Glossary of Terms
Updated 5/2/2011

Academic Staff:
Academic staff are unclassified professional and administrative personnel, with duties and types of appointments that are primarily associated with higher education institutions or their administration. Academic staff includes instructional employees who are not assigned to the faculty. Wis. Stats. 36.05(1)

Change in Assignment/Job Reclassification:
Significant changes in conditions of appointment, shall be specified in writing by the supervisor at least 14 calendar days before the change. At the time that a significant change in assignment is under review, such considerations as change in title, change in compensation, and other related issues shall be reviewed by the Director of Human Resources in accordance with applicable campus or system rules and policies.

Classified Staff:
Classified staff are defined as all state employees not included in, or defined as, unclassified personnel.

Faculty:
Faculty are members of the unclassified personnel group of employees. Faculty titles are restricted to the four ranks of Professor, Associate Professor, Assistant Professor and Instructor. The determination of appropriate definitions and qualifications for each of the four ranks rests with the institution’s faculty and chancellor.

Position Description Questionnaire:
A position description questionnaire must be completed for all new academic staff positions and every promotion/retitling request for all positions in Compensation Category A.

Promotion/Career Progression:
Promotion/Career Progression may occur through advancement to a higher level within one’s current title series in:
1. instructional/academic staff, based on the increased degree of involvement in course and curriculum development, course scheduling, advising, experience and subject matter expertise;
2. professional academic staff, based on progressively greater required experience, professional expertise and knowledge applied to duties of greater scope and complexity; or
3. the Program Manager Series based on differences in experience and knowledge gained by a Program Manager as a program grows and develops, increases in size and complexity, and/or requires increased supervisory involvement based on growth and complexity.

Promotion/Career Progression will also include a change in title, but will not be subject to the section entitled Retitling.

Retitling:
Retitling involves assignment to a different Unclassified Title Structure due to a change in defined duties or responsibilities, role, function or scope as measured against the original position description. A retitling may occur when the scope of work performed in the position is either more or less than is contained in the original position description. A retitling may also occur to correct/amend errors in the initial titling of the position.

**Title Groups:**
A title group within the Unclassified Title Structure is an assemblage of formal titles that have one or more characteristics in common. Title groups include the following:

1. **Administrative Directors:**
   Administrative director titles are reserved for the administrative heads of academic and/or administrative units and major functional areas of the institution. Administrative director titles may or may not include the term “director” in the title (e.g., Registrar, Dean of Students, Controller). In order to be assigned to an administrative director title the staff member must supervise at least three full time equivalent (FTE) positions. Three successively higher levels of administrative director are defined—assistant director associate director and (no prefix) director. Administrative directors are assigned to Compensation Category A.

2. **Instructional Academic Staff:**
   Instructional academic staff provide for-credit instruction and training to students in an academic discipline. Differences between successively higher title levels should reflect demonstrable differences in experience and knowledge gained, as applied to the specific duties of the function. Instructional academic staff are assigned to Compensation Category B.

3. **Professionals:**
   Titles in the professional title group provide student, administrative or community related services, research or instructional support, and/or activities supporting the overall mission or objectives of the institution. Prefix levels within a title series reflect progressively greater required experience, professional expertise, and knowledge applied to duties and responsibilities expected of the position. Professionals are assigned to Compensation Category A.

4. **Program Managers:**
   Program manager titles are used to describe positions that manage a specific program. Each program manager function has level designations of I, II, and III, which represent increasing size and/or complexity of the program. Program managers are assigned to Compensation Category A.

**Unclassified Personnel Guidelines (UPGs):**
UPGs provide guidance for the administration of all unclassified employees within the University of Wisconsin System.