Project Update for the Advisory Council
Title and Total Compensation Study

February 1, 2019
Agenda

1. Welcome and Introductions
2. Advisory Council Proposal
3. Project Update & Advisory Role: An Exercise
4. Thank You
The Title and Total Compensation Project

**Project**
- The Title and Total Compensation (TTC) Project aims to modernize the UW System’s title, pay, and benefits programs.

**Goal**
- Its goal is to develop new systems that will help UW institutions attract and retain the best people.

**Advise**
- The TTC Advisory Council (AC) was created to provide the opportunity for all UW System stakeholders, including governance groups, to participate in the project in an advisory capacity representing their constituents.
Advisory Council: Current State

The original composition of the Advisory Council includes 12 members representing a cross-section of the UW System and UW-Madison employee population. Included are one chancellor, one provost, two senior level financial executives, two faculty, two academic staff, two university staff and two limited appointees. This configuration represents only seven UW System institutions.

In the initial of the phases of the project, we had success in the following areas:

- Advising on vision and mission for the project, including the distinctions between the needs of UW-Madison and the UW System Institutions
- Acting as representative of, and liaison to, respective stakeholder groups
- Advocating for the project with all stakeholders
- Endorsing the business case for the project
- Participating in meetings of the Advisory Council
- Informing the UW System TTC project team of expressed or potential stakeholder concerns
- Supporting the UW System and Inisituional TTC project teams
Advisory Council: Discussion

Based on the recent discussions with the current Advisory Council and systemwide Joint Governance, the consensus is that all institutions should have representation in an advisory body for this project.

Here are the specific goals we want to achieve in the iteration:

- Enhance communication
- Broaden outreach
- Support institutional TTC project teams
- Deepen interest and engagement in the project implementation efforts
- Provide change leadership for institutions and employees
Advisory Council: Future State

**Proposed Strategy:** In order to facilitate increased representation and broaden communication, outreach, and engagement, it is proposed that the UW systemwide governance body, Joint Governance, assume the role of the TTC Advisory Council. In this reconfiguration, the Joint Governance body serves as the official liaison to institution stakeholders, including human resources leaders, and UW System and Institutional TTC project leadership. The advising body of the TTC project would heretofore be referenced as systemwide Joint Governance.
Advisory Council: Roles & Responsibilities

What we need from systemwide Joint Governance Representatives. Prior to an institutional TTC or systemwide Joint Governance meeting, representatives will gather feedback by actively engaging with their constituents using the provided resources and email communications from UW System and Institutional TTC leadership. Representatives will then share this feedback with UW System and Institutional TTC leadership during regularly scheduled governance or project meetings or at other designated times.

- Serve as a representative for your employee group at your institution; providing information, collaborating with shared governance and TTC leaders, and advocating on behalf of your constituency
- Participate in and share feedback at the systemwide Joint Governance meetings
- Participate in and share feedback at the institutional TTC Project team meetings
- Advise and partner with institution CHRO/HR Directors and TTC Project team
Key takeaways for Joint Governance:

- TTC advisory meetings will take place during scheduled systemwide Joint Governance meetings.
- Representatives are expected to engage with their institution’s TTC project team (contact information will be provided) to provide feedback on the project.
- Representatives will serve in an advisory capacity. Project decisions are made by project leadership.

Provided Resources:

- Project Update PowerPoints from the scheduled systemwide Joint Governance meetings (these can be shared with constituents to elicit feedback)
- Materials provided to institution project teams (these can be shared with constituents to elicit feedback)
- Contact information for institution CHRO/HR Director and project team chair
- Project websites

Next steps: Joint Governance Representatives contact their institution’s CHRO/HR Director, TTC Project team chair, and Governance/Senate leadership to communicate their role and responsibility advising and participating in TTC Project team meetings and serving as a critical partner for providing project feedback.
Project Update and Advisory Role
An Exercise
# Points of Pride: What we have accomplished so far!

## Created Job Framework

- 24 Job Groups/Job Families and 112 Job Sub-Groups/Job Sub-Families, and Career Levels developed

## Created Standard Job Descriptions

- 645 draft standard job descriptions (SJDs) developed

## Engaged Subject Matter Experts

- Subject matter experts (SMEs) currently engaged in review process and 91% of Qualtrics surveys are active or completed

## Delivered TTC SJD Reviewer Workshops

- SJD reviewer workshops delivered to over 400 SMEs via 15+ training sessions

## Completed Market Assessment

- Collaborated with Mercer to benchmark positions for completion of market assessment and draft pay structure

## Rolled out Employee Benefits Preferences Survey

- Received nearly 18,000 responses to the Benefits Preferences Survey from UW employees
# Subject Matter Experts Review is Underway

SMEs reviewing the SJDs for the job group/family for which they are an expert.

