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**From:** Tina Nielsen <[tina.nielsen@wisc.edu](mailto:tina.nielsen@wisc.edu)> **On Behalf Of** 'Eric Wilcots' via ls-dean-ss  
**Sent:** Wednesday, February 3, 2021 9:02 AM  
**To:** 'Shirin M Malekpour' via ls-chairs-all <[ls-chairs-all@g-groups.wisc.edu](mailto:ls-chairs-all@g-groups.wisc.edu)>  
**Cc:** 'Anne Gunther' via ls-dept-admins <[ls-dept-admins@g-groups.wisc.edu](mailto:ls-dept-admins@g-groups.wisc.edu)>  
**Subject:** Teaching and Research Professor Titles

TO: Department Chairs and Directors  
CC: Department Administrators and Department HR/Payroll Contacts  
FROM: Eric Wilcots, Dean  
RE: Teaching and Research Professor Titles

I am pleased to share the College of Letters and Science [guidelines](#) for both the Teaching and Research Professor title series. As you may know, campus released [guidelines](#) in the past year and asked each division to come up with their own procedures for appointment, review, and promotion within these titles. Implementation of these titles aligns with the campus strategy under the Title and Total Compensation (TTC) project to recruit and retain excellent employees. While we understand the timeframe may vary for each department/unit to implement these titles, it is important that each unit undergo a thoughtful review and consideration of the titles and how best to incorporate them into their current hiring and promotion practices.

**Next Steps:**

**Department/Unit actions required for implementation:**

- Create an approval process for departmental policies and procedures on the appointment, annual review, and promotion review for Teaching and/or Research Professors while remaining consistent with campus and division guidelines. The department should establish a separate set of guidelines for each title series if they are planning to hire/promote under both title series;
- Establish an appointment and promotion review committee to consider cases, compile relevant information and guide presentation to the department's Executive Committee;
- Establish a mentoring/oversight committee to support, guide, and evaluate progress of Assistant Teaching and/or Assistant Research Professors;
- Create guidelines for the assembly of appointment and promotion dossiers for Teaching and/or Research Professors. It may be helpful to start by listing the division criteria required for the dossier and then add other items relevant to the discipline;
- Establish an annual review process for all staff in the Teaching and/or Research Professors series, consistent with campus and division guidelines.

Once you have draft department guidelines completed, please send to Cheryl Adams Kadera at [cheryl.adamskadera@wisc.edu](mailto:cheryl.adamskadera@wisc.edu) and she will share with the appropriate L&S ad-hoc committee for final review/approval. Once the departmental guidelines are approved by the college, you can proceed with using the titles when hiring new staff or reviewing current staff. At this time, it is important to point out that if current staff are moved to the Teaching/Research title series it will not come with a rate increase and will occur similarly to the mapping process under TTC where staff are moved to an appropriate title for the work they are already doing. It may be possible to provide market, equity, or performance increases for employees once campus has market data available for all titles and the campus salary freeze is lifted, and you are able to undertake a full review of all staff in your department/unit. If you have questions, please contact Cheryl or your HR manager.