; selecting and supervision of a Resident Assistant(s), desk or other student staff; maintaining student discipline and reporting consistently inappropriate behavior; and observing and reporting on the physical condition of the residence hall building. Individuals in this title typically hold the working title of Residence Hall Director.

Risk Management Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	T20AN
Senior	Academic Staff	A	UWS 6	T20BN
No Prefix	Academic Staff	A	UWS 5	T20DN
Associate	Academic Staff	A	UWS 4	T20FN

Administers a multifaceted risk management program for a UW-institution, including some combination of safety, liability, loss control, worker's compensation/back to work programs or similar risk management programs. Conducts safety investigations, investigates employee injury reports, recommends changes in agency ergonomics to preclude injuries, facilitates early return to work actions, provides training regarding risk management issues, acts as liaison to alcohol and controlled substance testing services, coordinates driver training programs, acts as liaison to fleet and property insurance carriers, coordinates hazardous waste disposal efforts, and/or manages claims which makes necessary contacts with university personnel, attorneys, and claimants.

Special Assistant

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Senior	Limited	A	UWS 10	T22BN
No Prefix	Limited	A	UWS 8	T22DN

Provides general or specialized assistance to an Academic Administrator. The duties of this position may include representing the Chancellor, a Vice Chancellor or other Academic Administrators on various internal and external committees; acting as a liaison between an Academic Administrator, the Administration, faculty and staff; assisting in the review of policy decisions and facilitating the implementation of policy; acting on behalf of an Academic Administrator on matters of a sensitive and/or confidential nature. Two prefixes are available to distinguish the level of functions performed by the Special Assistant (No prefix) and Senior. The appropriate prefix level is dependent on a position evaluation rating score. Assignment of this title requires advance approval by the System Office of Human Resources.

Special Librarian

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	T23AN
Senior	Academic Staff	A	UWS 6	T23BN
No Prefix	Academic Staff	A	UWS 5	T23DN
Associate	Academic Staff	A	UWS 4	T23FN

Responsible for the library services, collection, technical and administrative operations within a unit which serves a program, department, institute or center and which is administratively separate from larger institutional library settings (though responsible for coordinating any operations with other campus and state libraries as well as offering services to national and/or international user groups). Subject or program-focused specialization and special formats often combine to characterize special libraries. Responsibilities may include the development, management, dissemination and preservation of research and instructional collections; the assisted or mediated retrieval of local and remote information resources; programs of user training in the independent use of complex or computer-based information systems and planning and development of programs to meet the changing needs of information users. An MLS degree or corresponding experience is typically

required.

Student Health Nurse

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 6	T24AN
Senior	Academic Staff	A	UWS 5	T24BN
No Prefix	Academic Staff	A	UWS 4	T24DN
Associate	Academic Staff	A	UWS 3	T24FN

Provides nursing care at a campus student health service.

Student Services Coordinator

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 6	T25AN
Senior	Academic Staff	A	UWS 5	T25BN
No Prefix	Academic Staff	A	UWS 4	T25DN
Associate	Academic Staff	A	UWS 3	T25FN

Typically works in a broad range of student services rather than a specific area. May be responsible for working with departmental or college level student programs such as recruitment, academic advising, job placement, financial aid and alumni relations or may coordinate student social and educational activities. Is expected to be familiar with a broad range of university activities and facilities. Usually works under the general direction of a Program Manager, Dean or Director. Often has direct contact with students but typically spends a large portion of time in coordinative activities, analysis, information gathering and planning. Can be distinguished from a Program Manager in that the area is not typically recognized as a free-standing activity.

Student Services Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 4	T26AN
Senior	Academic Staff	A	UWS 3	T26BN
No Prefix	Academic Staff	A	UWS 2	T26DN
Associate	Academic Staff	A	UWS 1	T26FN

Provides support to a Dean, Director or Student Services Program Manager. Typically provides direct services to students. For example, may be active in a program of student recruitment, child care, coordination of intramural student recreational activities, the use of a specific student facility or assist in the development of orientation programs.

