

Academic Staff Title Review Committee: Policy and Procedures

The Academic Staff Title Review Committee was established to help resolve questions concerning the assignment of title (function, level or scope). The committee:

- 1) reviews a title assignment when an appeal of title is filed and submits a recommendation to the dean/director and Vice-Chancellor for Academic Affairs, or designee;
- 2) provides feedback to units, departments, schools, and colleges and the Academic Personnel Office regarding related problems that may become apparent during a review; and,
- 3) offers the appellant the option<sup>of</sup> an administrative review of a title assignment as an alternative to the Formal Grievance Procedure described in UW-Madison ASA Chapter 9.02.

COMPOSITION AND SELECTION

The Academic Staff Title Review Committee will consist of a total of seven (7) members: five academic staff members and two faculty members. The committee shall be appointed by the Chancellor, or designee, upon recommendations made by the Academic Staff Executive Committee and the University Committee, respectively. The terms of appointment of committee members shall be overlapping, so that two or three academic staff members and one faculty member are appointed at a time. Committee members may be reappointed. The committee shall elect its chair from among its academic staff members.

The term of office shall be two years, except during the first term after this document is approved and accepted, when two academic staff members and one faculty member shall be appointed for one year. Consultants to the committee from the Academic Personnel Office and the Office of Affirmative Action and Compliance shall also be appointed to serve as non-voting members.

INFORMAL RESOLUTION

Academic staff members are encouraged to resolve disagreements concerning title assignment informally, through discussions with the supervisor, department chair or director, and/or dean or director. Any party to a dispute may seek the assistance of the Academic Personnel Office or procedural information from the Academic Staff Executive Committee or the ASA Standing Committee on Personnel Policies and Procedures at any stage of the appeal process.

## FORMAL APPEAL OF TITLE

1. Initiation. If the title assignment question is not resolved informally, the employee may submit a formal request for review, entitled "Appeal of Assignment of Title", including all relevant documentation, to the Academic Personnel Office. The Academic Personnel Office will ensure that the documentation is complete and forward the file to the Academic Staff Title Review Committee.

2. Committee Review. The Academic Staff Title Review Committee shall examine the documentation regarding the question of title assignment and shall seek and consider any additional information relevant to deciding the question.

The committee may return the request to the Academic Personnel Office and the employee, if they believe additional informal efforts to resolve the issue may prove beneficial or if they identify a procedural error that has been made in the assignment of title. The appeal process will be resumed if the question remains unresolved after the completion of these efforts.

The committee shall then:

- a) make a recommendation to the dean or director regarding the specific title assignment being appealed; and
- b) make recommendations to the Academic Personnel Office regarding any issues affecting university-wide consistency in the use of the title under question, if appropriate.

The appellant has the right to make an oral presentation to the committee. The committee also has the option of requesting an oral presentation from either party involved.

3. Notification and Disposition. The committee shall send the employee a copy of the recommendation that has been sent to the dean or director.

Within fifteen days of receipt of the Academic Staff Title Review Committee's recommendation, the dean or director shall make a recommendation to the Vice-Chancellor for Academic Affairs and shall notify the employee, supervisor, chair or director and the chair of the committee of the recommendation made. If the recommendation of the dean or director is not in agreement with that of the Academic Staff Title Review Committee, the notification shall also include a complete written explanation of the reasons for the disagreement.

Full documentation of the appeal, including the record of the review by the Academic Staff Title Review Committee, shall be forwarded to the Vice-Chancellor for Academic Affairs, who shall make the final decision and notify the employee, dean or director, the Academic Personnel Office and the chair of the committee of the decision.

#### REPORTS OF APPEALS

The Vice-Chancellor, or designee, shall submit a report at least annually, or upon request of the Standing Committee on Personnel Policies and Procedures of the Academic Staff Assembly, to the SCPPP giving the status of all formal appeals that are in process or that have been resolved during the period since the filing of the last such report. Specific details of appeals discussed by the SCPPP shall be kept confidential.

#### EMPLOYEE RIGHTS UNDER UW-MADISON ASA

In cases in which the appeal is not granted, the employee shall also be notified of his or her right to further appeal under the Grievance Procedure in UW-Madison ASA Chap. 9.02 beginning with Step 3.

January 30, 1990

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History: Standing Committee on Personnel Policies and Procedures, Memo re: Transmittal of Academic Staff Title Review Document, dated August 15, 1989, revised August 29, 1989; Bernard C. Cohen, Memo re: Academic Staff Title Review Committee, dated January 6, 1989; "Charge and Procedures, Academic Staff Title Review Committee," Attachment to Bernard Cohen, Acting Chancellor, Letter of Appointment to the Title Review Committee, dated May 15, 1987; Irving Shain, Chancellor, Memo re: Ad Hoc Appeals Committee for Academic Staff Titles, dated August 28, 1986; Hayes Hill Incorporated, "Chapter 7, Section Two: Appealing Implementation Decisions," Final Report entitled Academic Staff Title and Compensation Study for the University of Wisconsin and The Department of Employment Relations, Madison, Wisconsin, May 28, 1986.

