

HAYES/HILL TITLING ADVISORY COMMITTEE  
UNIVERSITY OF WISCONSIN-STEVENSON POINT

**OPERATIONAL POLICIES AND PROCEDURES**  
**Category A and C Academic Staff**

**I. GENERAL INFORMATION**

**A. Charge and Role**

The **H**ayes-**H**ill **T**itling **A**dvisory **C**ommittee (HHTAC) is appointed by the Chancellor. HHTAC advises the Chancellor and the Cabinet on the ongoing administration of the Hayes-Hill personnel system, including review of:

1. Requests for new positions to ensure assignment of the appropriate title and salary grade;
2. Requests to upgrade positions or promote academic staff to ensure that Hayes-Hill requirements are met; and,
3. Requests to move filled or vacant positions from classified to academic staff appointment and from academic staff to classified appointment to ensure that provisions of Unclassified Personnel Guideline #7, "Designation of Positions as 'Academic Staff' Under s. 36.09, Wis. Stats., UWS 9-14, Wis. Admin. Code and Regent Policy Document 75-3," are met.

A primary goal of HHTAC is to ensure that the system is applied fairly and equitably across the campus.

**B. Membership**

1. The Vice Chancellor for Academic Affairs and the Assistant Chancellors for Business Affairs, and Student Development/University Relations shall each recommend at least one individual to the Chancellor to serve on HHTAC; in addition, the Academic Staff Council shall recommend at least one individual to the Chancellor.
2. The Chancellor will appoint at least one person for each cabinet-level division from among those recommended by the respective cabinet officers, and one from among those recommended by the Academic Staff Council. The Special Assistant to the Chancellor for Affirmative Action and Equity or his/her designee will also be a member of the committee. HHTAC will elect its chair from among its members.
3. No member of HHTAC may also be a member of the Academic Staff Mediation Subcommittee.
4. All members of HHTAC serve as resource personnel; persons with any questions related to Hayes-Hill matters are invited and encouraged to contact one of the members for consultation.

**C. Meetings**

1. All meetings of HHTAC shall conform to the provisions of 19.81-19.98 of the Wisconsin Statutes (1985-86), the Open Meetings Law, as appropriate.

Regularly scheduled meetings are normally held twice each month. Dates, time and location of meetings are available from any committee member.

2. Minutes shall be distributed to all members of HHTAC, the Chancellor, the members of the Academic Staff Council, the Special Assistant to the Chancellor for Affirmative Action and Equity, and anyone requesting a copy.
3. Individuals have the right of access to all materials submitted to HHTAC except as otherwise provided by law to protect privacy rights of employees.

#### D. Scope of Responsibility

For individuals or positions covered by Hayes-Hill categories, which includes all academic staff and some faculty, personnel actions involving

- \* titling for a new position prior to announcing the position;
- \* titling for a replacement position prior to announcing the position;
- \* changes in position description which might cause change in Hayes-Hill titling;
- \* assignment of title or changes in title;
- \* assignment of grade or changes in grade; and
- \* promotion or demotion

must be presented to the HHTAC for review and response before proceeding.

## **II. POLICIES AND PROCEDURES: New and Replacement Positions**

### A. Submittal Procedure

1. Copies of position description questionnaires for new positions, and for replacement positions should be submitted to HHTAC for assignment of title, grade, and salary range minimum and maximum at least thirty days prior to advertising the position.

To help expedite procedures, units may submit materials required by HHTAC and materials required by the Affirmative Action Office to both simultaneously, simply omitting the Hayes-Hill title in the materials submitted to AAO and providing it after HHTAC action.

- a. Unit supervisors submitting position description questionnaires are asked to include an organizational chart of the unit with the request, and shall include a recommended title or titles.

The page asking for recommended title added to the position description questionnaire and used at UWSP during the initial campus Hayes-Hill titling implementation will continue to be used with questionnaires for all future actions.

- b. Where there may be questions concerning whether a change in the position description is significant and might warrant a change in Hayes-Hill title, supervisors are urged to contact any member of HHTAC for consultation.
2. For all actions, completed position description questionnaires shall be sent to the Chair of HHTAC. The Chair will place items on the HHTAC meeting agenda.