System Facilities Planner (System Administration)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	T27AN
Senior	Academic Staff	A	UWS 6	T27BN
No Prefix	Academic Staff	A	UWS 5	T27DN
Associate	Academic Staff	A	UWS 4	T27FN

Provides broad based systemwide planning assistance involving system capital budget development; long range campus planning and development goals, objectives, and priorities; facilities space and

utilization planning and management and related information system design. May develop and prepare policy papers outlining alternatives and recommendations in support of capital budget requests/building programs. This may involve analyzing and interpreting facility usage patterns, transportation plans, environmental impact documents and interpreting background budget documents to support system financial allocation recommendations.

System Legal Counsel (System Administration)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 11	T28AN
Senior	Academic Staff	A	UWS 10	T28BN
No Prefix	Academic Staff	A	UWS 9	T28DN
Associate	Academic Staff	A	UWS 8	T28FN

Provides legal interpretation, advice, and appropriate representation for the UW System. Acts as System legal counsel to the Board of Regents. A law degree and admission to the Wisconsin Bar are required to be assigned this function.

System Academic Planner (System Administration)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 9	T29AN
Senior	Academic Staff	A	UWS 8	T29BN
No Prefix	Academic Staff	A	UWS 7	T29DN
Associate	Academic Staff	A	UWS 6	T29FN

Provide systemwide planning support within the Office of Academic Affairs through research, coordination, monitoring and evaluation of academic programs and issues.

System Facilities Specialist (System Administration)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	T30AN
Senior	Academic Staff	A	UWS 6	T30BN
No Prefix	Academic Staff	A	UWS 5	T30DN
Associate	Academic Staff	A	UWS 4	T30FN

Provides systemwide technical expertise and services to UW institutions regarding control systems and computerized energy management systems, building mechanical deficiencies and building utilization patterns. Conducts comprehensive energy audits of buildings to be remodeled. Assists in solving complex HVAC and temperature control system problems.

System Equal Opportunity Programs Analyst (System Administration)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 8	T31AN
Senior	Academic Staff	A	UWS 7	T31BN
No Prefix	Academic Staff	A	UWS 6	T31DN
Associate	Academic Staff	A	UWS 5	T31FN

Generally responsible for developing, monitoring, and evaluating policies, guidelines and standards associated with equal opportunity programs. Initiates and designs complex analytical and statistical

studies involving the collection and analysis of data. Presents data analyses and policy recommendations for the Office of Equal Opportunity Programs. Provides analyses and recommendations to other System offices and the Board of Regents to resolve problems or as a foundation for policy development. Organizes equal opportunity training and educational programs and presents data based on research findings. A terminal degree (or equivalent experience) with a strong focus on research methods, analytical skills and human relations is required.

Systems Programmer

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 6	T32AN
Senior	Academic Staff	A	UWS 5	T32BN
No Prefix	Academic Staff	A	UWS 4	T32DN
Associate	Academic Staff	A	UWS 3	T32FN

Supports the development of computer operating systems software, data communications and utilities across one or more machine environments. This includes correcting, testing, error reporting, consulting, training, maintaining liaison with software developers and providing initial support for hardware malfunctions.

Television Artist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 5	T42AN
Senior	Academic Staff	A	UWS 4	T42BN
No Prefix	Academic Staff	A	UWS 3	T42DN
Associate	Academic Staff	A	UWS 2	T42FN

Provides creative support in visual and performing arts areas in television. Responsible for translating material into visual forms including graphic design, creating flat art for print, television, slides and film animation; still photography and commercial photographic illustration; video and cinematic photography; video and cinematic editing; and design and construction of scenery, properties, costume and lighting. Conceptualizes and conveys subject matter, including abstract ideas, through the use of visual media. May be specialized with respect to technical approach and frequently works in more than one medium. May have subject area training in addition to their area of art expertise.

University Legal Counsel

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 10	T52AN
Senior	Academic Staff	A	UWS 9	T52BN
No Prefix	Academic Staff	A	UWS 8	T52DN
Associate	Academic Staff	A	UWS 7	T52FN

Provides legal interpretation and advice on specific administrative legal matters to administrators at the institutional level. For example, may advise a unit director regarding the legality of a specific personnel action. A law degree and admission to the Wisconsin Bar are required to be assigned this function.

