Academic staff titles are organized in three broad categories with duties and types of appointments that are primarily associated with higher education institutions or their administration. Academic staff appointments should be made in accordance with applicable UW Colleges academic staff policies and procedures and must have necessary campus dean and/or department or central office supervisor and Office of Academic Affairs approvals.

01 Categories
There are three broad categories of titles.

A. CATEGORY A includes titles for non-instructional professional, instructional-support, and administrative positions.

TITLE GROUPS IN CATEGORY A:

Professional titles may or may not require specific professional credentials. Beyond the entry level, labor markets for academic staff positions, regardless of initial entry qualifications, typically are defined by both experience in higher education and specific professional credentials.

In general terms, these positions provide administrative, research, student, instructional, or community-related services and/or activities supporting the overall objectives of a particular unit or program in the university.

Supervision is not integral aspect of the work performed. Any professional supervising more than his/her own secretary should be considered for a title in the program manager or administrative director title group. Examples of professional titles include advisor, developmental skills specialist, and student services specialist.

Program Manager positions provide administrative, instructional, and/or research program management for a specific program. A program is a coordinated, defined set of services or activities, usually focusing on a single objective. Although primarily a non-supervisory activity, program management often requires the coordination of work within the unit and/or across a number of administrative units. Program managers often function quite independently. Typically, the services provided by a program manager are developed and provided primarily by the incumbent in the position rather than by subordinates.

Administrative Director is the head of a non-academic administrative unit or equivalent functional area.
Persons in this group are responsible for developing and implementing objectives and policies, and managing the activities of the unit. Depending on the prefixes assigned, these positions have extensive budgetary and supervisory authority (supervising a minimum of 3.00 FTE staff).

The Administrative Director (no prefix level) is given a limited appointment and serves at the pleasure of and normally reports to a Chancellor, campus dean, vice chancellor, assistant chancellor, or associate vice chancellor.

The State Executive Group Salary Plan covers directors and associate directors in Activity Codes 1, 7, and 8.

The range assignment for “Director, Unspecified” must be made in consultation with the Academic Affairs Office and is subject to the prior approval of UW System Administration.

B. CATEGORY B includes those titles in which the duties and responsibilities are like instructional or research duties typical of UW Colleges faculty.

TITLE GROUPS IN CATEGORY B

Instructional academic staff provide instruction or train students in an academic discipline, including classroom and laboratory duties. In this context, an academic discipline usually does not include supplemental instructional support of a developmental nature (e.g.; basic skills in reading, writing, arithmetic, or conversational English).

Research academic staff participate in identifying research problems, designing methodology, conducting research, and other related activities. There currently are no positions like this in the UW Colleges.

C. CATEGORY C titles apply to the University’s executive positions such as the Chancellor and the campus deans. These positions receive limited appointments in the Colleges.

Limited appointments (Wis. Stat. 36.17) have a status modifier that indicates this category of appointments is made at the pleasure of the Board of Regents or a specified appointing authority. Persons appointed to UW Colleges positions in these titles generally have been categorized as limited appointees: Chancellor, Campus Dean/CEO, Vice Chancellor, Assistant Chancellor, Associate Vice Chancellor, Assistant Vice Chancellor, Associate Campus Dean, and Academic Program Director.

In the UW Colleges, limited appointments apply to executive level positions; however, other administrative appointments using academic staff titles may be designated as limited by the appointing authority with prior approval from the Office of Academic Affairs.

A limited appointee may hold a concurrent and/or backup appointment in the faculty, academic staff, or university staff service. A limited appointment letter must be filed in the official personnel file. This letter must state the terms of the limited appointment, as
well as the terms of any concurrent and/or backup appointment. In addition, the budget and all other documents must reflect the concurrent and/or back-up appointment.

A limited appointment is designated by an L in the sixth position of the title code, the status modifier.

02 Components of an Academic Staff Title

A title may have three components: function, prefix, and scope.

Function The function is the portion of the title describing the primary activity or general duties and responsibilities of the position. There are several functions to choose from within any of the functional areas. For example, within the student services functional area, there are directors, student services coordinators, and other professional functions. The responsibilities of each position will determine which function should be used.

Prefix Prefixes typically indicate successively greater experience, expertise, and responsibility in a particular position. Several titles do not have a prefix.

Scope In order to recognize differences in the size and complexity of units, there is a scope factor: Small, Medium, and Large. This factor usually applies to director and administrative officer titles. Program manager functions have a different type of scope measure, I, II, and III, based on depth and/or breadth of responsibility, rather than progression through a title.

EXAMPLES: Senior Advisor function: Advisor
Prefix: Senior
Scope: N/A

Assistant Director function: Director, Academic
prefix: Assistant
scope: Large

03 Determining An Appropriate Academic Staff Title

There are several steps to take in determining an academic staff title.

Step 1: SELECT A FUNCTIONAL AREA: The functional areas are groups of functions in broad categories.

Administrative
Professional
Instructional
Program Managers

The functional areas will help you identify titles related to a given function, but are not part of the formal title structure.
Step 2: SELECT A FUNCTION: Review the definitions and select the definition which best describes the work. There are some positions where duties require more than one title to define the position. In that case, a second (or, if necessary, a third) function should be selected; FTE and budget splits should be assigned each title.

Step 3: SELECT A PREFIX: Director and administrative officer titles require a scope measure of large, medium, or small. For the director, student services, and director, UWC library, titles, the UW-Waukesha, UW-Marathon, and UW-Fox Valley campuses, and the joint position of director of the library Processing Center and the UW-Fond du Lac library, are considered Large (L) in scope. The remaining campuses are considered Medium (M). For the administrative officer title, the UW-Waukesha, UW-Marathon, and UW-Fox Valley campuses are considered Medium (M); the remaining campuses are considered Small (S).

EXAMPLE:

Step 1
Functional Area Professional

Step 2
Function Student Services Specialist (Category A, Professional)
Provides direct services to students.

Step 3
Prefix (No prefix)

Step 4
Scope Not Applicable

Example Title: Student Services Specialist