### B. Position Description Questionnaire Review Procedure

1. Normally, HHTAC will review Position Description Questionnaires at a regularly scheduled meeting and within thirty days of their receipt.
2. HHTAC will review the questionnaire and compare the duties and responsibilities to the titling manual. HHTAC will conduct a point count for positions that require it.

- a. Where HHTAC agrees with a recommended title or action, its response will be recorded in the HHTAC minutes, and a notice of HHTAC action shall be sent to all those signing-off on items submitted to HHTAC as well as to the regular distribution.
  - b. Where HHTAC disagrees with a recommended title or action, the Chair of HHTAC or a designee will contact both the employee involved and the immediate supervisor of the position to attempt to reconcile differences.
    - (1). Where resolution occurs, HHTAC will proceed according to B.2.a.
    - (2). Where such informal contact does not lead to resolution, both the employee and the supervisor of the position shall be invited to attend an HHTAC meeting for reconsideration.
      - (a). Where resolution occurs, HHTAC will proceed under B.2.a.
      - (b). If differences remain, HHTAC shall forward its recommendation to the appropriate administrative officer, and to the Chancellor.
 

If the supervisor of the position disagrees with HHTAC's recommended title he/she can appeal to the Chancellor who shall make a final decision.
3. For positions requiring a point count for titling, members of HHTAC will perform a point count of the position at a regularly scheduled meeting.
- a. Once consensus is reached, the Chair will notify the supervisor in writing of the point count and the impact on the employee's title and grade. The supervisor will be asked to share that information with the employee.
  - b. If the supervisor and employee agree with the point count results and the final titling decision may be made locally (i.e. does not need UW-System approval), HHTAC's decision is communicated to all affected parties.
  - c. If the supervisor and/or employee disagree with the point count, they will be invited to meet with HHTAC to review the point count to insure that it accurately reflects the position.
  - d. If agreement cannot be reached on a titling decision that may be made locally, the supervisor or employee may appeal to the Chancellor, who shall make a final decision.
  - e. When the final decision must be made by UW System personnel, the returned decision is communicated by the Chair of HHTAC to all parties.
  - f. If the supervisor or employee disagree with the point count result of a titling decision, made by UW System Personnel, either or both may appeal to the Associate Vice President - Office of Human Resources.

### **III. POLICIES AND PROCEDURES: Promotion**

#### **A. Role and Responsibility of HHTAC:**

The function of HHTAC is to review materials prior to the final approval for promotion in the professional and program manager titles to ensure that Hayes-Hill criteria have been met.

## B. Promotion Criteria

### 1. Professional Titles - (A search and screen is not necessary in such actions.)

#### a. Submittal Procedures:

It is the responsibility of the employee to understand how and when a promotion may be appropriate and to initiate the process. As part of the annual and supplemental reviews, the employee is encouraged to clarify with their immediate supervisor whether the UW-System and institutional criteria for promotion have been met. If the employee has additional questions on promotions, they are encouraged to speak with the Associate Vice Chancellor for Personnel and Budget, Director of Personnel Services and/or members of HHTAC.

It is the employee's responsibility to request, in writing, recommendation(s) supporting their promotion from their immediate supervisor and any other officer in the line preceding the appropriate Cabinet Officer.

Policy in the University Handbook on academic staff promotions (Chapter 1, "Primary Unclassified Personnel Policies and Procedures", Section 4, "Implementation Procedures and Guidelines for Personnel Rules and Policies for Academic Staff") provides that a supervisor who receives a request for promotion shall:

- "review the request and accompanying materials within 15 days of receipt of the request;
- within 20 days of receipt of the request, afford the academic staff member making the request an opportunity to present additional materials or oral testimony on the academic staff member's behalf;
- act on the request in a reasonable time and shall provide written notification of decision, which shall normally be within 15 days of the meeting with the academic staff member (or from the date of informing the academic staff member of the opportunity if the academic staff member decides not to meet with the supervisor) but may be up to 90 days after receipt of the request if the supervisor decides that an additional performance review involving a questionnaire is appropriate."

The employee must file a request for promotion with their Cabinet Officer (i.e. Vice Chancellor and Provost, Assistant Chancellor for Business Affairs, Assistant Chancellor for Student Development/University Relations), and with HHTAC through its Secretary, the Director of Personnel Services. If possible, recommendations from the immediate supervisor and any other officer in the line preceding the appropriate Cabinet Officer should accompany the request for promotion.

