

Academic Staff Personnel Rules

Chapter Ten - Change of Title

ACS 10.0. Introduction.

An academic staff member or his/her supervisor may request a change in title if the assigned title does not adequately describe the job's function or if the scope measure assigned to the title is incorrect. The procedures for requesting a change of an academic staff title apply only to the assignment of an existing title of a position for which the University has authority, and it must comport well with the UW System Titling Structure.

ACS 10.1. Procedure.

- (1) A change in title will usually be considered at the time of the regular performance review.
- (2) The request for a title change must be submitted in writing to the supervisor or, for instructional academic staff, to the department chair and/or departmental personnel committee and subsequently to the Dean (hereafter, the term "supervisor" applies to each of these). With the exception of academic staff in the professional title series, the staff member and the appropriate supervisor must review and complete the Position Questionnaire mentioned below. The request shall include the following information: (1) a completed Position Questionnaire (if required), (2) present title, salary grade, salary, job description, and length of service in present title; (3) proposed title, salary grade, salary, and job description (if appropriate). Additional information in support of the proposed new title should also be included. Please note that the salary increase for the new title shall be no less than the greater of: (1) the minimum of the salary range for the new title, or (2) five percent (5%) greater than the current salary. When the request for a change in title is based on scope, it shall include comparison of similar programs on other campuses by number of students served, staff size, number of programs within the unit, level of reportage, unit budget and/or any other measure which may be appropriate.
- (3) The supervisor shall consult with the Director of Equity and Affirmative Action and the Associate Vice Chancellor and request their respective written objective assessments of the request. Their written objective assessments shall become part of the record.
- (4) The supervisor shall forward the title change request, along with a written recommendation and stated reasons for that recommendation, to the Dean or Vice Chancellor or to the next level of reportage. If the next level of reportage is the Assistant/Associate Vice Chancellor (or equivalent), he/she shall review all materials, make a written recommendation including stated reasons for or against a title change, and forward all materials and that recommendation to the Provost and Vice Chancellor.
- (5) After receiving the request and recommendation, the Provost and Vice Chancellor shall review the materials, make a decision for or against a title change, and send a written notice, which includes a copy of all materials pertaining to the request to all parties concerned of his/her decision and the reasons for that decision. Notification shall also be sent to the Chancellor and to the chair of the Academic Staff Titling Committee. The Academic Staff Titling Committee shall be kept informed of decisions related to title changes in order for the members to ensure internal equity (unit- or campus-wide) and the application of consistent principles when acting on a request for a review of a denied title change request.
- (6) If the decision of the Provost and Vice Chancellor/Vice Chancellor (or equivalent) is to deny the request for title change, the academic staff member may request reconsideration from each level of supervision that provided a negative recommendation/decision. If reconsideration of the decision does not provide a satisfactory resolution, the individual may request the Academic Staff Titling Committee to review these issues after the completion of the reconsideration process.
 - (a) **Reconsideration.** The request for reconsideration should be directed to the first level of supervision that made a negative recommendation to the title change. [Note: This does not include the objective assessments that are required from the Director of Equity and Affirmative Action and the Associate Vice Chancellor.]

- 1 1. The request for reconsideration must be made within seven calendar days of receiving the negative decision from the Provost and Vice Chancellor/Vice Chancellor (or equivalent).
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- 4 2. Reconsideration must include a face-to-face meeting between the supervisor and the academic staff member to be held within seven calendar days of filing the reconsideration request, or at a mutually agreeable date. The purpose of this meeting is to review the staff member's basis for requesting the title change as well as to provide any new information and to review the supervisor's rationale for his/her recommendation. [Note: This procedure must be followed for each supervisory level that made a negative recommendation/decision.]
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11 **ACS 10.2. Review by Committee.**

12 If the academic staff member wishes to have the Academic Staff Titling Committee review the decision by the Provost and Vice Chancellor/Vice Chancellor (or equivalent) the request must be filed with the Titling Committee chair within 21 calendar days following reconsideration (that is, after receiving the Provost and Vice Chancellor's/Vice Chancellor's [or equivalent] written decision).

- 16 (1) The request for review must state the specific aspect of the title that is disputed and the specific bases for requesting Committee review.
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- 18 (2) The request must include a copy of all material that is part of the title change request including: material submitted to support the title change request; objective assessments from the Director of Equity and Affirmative Action and the Associate Vice Chancellor; recommendations and documentation, if any, provided by each level of supervisory review either in the initial review or as a result of reconsideration; and the written decision and rationale from the Provost and Vice Chancellor/Vice Chancellor (or equivalent).
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24 **ACS 10.3. Academic Staff Titling Committee.**

25 The Chancellor has designated an Academic Staff Titling Committee comprised of the following to carry out this function: one designee from the Chancellor, one designee from the Provost, and one designee selected by the President of the Senate of Academic Staff, who shall also serve as liaison with the Senate of Academic Staff.

- 29 (1) The function of the Academic Staff Titling Committee is to advise the Associate Vice Chancellor on any matters having to do with implementing the UW System Titling Structure, as well as to make recommendations in response to a reconsideration request to the denial of a requested title change.
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- 33 (2) In considering the appropriateness of the requested title change, the Titling Committee shall ensure internal equity and application of consistent principles for the maintenance of the UW System Academic Staff Title and Compensation Plan at University of Wisconsin Oshkosh.
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- 36 (3) The Academic Staff Titling Committee shall serve as the review committee. Any member from the same department or equivalent as an academic staff member requesting a review shall be ineligible to serve on the review committee. If the chair is ineligible or otherwise unable to serve, the remaining members of the Titling Committee shall elect one of its members to serve as chair.
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- 40 (a) A majority of the membership of the review committee (not considering ineligible members) shall constitute a quorum and must be present for voting.
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- 42 (b) Voting shall be limited to Titling Committee members who serve as members of the review committee.
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- 44 (c) The Titling Committee shall, to the extent possible, schedule their meeting within 21 calendar days of receiving the request for review. If the meeting cannot be scheduled within this period, the chair and the academic staff member shall reach mutual agreement on the date for the meeting.
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- 48 (d) The Titling Committee will base its recommendation only on the material that is submitted in conjunction with the request for review. That is, it will consider only the written record that is part of the initial title change request plus, if applicable, the written record associated with any
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1 reconsideration request. The Titling Committee will not seek or hear oral testimony from the
2 academic staff member who has requested the review or from anyone else.

3 (e) Meetings of the Titling Committee shall be open or closed in accord with the Wisconsin Open
4 Meeting Law.

5 (f) Decisions by the Titling Committee will result in a recommendation to the Chancellor. The
6 Titling Committee has 14 calendar days after the meeting to make a decision and forward a
7 written recommendation and supporting rationale to the Chancellor. Copies of the recom-
8 mendation and supporting rationale of the Titling Committee sent to the Chancellor also shall
9 be sent to the academic staff member, the supervisor(s), the Assistant/Associate Vice Chan-
10 cellor (or equivalent).

11 (g) The Chancellor shall render a final decision on the requested title change within 21 calendar
12 days after receiving the recommendation from the Titling Committee.

13 (h) The Chancellor shall notify all concerned parties of his/her decision in writing. The Chancel-
14 lor's decision shall be final.

15 (i) At the conclusion of the review meeting, the chair of the review committee shall transfer all
16 records, meeting minutes and related documentation to the Associate Vice Chancellor, who
17 shall retain these documents for seven (7) years after the date of the Chancellor's final deci-
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