University Relations Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 6	T54AN
Senior	Academic Staff	A	UWS 5	T54BN
No Prefix	Academic Staff	A	UWS 4	T54DN
Associate	Academic Staff	A	UWS 3	T54FN

Develops and disseminates University related information to the community. Duties typically include the development of news releases, newsletters, advertisements, handbooks and other materials to support the promotion and public relations efforts of the university. Individuals in this title promote the image enhancement objectives of the University by collecting, interpreting, summarizing and disseminating information to the news media, community groups or individuals.

Veterinarian Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	T58AN
Senior	Academic Staff	A	UWS 6	T58BN
No Prefix	Academic Staff	A	UWS 5	T58DN
Associate	Academic Staff	A	UWS 4	T58FN

Performs complex professional veterinarian specialist work in the areas of epidemiology or diagnostic veterinary medicine. May function as diagnostic specialists, performing diagnostic examinations within a veterinary laboratory specialty area, on all species of animals, including poultry; selecting, collating and reporting all diagnostic procedures; providing diagnostic consultations to animal owners, veterinary practitioners, staff diagnosticians, and other University personnel; and maintaining appropriate quality assurance/quality control measures. May function as staff epidemiologists, performing epidemiological investigations. May function as a program coordinator for all division programs and activities related to bovine, sheep, goat, swine, equine, poultry, aquaculture, mink, and rabies control, as well as other programs that may be initiated in the future.

Waste Management Specialist

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
Distinguished	Academic Staff	A	UWS 7	T62AN
Senior	Academic Staff	A	UWS 6	T62BN
No Prefix	Academic Staff	A	UWS 5	T62DN
Associate	Academic Staff	A	UWS 4	T62FN

Responsible for significant complex segments of waste management programs at the UW institutions in the following areas: solid waste management, hazardous waste management, remediation and re-development, and recycling and mining. May be responsible for developing, administering, and evaluating the waste management/remediation and re-development program in the assigned geographic area. May be responsible for developing, administering, and evaluating a major portion of the waste management/remediation and re-development program being implemented regionwide.

11. EMPLOYEES-IN-TRAINING

Employees-in-Training are acquiring additional training or experience in a field of specialization. Pursuant to s. 36.19 Wis. Stats., they hold fixed term appointments.

Each title and accompanying definition was approved by the Board of Regents on December 6, 1991 unless otherwise noted.

Employees-in-Training Prefix Definitions

There are no prefixes.

Employees-in-Training Function Definitions**Research Associate**

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	X01NN

A research associate is essentially the same as a postdoctoral fellow except for the source of the funding and the nature of the selection procedure. A research associate is usually funded from a principal investigator's grant funds or other sources rather than from fellowship funds awarded to the individual in national competition. A research associateship is normally for a finite term and is normally given to an individual who has received the Ph.D. within the last five years.

Unless an affirmative showing can be made that the appointee's study or research is primarily for his or her own benefit and is independent or self-directed, subject only to such supervision as might be given by a teacher to a student, research appointees with the Ph.D. should be given another appropriate title.

Postdoctoral Fellow

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	X10NN

Postdoctoral Trainee

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	X30NN

A postdoctoral fellowship or traineeship is an award, usually funded extramurally, to an individual for the purpose of continuing studies after receipt of the doctorate. The position is normally for a finite term, generally not to exceed two years. The primary purpose of the appointment is to enable the individual to pursue studies or research related to his or her professional development. The work done by a postdoctoral fellow or trainee should be independent or self-directed, subject only to such

supervision as might be given by a teacher to a student. Such work should be contrasted with assigned duties under the direct supervision and control of the University, where the individual renders compensable services as does an employe. (Furnishing of periodic reports to an extramural grantor for the purpose of keeping the grantor informed of the individual's progress should not be considered an employment service, however.) A postdoctoral fellow or trainee has normally received the Ph.D. within the last five years.