#### b. **Application Deadline:**

To be considered for promotion on July 1, the employee must submit their request to the appropriate Cabinet Officer and HHTAC by February 1.

If the supervisor(s) recommendations do not accompany the employee's request for consideration of promotion and are not received by February 15, the HHTAC's Secretary will request a recommendation from the supervisor(s) by March 1.

Requests for consideration of promotion will not be reviewed in that cycle if they are received by the officials identified above after February 1 OR if the file, though received by February 1, does not have recommendations from the immediate

supervisor as well as any other officer in the line preceding the appropriate Cabinet Officer by March 1.

**c. Notification Date:**

By April 1, the Chancellor and appropriate Cabinet Officer will notify the employee as well as the appropriate supervisor(s) of the decision on promotion.

**d. Effective Date:**

Promotions become effective on July 1 of the calendar year in which promotion was approved by the appropriate Cabinet Officer and Chancellor.

**e. Minimum Years of Service:**

No promotion is acquired solely because of years of service. An employee is first eligible for consideration for promotion from Associate to No Prefix when 1.5 years of experience have been accumulated by January 1 in the year application for promotion is submitted. An employee is first eligible for consideration for promotion from No Prefix to Senior when 6.5 years of experience have been accumulated by January 1 in the year application for promotion is submitted.

**f. Minimum Performance Criteria:**

- For Promotion from Associate to No Prefix:
  - ◆ Positive annual and supplemental evaluations. Material submitted for promotion must include results of at least one annual evaluation and a supplemental evaluation completed within the past 12 months.
  - ◆ The UW SYSTEM UNCLASSIFIED TITLE DEFINITIONS BOOK (1/1/94) provides that an employee at the No Prefix level ". . . performs those duties and responsibilities expected of a fully competent professional. Typically such duties and responsibilities require knowledge and skills gained only through considerable experience. A fully competent professional works independently in applying the approaches, methods and techniques of his or her profession, and is active in developing or assisting in the development of new approaches to resolving problems." (page 56)
- For Promotion from No Prefix to Senior:
  - ◆ Positive annual and supplemental evaluations. Material submitted for promotion must include results of annual evaluations and a supplemental evaluation completed within the past 12 months.
  - ◆ The UW SYSTEM UNCLASSIFIED TITLE DEFINITIONS BOOK (1/1/94) provides that an employee at the Senior level ". . . performs program functions at a level of proficiency typically requiring extensive experience (e.g. a minimum of at least seven years of professional experience) and advanced knowledge and skills. At this level, the professional has a consistent record of exemplary performance. A Senior professional is expected to develop new approaches, methods or techniques to resolve problems with little or no expert guidance and to cope independently with new, unexpected or complex situations. At this level, a professional can be expected to guide or train other professionals or to oversee their work." (page 56)

- For Promotion from Senior to Distinguished:
  - ◆ Positive annual and supplemental evaluations. Material submitted for promotion must include results of annual evaluations and a supplemental evaluation completed within the past 12 months.
  - ◆ The REVIEW PROCESS FOR CANDIDATES FOR THE DISTINGUISHED PREFIX - University of Wisconsin - Stevens Point (11-18-92) provides the criteria an employee must meet for movement to this prefix/title.
  - ◆ Promotion to this level is not part of a natural career progression track.
- A copy of the UW SYSTEM UNCLASSIFIED TITLE DEFINITIONS BOOK (1/1/94) and REVIEW PROCESS FOR CANDIDATES FOR THE DISTINGUISHED PREFIX - University of Wisconsin - Stevens Point (11-18-92) are available from HHTAC committee members or the Reserve Desk of the University Library.

**g. Salary Increases:**

- For promotion from Associate to No Prefix
  - ◆ The salary increase shall move the employee's base salary up to the minimum of the pay grade to which the employee is promoted or 7% of the employee's current base salary, whichever is greater, on the effective date of the promotion.
  - ◆ A salary increase beyond 7%, other than to the minimum of a pay grade, shall require approval of the Chancellor.
- For promotion from No Prefix to Senior
  - ◆ The salary increase shall move the employee's base salary up to the minimum of the pay grade to which the employee is promoted or 9% of the employee's current base salary, whichever is greater, on the effective date of the promotion.
  - ◆ A salary increase beyond 9%, other than to the minimum of a pay grade, shall require approval of the Chancellor.
- Bi-annual salary increase review
  - ◆ The percentage increase in base salary associated with promotion to No Prefix and to Senior will be reviewed in January of each odd-numbered year. Any recommendations for change will be made jointly by HHTAC and the Academic Staff Council and forwarded to the Chancellor for approval with an effective date of July 1 of that calendar year.

