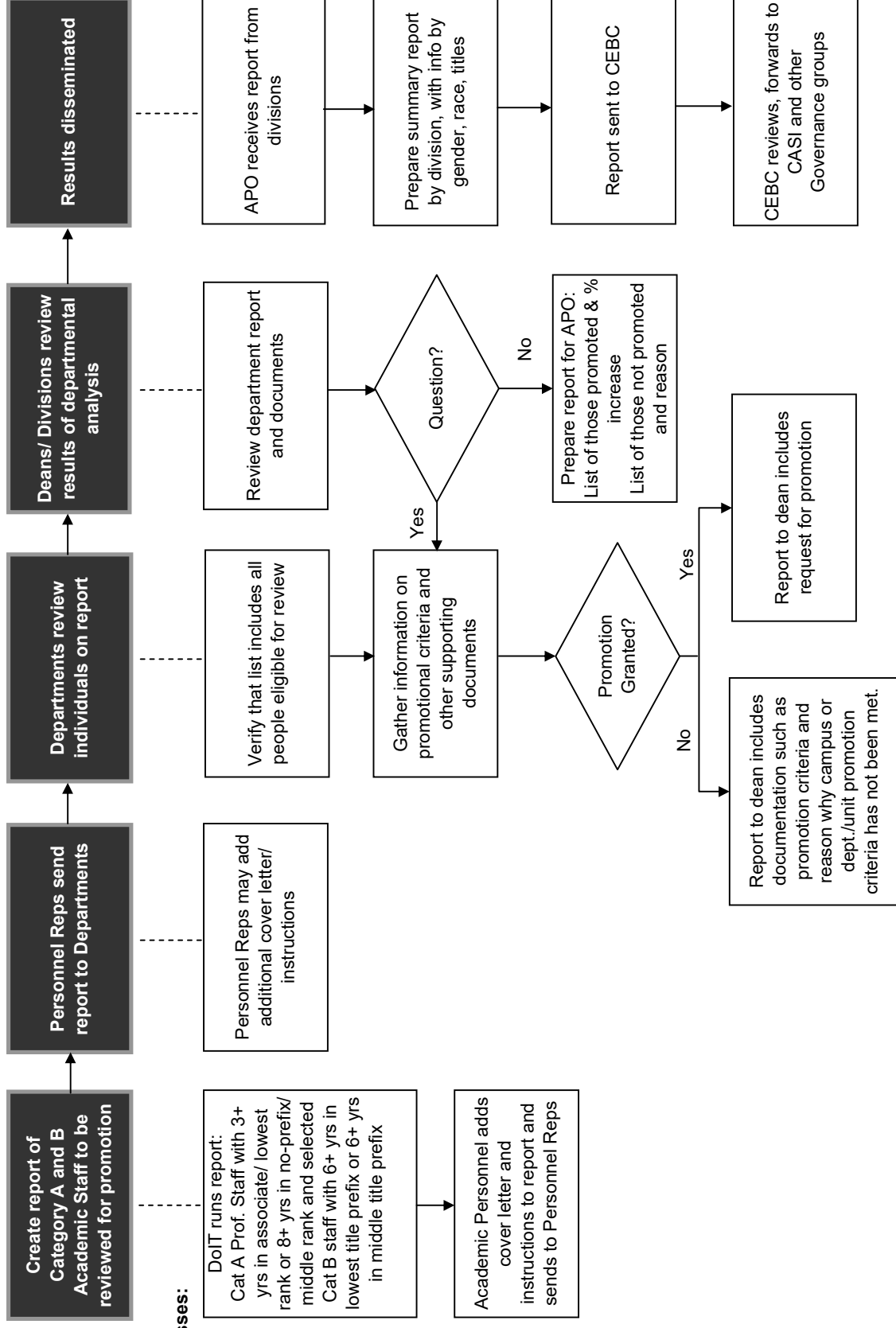


FLOWCHART OF PROPOSED ACADEMIC STAFF PROMOTION REVIEW REPORT

DRAFT 3/29/2005

Major Steps:



Draft 1/21/2005

(Associate to no prefix, Category A)

Reason Codes & Required Information

This exercise requires each person on your lists to be considered. Promotion is not required when a valid reason can be provided.

REASON CODES

01 • **Promotion Granted:** Date: _____ Percent Increase: _____

Promotion Not Granted - Reason:

02 • **Base adjustment of at least 5% within last 24 months:** Date: _____
% Increase: _____ Base adjustment reason code: _____

03 • **Base adjustment of at least 5% to be granted within 12 months:**
Expected Date: _____
% Increase: _____ Base adjustment reason code: _____

04 • **New supervisor of less than one year:** Supervision begin date: _____

05 • **New to unit/department/program:** Begin date: _____

06 • **Non-renewal or layoff pending:** Expected effective date: _____

07 • **Resignation/Retirement:** Effective date: _____.

08 • **(A) Campus Criteria have not been met:** Please explain why individual has not met campus criteria for promotion. Promotion of an entry-level employee to no prefix is expected when required duties and responsibilities are performed independently in a fully competent manner. Generally, this takes no more than one to two years (See Unclassified Title Guideline).

