UNCLASSIFIED TITLE CODES AND APPOINTMENT STATUS MODIFIERS

TITLE CODES:

Unclassified titles are defined in general terms to reflect the basic functions performed by the person who holds the position. For budget and payroll purposes, each unclassified title is assigned a five-character code consisting of:

A 3-character alphanumeric **FUNCTION** code (an alpha letter in the first position followed by two numbers). The function component of the title code reflects the primary activity or the general duties and responsibilities of the position.

A 1-character alphabetic **PREFIX** code (an alphabetic code). The prefix component of the title code is used to distinguish levels of proficiency and/or experience of the person assigned the function, or to recognize different levels of responsibility. Available prefix codes are:

A = Distinguished
B = Senior
D = The absence of a prefix modifier
F = Associate
L = Assistant
N = Not applicable

A 1-character alphabetic **SCOPE** code to distinguish between large, medium and small administrative units. Available scope codes are:

L = Large
M = Medium
S = Small
N = Not applicable

STATUS MODIFIERS:

To identify categories of appointments for budget and payroll purposes only, the title code includes a sixth position as an alphabetic **Status Modifier**. The Integrated Appointment Data Structure (IADS) has a separate coding structure.

IADS	Budget	Limited Appointments	
04	L	Limited	A special appointment to a designated administrative position in which the employee serves at the pleasure of an authorized official.
05	Q	Acting	A temporary special appointment in which the employee serves at the pleasure of an authorized official.

IADS	Budget	Faculty Relationships/ Appointments	
1	T	Tenure	An appointment for an unlimited period granted to a ranked faculty member by the Board upon the affirmative recommendation of the appropriate Chancellor and academic department.
2	P	Probationary	An appointment by the Board held by a faculty member during the period which may precede a decision on a tenure appointment.
5	A	Affiliate	The affiliate modifier identifies that portion of a split appointment where there is no probationary or tenure obligation.
3	C	Joint Executive	This status modifier is used to designate a split in an academic department in which the faculty member has been granted voting membership in the departmental executive committee but in which the faculty member does not hold tenure. The "C" status modifier can be used only if the faculty member has tenure in at least one department within the institution.
4	J	Joint Departmental	This status modifier is used to designate a split in an academic department in which the faculty member has been granted voting membership in the department, but not in the executive committee, and in which the faculty member does not have a tenure or probationary commitment. The "J" status modifier can be used if the faculty member has either a probationary or tenure split in at least one department within the institution.

IADS	Budget	Service Status	
1	R	Emeritus/Emerita	A special appointment conferred by the Chancellor upon recommendation of the appropriate department and Dean to individuals retiring from a **ranked faculty** position.

IADS	Budget	Budget (Special)	
NOT APPL.	B	Collaborative	The collaborative modifier indicates those faculty and instructional academic staff with budgeted extension appointments in the UW System institutions with faculty/academic staff standing within UW-Extension. Collaborative appointment is the term used to accomplish the purpose of joint appointment for the special circumstances of the extension function in Wisconsin. Those with collaborative appointments are considered as faculty/staff of UW-Extension in the special sense and for the purposes described in ACIS-5.1.

Academic Staff/Continuity Status

IADS	Budget	Appointments	
02	F	Fixed Term	Appointment for a fixed term, specified in the letter of appointment.
03	F	Fixed Term Renewable	Appointment for a fixed term, specified in the letter of appointment and is renewable.
02	D	Short Term	A short term academic staff appointment is for a terminal appointment of at least six (6) months (one semester) but less than one (1) year and the appointee is excluded from participation in the Wisconsin Retirement System.
01	N	Probationary	An appointment of not more than 7 years for a full-time position, leading to review and a decision on an indefinite appointment, subject to institution procedures to govern such appointments.
01	Z	Indefinite Term	An appointment with permanent status and for an unlimited term, granted by the Chancellor to a member of the academic staff who holds or will hold a half-time appointment or more.
02	G	Re-employed Annuitant	A re-employed annuitant appointment is a fixed term academic staff appointment of an individual who is also receiving a Wisconsin Retirement System annuity. This code applies to individuals who retire from the University of Wisconsin System or from any other public employer that participates in the Wisconsin Retirement System.

IADS	Budget	Service Status	
1	R	Emeritus/Emerita	A special appointment conferred by the Chancellor upon recommendation of the appropriate department and/or Director, to individuals retiring from an academic staff position.

IADS	Budget	Budget (Special)	
NOT APPL.	H	Ad Hoc Project	A temporary project or program appointment often during the summer months, in which the appointment is such that the employee is not eligible for fringe benefits other than FICA. Such appointments are typically charged to extramural accounts.

IADS	Budget	Other Appointment Type	
ET	E	Employee in Training	An appointment in which a person is normally acquiring additional training or experience in their field of specialization. This status modifier accompanies title codes for the titles identified in the Employees in Training (X99) title group.

IADS	Budget	Other Appointment Type	
SA	S	Student	An appointment of a student on fellowship, scholarship, traineeship, internship or assistantship. This status modifier accompanies title codes for the titles identified in the Student Staff (Y99) title group.

GUARANTEED LENGTH/CONTINUITY STATUS:

In IADS, "guaranteed length" identifies the appointment length of fixed term and short term academic staff appointments only. The **Appointment Length**, describes the specific period of time stated for the length of the fixed term, rolling horizon or back-up contract to which it applies. Available appointment length codes are:

$0.5 =$	Less than 1 year
$1.0 =$	1 year
$2.0 =$	2 years
$3.0 =$	3 years
$4.0 =$	4 years
$5.0 =$	5 years

The **Continuity Status** in IADS describes the type and continuity of the appointment. Available continuity status codes are:

$02 =$	**Fixed term, terminal contract.** The appointment is for a finite length of time and there is no expectation of renewal.
$03 =$	**Fixed term, renewal intended contract.** The appointment is for a finite length of time and renewal is intended.
$06 =$	**Rolling horizon.** The appointment is for a guaranteed length of time based on annual reappointment.