Postdoctoral Scholar

Appointment Status: Other
 Compensation Category: D
 Salary Range: None
 Job Code: X20NN

Postdoctoral scholar is a courtesy title afforded on rare occasions by the graduate school to postdoctoral scholars who wish to register for course work even though they are not candidates for a degree.

Research Intern

Appointment Status: Other
 Compensation Category: D
 Salary Range: None
 Job Code: X50NN

A research intern is an individual who is continuing training after receipt of a bachelors, masters or equivalent. A research intern appointment is normally for a two- or three-year term. These individuals have been engaged in an area of research, service or the like and are pursuing additional training in their areas of expertise or a related field.

Postgraduate Trainee 1-7 (UW-Madison)

	<u>Appointment Status</u>	<u>Comp Category</u>	<u>Salary Range</u>	<u>Job Code</u>
(1)	Other	D	None	X61NN
(2)	Other	D	None	X62NN
(3)	Other	D	None	X63NN
(4)	Other	D	None	X64NN
(5)	Other	D	None	X65NN
(6)	Other	D	None	X66NN
(7)	Other	D	None	X67NN

Postgraduate trainees are graduates of accredited medical schools (or other appropriate health science professional schools) who are in postgraduate training administered through the UW-Madison Center for Health Sciences or School of Veterinary Medicine.

Intern (Non-Physician)

Appointment Status: Other
 Compensation Category: D
 Salary Range: None
 Job Code: X70NN

The title should be used chiefly when terms of a supporting grant or contract preclude the use of other normally appropriate titles and when "intern" accurately reflects the nature of the appointment when the assigned duties are not research related, are performed in a unit other than the unit in which the student is enrolled and form part of the student's required academic curriculum.

The title also can be used when "intern" accurately reflects the nature of the appointment in a unit other than the one in which the student is enrolled and the work is highly recommended as an integral part of the academic curriculum.

In exceptional cases, the student may come from another institution and complete an "internship--non-medical" at a UW System institution.

Graduate Intern/Trainee

Appointment Status	Other
Compensation Category:	D
Salary Range:	None
Job Code:	X75NN

This title should be used for enrolled graduate students serving a field work or clinical internship which fulfills specifically stated requirements for the doctoral degree at UW-Madison, UW-Milwaukee or another University.

The graduate intern/trainee title is also the correct one for short-term research training appointments in the UW-Madison Medical School under the National Research Service Award program.

12. STUDENT ASSISTANTS

A Student Assistant is a graduate student who: holds an appointment which is intended primarily to further the education and training of the student; holds a fellowship, scholarship or traineeship; or, is employed to assist with research, teaching, training or other academic programs or projects. (See **UPG #1, Section 1.04(12), for a further explanation of the title group.**)

Each title and accompanying definition was approved by the Board of Regents on December 6, 1991 unless otherwise noted.

Student Assistants Prefix Definitions

There are no prefixes.

Student Assistants Function Definitions

Fellow

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Y21NN

This title is used for a graduate student holding a fellowship which provides freedom for the student

to devote full-time to obtaining an advanced degree.

Scholar

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Y22NN

Certain scholarship awards carry with them a scholar designation for recipients under the terms of the endowment.

Trainee

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Y23NN

This title is used exclusively for students who are supported by a traineeship while pursuing a particular course of study. Traineeships are ordinarily sponsored through an extramural training grant and are designated as traineeships under the terms of the grant.

Advanced Opportunity Fellow

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Y26NN

Individuals holding these appointments are students in graduate or advanced professional schools who receive support through equal opportunity funding provided by the State of Wisconsin under the Advanced Opportunity Program (AOP).

Lecturer (SA)

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Y30NN

Provides formal classroom or laboratory instruction in an academic discipline, either independently or under the general supervision of a faculty member. Effective delivery of instructional material, testing and grading are the primary duties of the Lecturer (SA). However, the degree of involvement in course and curriculum development, course scheduling, advising and subject matter expertise differs significantly depending upon the prefix. This title can only be used for individuals enrolled in graduate school or in a professional program and the individual's presence at the university is primarily to be a UW student, not an employee.