OR

B) Department/Unit promotion criteria have not been met: Please provide Promotion criteria and explain why individual has not met the promotion criteria.

09 • **Special Circumstances:** Please specify (e.g., Leave of absence).

Draft 1/21/2005

(no prefix to Senior, Category A)

Reason Codes & Required Information

This exercise requires each person on your lists to be considered. Promotion is not required when a valid reason can be provided.

REASON CODES

01 • **Promotion Granted:** Date: _____ Percent Increase: _____

Promotion Not Granted - Reason:

02 • **Base adjustment of at least 5% within last 24 months:** Date: _____
% Increase: _____ Base adjustment reason code: _____

03 • **Base adjustment of at least 5% to be granted within 12 months:**
Expected Date: _____
% Increase: _____ Base adjustment reason code: _____

04 • **New supervisor of less than one year:** Supervision begin date: _____

05 • **New to unit/department/program:** Begin date: _____

06 • **Non-renewal or layoff pending:** Expected effective date: _____

07 • **Resignation/Retirement:** Effective date: _____.

08 • **(A) Campus Criteria have not been met:** Please explain why individual has not met campus criteria for promotion. Promotion is contingent upon “exemplary performance” (defined by UW- Madison as “a consistent record of solid achievement”) and demonstrated mastery of new approaches and techniques and ability to cope with unexpected or complex situations. Generally, requires at least 7 years of relevant experience, not necessarily at UW-Madison (See Unclassified Title Guideline).

OR

(B) Department/Unit promotion criteria have not been met: Please provide promotion criteria and explain why individual has not met the promotion criteria.

09 • **Special Circumstances:** Please specify (e.g., Leave of absence).

Draft 1/21/2005

(Category B)

Reason Codes & Required Information

This exercise requires each person on your lists to be considered. Promotion is not required when a valid reason can be provided.

REASON CODES

01 • Promotion Granted: Date: _____ Percent Increase: _____

Promotion Not Granted - Reason:

02 • Base adjustment of at least 5% within last 24 months: Date: _____
% Increase: _____ Base adjustment reason code: _____

03 • Base adjustment of at least 5% to be granted within 12 months:
Expected Date: _____
% Increase: _____ Base adjustment reason code: _____

04 • New supervisor of less than one year: Supervision begin date: _____

05 • New to unit/department/program: Begin date: _____

06 • Non-renewal or layoff pending: Expected effective date: _____

07 • Resignation/Retirement: Effective date: _____.

08 • (A) Campus Criteria have not been met: Please explain why individual has not met campus criteria for promotion. (See Unclassified Title Guideline.)

OR

(B) Department/Unit promotion criteria have not been met: Please provide promotion criteria and explain why individual has not met the promotional criteria.

09 • Special Circumstances: Please specify (e.g., Leave of absence).

Table 1

Academic & Limited Staff Employees Affected by CEBC Proposal

	Employment Category				
	A1 Professional	B1 Instructional	B2 Research		
Total Employees in Title Group	3226	1909	1172		
Employees in Titles Covered by Policy	3219	707	1156	Total	
Entry-Level Prefix	766	273	449		1488
Mid-Level Prefix	1428	271	374		2073
Higher Level Prefixes	1025	163	333		
Employees Triggering Review				Total	Percent of Prefix Holders
Entry-Level Prefix	113	20	36	169	11.4%
Mid-Level Prefix	98	65	76	239	11.5%
				408	11.5%

NOTES: Excludes zero-dollar and hourly appointments. Category A3 (Director level positions), A2 (Program Manager), A4 (Assistant/ Associate Dean, administrative officer), and C positions are not eligible for review under the proposal and are not included above. In addition, some title series within Category B are not covered by the proposal and include: CHS, emeritus, clinical, adjunct, visiting and L/I faculty, visiting scientists and lecturers, and faculty assistants. "Total Employees Triggering Review" includes only those employees with years at their current prefix exceeding the levels which require a review under the proposal. "Employees in Titles Covered by Policy" includes all individuals in title series covered by the proposal, regardless of how many years at the current level. "Higher Level Prefixes" for most titles series refers to senior or distinguished prefixes, although in some cases (such as Researcher), no senior-level exists and the no-prefix level is a higher level prefix. "Total Employees in Title Group" includes all titles within the title group, regardless of whether the title series is eligible for the exercise.

Reviews for Category A employees would be required for entry-level employees who have held the same prefix for 3 or more years. Review of Category A employees would take place for mid-level employees who have held the same prefix for 8 or more years. Employees in eligible Category B titles would be reviewed if they had more than 6 years at their current prefix.