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Number of Surveys</th>
<th>Number of Jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Services and Student Experience</td>
<td>34</td>
<td>65</td>
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<tr>
<td>Administration</td>
<td>46</td>
<td>25</td>
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<tr>
<td>Advancement</td>
<td>12</td>
<td>22</td>
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<tr>
<td>Animal Care Services</td>
<td>15</td>
<td>9</td>
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<tr>
<td>Arts</td>
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<td>4</td>
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<td>Athletics</td>
<td>13</td>
<td>25</td>
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<tr>
<td>Communications and Marketing</td>
<td>21</td>
<td>47</td>
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<tr>
<td>Compliance, Legal, And Protection</td>
<td>25</td>
<td>43</td>
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<tr>
<td>Dining, Events, Hospitality Services, and Sales</td>
<td>18</td>
<td>25</td>
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<tr>
<td>Equity, Diversity, and Inclusion</td>
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<td>14</td>
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<tr>
<td>Facilities and Capital Planning</td>
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<tr>
<td>Financial</td>
<td>28</td>
<td>22</td>
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<tr>
<td>Health and Wellness Services</td>
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<tr>
<td>Information Technology</td>
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<tr>
<td>Libraries, Archives, and Museums</td>
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<td>23</td>
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<tr>
<td>Outreach and Community Engagement</td>
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<td>17</td>
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<tr>
<td>Public Broadcasting</td>
<td>7</td>
<td>8</td>
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<tr>
<td>Research</td>
<td>23</td>
<td>70</td>
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<tr>
<td>Sponsored Programs, Grants, and Contracts</td>
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<td>9</td>
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<tr>
<td>Teaching and Learning</td>
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<td>26</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>484</strong></td>
<td><strong>645</strong></td>
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</table>

*Numbers subject to change*
Subject Matter Expert Review is Underway

### Completed

- Recruited & trained 440 SME reviewers
- SMEs providing feedback via Qualtrics survey, to be completed Feb. 28, 2019
- SJD survey metrics as of Jan. 28, 2019:
  - 484 surveys sent out (surveys cover multiple SJDs)
  - 60 percent (292 surveys) completed
  - 30 percent (148 surveys) in progress
  - Total in progress/completed: 91 percent (440 surveys)

### In Progress

- Responses measured with a 5-point Likert scale to assess job description appropriateness based on the provided information, with 5 = very appropriate
- SME feedback discussed and incorporated into DRAFT standard job descriptions – further engagement strategies determined based on feedback
Feedback Methodology – Overview

Prioritization

Determine priority order of job revision through Likert scale review, with priority given to title series containing descriptions with low average satisfaction ratings.

Familiarization

Conduct holistic review of survey respondent feedback for prioritized title series.

Revision

Implement survey respondent feedback based on revision guidelines and documents justifications for change.
Feedback Methodology – Revision

• TTC Team will aggregate and utilize quantitative Likert and qualitative written feedback data to identify possible revisions for SJDs.

• All feedback will be reviewed and considered regardless of weighted Likert average.

• SJDs will be revised based on feedback and vetting (e.g., SMEs, HR Reps). Vetting methodology will occur based on magnitude of changes.

<table>
<thead>
<tr>
<th>Current Job Title - SJD Library</th>
<th>Title - Suggestions</th>
<th>Revised Title</th>
<th>Revision Comments - Title</th>
<th>Current</th>
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</thead>
<tbody>
<tr>
<td>Administrative Assistant I</td>
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<td>Administ</td>
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<tr>
<td>Administrative Assistant II</td>
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<td>Administrative Assistant III</td>
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<td>Administ</td>
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<td>Administrative Director I</td>
<td>Assistant Dean</td>
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<tr>
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<td>Assistant Dean</td>
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<td>Assistant Dean</td>
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<td>Administrative Specialist I</td>
<td>Administrative Manager II</td>
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<td>Administrative Specialist II</td>
<td>Administrative Manager II</td>
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<tr>
<td>Administrative Supervisor II</td>
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<tr>
<td>Department Manager I</td>
<td>Department Administrator (Small)</td>
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Advisory Feedback?
Thank You