**2. Program Manager Titles - (A search and screen is not necessary in such actions.)**

**a. Assignment to a Level:**

Program Manager positions are assigned to one of three levels (I, II or III). The level assigned to a particular position is based upon application of the title evaluation rating system (i.e. point count of the position description). It is not determined on the basis of minimum experience or performance level of the employee in the position.

**b. Effective Date:**

The effective date for a promotion in the Program Manager titles is the first of the month prior to the date HHTAC receives the request and PDQ for review (e.g., a request received on March 29 would be effective on March 1, if approved).

**c. Salary Increase:**

- Promotion in the Program Manager titles will result in a base pay increase of no less than 5% and no more than 10% on the effective date as defined in b. above, unless a 10% increase does not reach the minimum of the newly assigned pay grade. Then the increase will be sufficient to achieve this requirement.
- A salary increase beyond 10%, other than to the minimum of a pay grade, shall require approval of the Chancellor.

**3. Director Titles:**

A move to or within the Director titles is a promotion and normally requires a search and screen.

**4. Change of Job:**

A move from one job to another within the same pay grade (e.g. Academic Curator to Cartographer, Information Manager to Instructional Program Manager) is not a promotion, but requires a search and screen.

**C. Review Procedure**

1. Normally, HHTAC review will occur at a regularly scheduled meeting and within thirty days of receipt of all materials.
2. HHTAC will compare the materials submitted by the employee to the duties and responsibilities as defined in the current titling manual.
  - a. Where criteria have been met, HHTAC will forward a positive recommendation to the appropriate Cabinet Officer and the Chancellor for final action on the promotion. A copy will be sent to the employee and immediate supervisor.
  - b. Where criteria have not been met, a copy of the materials shall be returned to the appropriate recommender with an explanation. A copy of the explanation shall also be sent to the employee recommended for promotion.
3. Where HHTAC concludes that Hayes-Hill criteria have not been met and the employee/recommender disagrees with HHTAC's conclusion and wishes to pursue the matter, the recommender shall request reconsideration. Normally, a request for reconsideration will include a reason and any appropriate supplementary material/s.
  - a. Where, after receipt of a request for reconsideration and review of supplementary materials, HHTAC decides that criteria have been met, HHTAC will so note and inform the appropriate employee/recommender. A copy of HHTAC's recommendation will be submitted to the Chancellor for final action on the promotion.

- b. Where, after receipt of a request for reconsideration and review of supplementary materials, HHTAC continues to believe that criteria have not been met, HHTAC will so note and advise the recommender and the involved employee. The Chair of HHTAC will offer both parties the opportunity to meet with HHTAC to attempt to reconcile the differences that continue to exist regarding the promotion.

#### D. Appeal to the Academic Staff Mediation Subcommittee

1. The employee/supervisor who is dissatisfied with HHTAC's decision, after reconsideration, has thirty (30) calendar days in which to file an appeal.
  - a. Appeals shall be in writing and shall be made to the Chair of the Academic Staff Mediation Subcommittee, as specified in the University Handbook.
  - b. The thirty day period during which an appeal may be filed shall begin on the day following the date of mailing of HHTAC's recommendation.
2. An employee/supervisor who chooses to file an appeal shall simultaneously notify the Chair of HHTAC that the appeal has been filed.
3. If there is an appeal, the procedures of the subcommittee shall be followed.
4. The Chancellor will make a final decision regarding the appeal as soon as possible after receiving the report and recommendation of the appeals committee. The Chancellor will inform all interested parties of that decision. The decision of the Chancellor is final.

#### **IV. EMERGENCY HIRING SITUATIONS**

Titling in emergency hiring situations may be authorized by the Chair of HHTAC or a designee.

Report of any such actions shall be submitted to HHTAC for its information and review at its next meeting.

Approved - Keith R. Sanders, Chancellor

Date - March 15, 1995

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