Teaching Assistant

Appointment Status:	Other
Compensation Category:	D

Salary Range: None
Job Code: Y31NN

[As defined in s. 111.81 (19m), Wisconsin Statutes.] Teaching Assistant means a graduate student enrolled in the University of Wisconsin system who is regularly assigned teaching and related responsibilities, other than manual or clerical responsibilities, under the supervision of a member of the faculty as defined in s. 36.05(8).

Teaching Assistant – Doctoral (7/1/06 – UWM only)

Appointment Status: Other
Compensation Category: D
Salary Range: None
Job Code: Y31NC

This title is normally used for a graduate student who has been designated as a teaching assistant at the University of Wisconsin-Milwaukee and who is enrolled as a doctoral candidate in a doctoral program at UWM.

Teaching Assistant – Dissertator (7/1/06 – UWM only)

Appointment Status: Other
Compensation Category: D
Salary Range: None
Job Code: Y31ND

This title is normally used for a graduate student who has been designated as a teaching assistant at the University of Wisconsin-Milwaukee and who is enrolled as a dissertator in a doctoral program at UWM. It is applicable as of the first full semester of dissertator status.

Teaching Assistant - Inexperienced

Appointment Status: Other
Compensation Category: D
Salary Range: None
Job Code: Y32NN

This title is used for a graduate student who has been designated as a teaching assistant who has not yet met the established standard of prior experience and has been assigned teaching responsibilities in an instructional department under the supervision of a faculty member.

Teaching Assistant - Experienced

Appointment Status: Other
Compensation Category: D
Salary Range: None
Job Code: Y33NN

This title normally is used for a teaching assistant who has met established standards of prior experience and has been assigned teaching responsibilities in an instructional department under the supervision of a faculty member.

Research Assistant (Modified October 1993 by System Office of Human Resources)

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Y41NN

A research assistant is a graduate student working towards a Master's or Ph.D. degree. In using this title, the appointing department is certifying that the appointee is a candidate for a Master's or Ph.D. degree and that the work performed is primarily to further the education and training of the student. The degree of supervision is limited to that which customarily exists between a teacher and student. The appointment is normally for half-time or less, and the appointee is required to register for a full load of graduate courses and research. Research assistant stipends are established annually on an institution-wide basis.

Program Assistant

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Y42NN

[As defined in s. 111.81(15M), Wisconsin Statutes.] Program assistant or project assistant means a graduate student enrolled in the University of Wisconsin system who is assigned to conduct research, training, administrative responsibilities or other academic or academic support projects or programs, except regular preparation of instructional materials for courses or manual or clerical assignments, under the supervision of a member of the faculty or academic staff, as defined in s. 36.05(1) or (8), primarily for the benefit of the university, faculty or academic staff supervisor or a granting agency. Project assistant or program assistant does not include a graduate student who does work which is primarily for the benefit of the student's own learning and research and which is independent or self-directed.

Program Assistant – Doctoral (7/1/06 – UWM only)

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Y42NC

This title is normally used for a graduate student who has been designated as a program assistant at the University of Wisconsin-Milwaukee and who is enrolled as a doctoral candidate in a doctoral program at UWM.

Program Assistant – Dissertator (7/1/06 – UWM only)

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Y42ND

This title is normally used for a graduate student who has been designated as a program assistant at the University of Wisconsin-Milwaukee and who is enrolled as a dissertator in a doctoral program

at UWM. It is applicable as of the first full semester of dissertator status.

Project Assistant

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Y43NN

[As defined in s. 111.81(15M), Wisconsin Statutes.] Program assistant or project assistant means a graduate student enrolled in the University of Wisconsin system who is assigned to conduct research, training, administrative responsibilities or other academic or academic support projects or programs, except regular preparation of instructional materials for courses or manual or clerical assignments, under the supervision of a member of the faculty or academic staff, as defined in s. 36.05(1) or (8), primarily for the benefit of the university, faculty or academic staff supervisor or a granting agency. Project assistant or program assistant does not include a graduate student who does work which is primarily for the benefit of the student's own learning and research and which is independent or self-directed.