SOURCE: IADS data system, paid employees as of October 2004

Prepared by Margaret Harrigan and KyungAe Jun, Office of Academic Planning and Analysis

2/18/2005

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Table 2

Academic & Limited Staff Employees Affected by CEBC Proposal
Number of Employees Triggering Review by Division

		Low Prefix			Middle Prefix			Total		
		A1		B1	B2	A1			B1	B2
		Professional	Instructional	Research	Professional	Instructional	Research			
A02	General Services	2				2			4	
A03	Business Services	1							1	
A05	Academic Services					2			2	
A06	Information Technology					3			3	
A07	College of Agricultural & Life Sciences	20		5		15	8	11	59	
A10	International Studies and Programs	2							2	
A12	School of Business					3	10		13	
A17	School of Education	5	15			7	6	1	34	
A19	College of Engineering	10	2	5		7	8	15	47	
A27	School of Human Ecology	7				1			8	
A34	Graduate School	15		7		12		10	44	
A40	Nelson Institute for Environmental Studies						1		1	
A42	Intercollegiate Athletics	3				3			6	
A45	Law School	2	2			1	7	1	13	
A48	College of Letters and Science	16	1	4		14	22	17	74	
A49	General Library	3				4			7	
A52	Wisconsin State Lab of Hygiene			1					1	
A53	Medical School	16		10		14	3	16	59	
A54	School of Nursing					2		1	3	
A55	Psychiatric Institute					1			1	
A56	School of Pharmacy	2		1		1		1	5	
A57	Univ. Health Services					3			3	
A71	Facilities Planning & Management					1			1	
A85	University Housing	4				1			5	
A87	School of Veterinary Medicine	1		3		1		3	8	
A96	Wisconsin Union	4							4	
	TOTAL	113	20	36		98	65	76	408	

SOURCE: IADS data system, paid employees as of October 2004

Notes: Reviews for Category A employees would be required for entry-level employees who have held the same prefix for 3 or more years. Review of Category A employees would take place for mid-level employees who have held the same prefix for 8 or more years. Employees in eligible Category B titles would be reviewed if they had more than 6 years at their current prefix.

Prepared by Margaret Harrigan and KyungAe Jun, Office of Academic Planning and Analysis

2/18/2005

Table 3

Academic & Limited Staff Employees Affected by CEBC Proposal

	Employment Category		
	A1 Professional	B1 Instructional	B2 Research
Employees Triggering Review			
Entry-Level Prefix	112	20	36
3 - 5.9 years	95	NA	NA
6 - 7.9 years	14	5	17
8 - 11.9 years	2	13	13
Over 12 years	1	2	6
Mid-Level Prefix	97	65	76
6 - 7.9 years	NA	25	35
8 - 11.9 years	71	22	22
Over 12 years	26	18	19

SOURCE: IADS data system, paid employees as of October 2004, promotions as of March 1 2005.

Notes: Reviews for Category A employees would be required for entry-level employees who have held the same prefix for 3 or more years. Review of Category A employees would take place for mid-level employees who have held the same prefix for 8 or more years. Employees in eligible Category B titles would be reviewed if they had more than 6 years at their current prefix.

Prepared by Margaret Harrigan and KyungAe Jun, Office of Academic Planning and Analysis
2/18/2005

Academic & Limited Staff Employees Affected by CEBC Proposal

	Employment Category								
	A1: Professional			B1: Instructional			B2: Research		
	Total	Men	Women	Total	Men	Women	Total	Men	Women
Total Employees in Title Group	3226	1275	1951	1909	1036	873	1172	416	756
Employees in Titles Covered by Policy	3219	1272	1947	707	318	389	1156	744	412
Entry-Level Prefix	766	288	478	273	108	165	449	269	180
Mid-Level Prefix	1428	567	861	271	135	136	374	247	127
Higher Level Prefixes	1025	417	608	163	75	88	333	228	105
Employees Triggering Review									
Entry-Level Prefix	112	48	64	20	11	9	36	23	13
Mid-Level Prefix	97	43	54	65	35	30	76	53	23

NOTES: Excludes zero-dollar and hourly appointments. Category A3 (Director level positions), A2 (Program Manager), A4 (Assistant/ Associate Dean, administrative officer), and C positions are not eligible for review under the proposal and are not included above. In addition, some title series within Category B are not covered by the proposal and include: CHS, emeritus, clinical, adjunct, visiting and L/I faculty, visiting scientists and lecturers, and faculty assistants. "Total Employees Triggering Review" includes only those employees with years at their current prefix exceeding the levels which require a review under the proposal. "Employees in Titles Covered by Policy" includes all individuals in title series covered by the proposal, regardless of how many years at the current level. "Higher Level Prefixes" for most titles series refers to senior or distinguished prefixes, although in some cases (such as Researcher), no senior-level exists and the no-prefix level is a higher level prefix. "Total Employees in Title Group" includes all titles within the title group, regardless of whether the title series is eligible for the exercise.

Reviews for Category A employees would be required for entry-level employees who have held the same prefix for 3 or more years.

Review of Category A employees would take place for mid-level employees who have held the same prefix for 8 or more years. Employees in eligible Category B titles would be reviewed if they had more than 6 years at their current prefix.

SOURCE: IADS data system, paid employees as of October 2004

Prepared by Margaret Harrigan and KyungAe Jun, Office of Academic Planning and Analysis

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