

Looking for a job promotion and/or a salary increase
but are unsure how to go about pursuing it? Look inside...

An academic staff member's guide to promotional opportunities
at the University of Wisconsin-Madison

A brown bag lunch question and answer session with staff from
the Academic Personnel Office will be held on Monday, February 12, 2001
from 11:30 am - 1:30 pm at 220 Ingrahm Hall (the Old Commerce Building).

Salaries and/or job titles of academic staff can be changed through different mechanisms to address performance, change-in-duties, market and equity. The information summarized in this paper is intended to provide an overview of the options that are available to eligible employees.

Available options:

Added duties or growth in a position

You may request a salary increase to reflect a substantial change or increase in job duties and responsibilities. Remember the changes must be qualitative rather than quantitative.

You may also grow in a position with a title or prefix change and a salary increase, as some job titles have three prefix levels - associate, no prefix and senior - with a different pay range for each. The change may be based on a substantial increase in duties and responsibilities, independence of action, or years of service and on performance. Other criteria may also need to be met.

Salary increases of this type are funded through the unit's or department's base budget and may be effective as mid-year adjustments or as part of the annual pay plan.

Annual merit-based salary increase

A merit-based salary increase is available to you based on your demonstrated abilities and achievements in performing job duties. These increases are not to be awarded across the board but are to be determined for each individual academic staff member by the unit or department. Merit-based raises are a part of the annual budget, with the State determining the average percentage increase that will be available to the University.

Outside job offer/market

Have you had a job offer from outside the University? Is there a pattern of others in your discipline leaving the University for outside job offers? Are you in a "hot" market where outside employers are making employment inquiries? A salary increase may be requested in response to a comparable outside job offer or when significant evidence of a serious retention problem exists. The outside offer or inquiry should demonstrate comparable duties at a higher salary than what the employee is currently receiving.

A salary adjustment for potential retention problems must be effective with the annual pay plan process.

Equity (individual or group) salary increase

You may request a salary increase in response to a significant inequity of pay within comparable titles. This type of salary increase needs to be justified through analysis of employees with comparable training, experience and responsibilities within the relevant unit (employee performance also needs to be taken into consideration).

Your salary may be considered inequitable if new employees (not just one) are hired within your unit or department at higher salaries in order to recruit well-qualified individuals. Equity salary increases may not be used to respond to a department- or unit-generated inequity.

Question and answer session

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How to proceed:

Added duties or growth in a position

If you believe that you are eligible for a salary increase and/or title change because of added duties or growth in your position, you should consult with your supervisor on the appropriateness, timing and necessary procedures for your department.

Be prepared to document reasons for the request as your unit or department will need to submit a rate and/or title change form.

These requests require approval of the supervisor, chair, dean/director and the Academic Personnel Office.

Annual merit-based salary increase

You and your supervisor should discuss your annual job performance and salary during your annual performance review. Any discussion of a salary increase should take place prior to the unit's or department's recommendation on merit increase for the following fiscal year which typically occurs between January and March.

You and other academic staff from your department shall participate in establishing the criteria and defining methods of your annual performance review. You may also request that the current criteria or methods of review be changed in your department.

Outside job offer/market or equity increase

You may ask your supervisor to respond to an outside job offer for a comparable position.

Substantial documentation is necessary for equity increases. Again, you should consult with your supervisor on the appropriateness, timing and necessary procedures for your department.

Your unit or department will need to submit a rate and/or title change form [<http://www.ohr.wisc.edu/Forms>], plus documentation (e.g., an outside offer, comparable salaries).

These requests require approval of the supervisor, chair, dean/director and the Academic Personnel Office.

Additional Information and Assistance

- Your Department's Personnel Office or Departmental Administrator
- Your School, College or Division Personnel Representative
- The Academic Personnel Office
174 Bascom Hall, 263-2511
- Unclassified Personnel Policies and Procedures:
<http://www.ohr.wisc.edu/apo/policies>
- Academic Staff Policies and Procedures:
<http://www.ohr.wisc.edu/apo/policies>
- Unclassified Title Guideline:
<http://www.ohr.wisc.edu/apo/policies>