Project Assistant – Doctoral (7/1/06 – UWM only)

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Y43NC

This title is normally used for a graduate student who has been designated as a project assistant at the University of Wisconsin-Milwaukee and who is enrolled as a doctoral candidate in a doctoral program at UWM.

Project Assistant – Dissertator (7/1/06 – UWM only)

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Y43ND

This title is normally used for a graduate student who has been designated as a project assistant at the University of Wisconsin-Milwaukee and who is enrolled as a dissertator in a doctoral program at UWM. It is applicable as of the first full semester of dissertator status.

Graduate Assistant

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Y44NN

This title is used primarily in the university cluster institutions to designate a graduate student who has been assigned responsibilities in an instructional department.

Undergraduate Assistant

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Y51NN

This title is used in those rare instances when an undergraduate student is assigned to perform duties at a level similar to those performed by program, project or teaching assistants.

Undergraduate Intern

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Y52NN

This title should be used chiefly for undergraduate students enrolled in a UW System institution or at another university when the terms of a supporting grant or contract preclude the use of other generally appropriate titles. The title will reflect accurately the nature of the appointment when the assigned responsibilities are not research related, are performed in a unit other than the unit in which the student is enrolled and may form part of the student's academic curriculum.

Housefellow/Resident Assistant

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Y80NN

These titles are reserved for student employees who are assigned to counseling and related responsibilities in student residence halls.

13. OTHER SPECIAL USE TITLES

This title group is designed to meet special payroll, budget and university affiliation needs.

Each title and accompanying definition was approved by the Board of Regents on December 6, 1991 unless otherwise noted.

Other Special Use Title Prefix Definitions

There are no prefixes.

Other Special Use Title Function Definitions**Teaching Supervisor**

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Z50NN

Teaching supervisors are teaching and administrative staff in school districts or their functional equivalents who serve as mentors for UW students who are participants in clinical or practicum programs for teacher education.

UW Oshkosh Head Start Program Participant

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Z60NN

Provide support to the UW Oshkosh Head Start program. Typically provides direct services to Head Start students, the parents of Head Start students, or for the recruitment and retention of students. Examples include a classroom teacher, a teacher's assistant, a family support specialist, a Center director, or an administrator developing and/or coordinating specific programs for students or parents involved in the program.

Advanced Opportunity Participant

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Z75NN

This title normally is targeted toward qualified protected and minority groups. These individuals are enrolled in high school or undergraduate programs and work under the supervision of a mentor. They are assigned to research programs for a learning experience.

Pre-College Intern

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Z80NN

This title is used for current high school or middle school students participating in a program that is designed to familiarize them with research and the University in general. The students typically are under the supervision of a faculty or academic staff mentor who is matched to the student's academic interest. They may attend weekly seminars, lectures, tours, and/or may participate in tasks related to their learning experience, e.g., on-on-one instruction and communication. Instruction in basic skills may be provided.

Associate of the Chancellor

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Z85NN

This is a zero dollar appointment only and is not a payable job code.

Associate of the President

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Z85NN

This is a zero dollar appointment only and not a payable job code.

Classified Back-up

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Z89NN

For budget use only. Designates concurrent appointment for certain staff.

Honorary Associate/Fellow

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Z90NN

This title designates the holder of a fellowship (usually postdoctoral) administered outside the university or a courtesy appointment for a visiting scholar. This temporary appointment is used to provide an official university affiliation and identification without pay.

Ad Hoc Program Specialist

Appointment Status:	Other
Compensation Category:	D
Salary Range:	None
Job Code:	Z91NN

This title is used for short term, non-recurring appointments paid on a lump sum basis, e.g., sports, clinics, band camp, non-credit instruction.

Department Chairperson

Appointment Status:	Limited
Compensation Category:	D
Salary Range:	None
Job Code:	Z97NN

Serve as the official channel of communications for all matters affecting the department as a whole, between the department and the Chancellor, the Dean, other University officials, or departments.

Academic Staff

Appointment Status:	Academic Staff
Compensation Category:	D

Salary Range: None
Job Code: Z99NN

For budget use only. Designates concurrent appointment for certain academic staff serving in a Limited appointment.