

## Academic Staff Post-Progression Series Review Guidelines

The Academic Staff Post-Progression Series Review is one of tools identified on the Pay Tools Portfolio 2014-15. This program will help divisions identify those long-term academic staff in the highest rank of the title series. It is important to note that while an academic staff employee may be eligible to an adjustment under this review, he/she is not entitled to a pay increase. Divisions also have the flexibility and are encouraged to consider equity, market, or change-in-duties adjustments outside of this review cycle.

### 1. Eligibility for consideration.

Central campus (OHR) will assist divisions by sending a list of eligible academic staff in early November every year. Adjustments for eligible staff can be effective through the start of the following fiscal (A-basis) or academic year (C-Basis).

- (a) Academic staff five years after promotion or appointment to the highest rank of a title series in the same position are eligible for consideration. For Category A positions, this includes the senior and distinguished titles, and those Program Manager series that are not currently promotional series. For Category B, this includes the no-prefix titles (i.e. Researcher) when that is the highest level of the position.
  1. In the first year of implementation, all academic staff meeting the criteria above will be eligible for consideration for an adjustment.
  2. Going forward, the timing of review for academic staff will be based on a cohort approach tied to the year of promotion or appointment. Academic staff will be eligible for review when they reach five, ten, fifteen, etc. years of service in the same position and title. If a person has moved to a new position with the same title, he/she must work in the new position for five years to be eligible for review under this program.
  3. To be considered in the first year of this program, the academic staff member must have held the same position for five years as of November 1, 2014 or earlier. Note: Category A academic staff may not exceed their pay range maximums under this program unless a formal ESR is requested and approved.
- (b) Academic staff whose performance is at least satisfactory. Supervisor must complete the annual performance review for the academic staff member for consideration for a base adjustment under this program.

### 2. Criteria for award

Adjustments made as part of the Academic Staff Post-Progression Series Review can only be made on the basis of internal equity, market concerns, or a substantive change in duties as outlined in UPPP 10: <http://www.ohr.wisc.edu/polproced/UPPP/1001.pdf>

Base adjustments cannot be awarded on an across-the-board basis, nor is an eligible employee entitled to receive an adjustment. After determining that an academic staff member is eligible

for consideration, the supervisor must consider equity, market factors, or change-in-duties impacting the individual.

- For equity, compression or other internal equity situations should be considered.
- For market, such information may include, for example, efforts by competing universities or other employers *outside* UW-Madison to lure the academic staff employee, or exceptional market pressure for a high-demand niche within a larger field or discipline, or an individual star reputation so powerful that the academic staff member has become a “market-of-one.” If such additional market considerations modify the assessment of market concern and its urgency, indicate how.
- For change-in-duties, information on a substantive change to the person’s job duties must be evident. The change has to be a qualitative rather than a quantitative change (as stated in UPPP 10.01).

In addition, departments must evaluate whether the academic staff employee’s performance is at least satisfactory. Although performance cannot be used as a basis for an adjustment, satisfactory performance is a prerequisite.

### 3. Review/Approval Process

Tracking of the adjustments will be done by utilizing the Rate/Title change JEMS system. Divisions must choose equity, market, or change-in-duties as the reason for the salary adjustment. Deans/directors must enter a brief justification for the adjustment in the rate/title change system. Departments and divisions must consider the possible impact of the recommended salary rate on gender/race equity or other equity concerns within the unit.

**Amount:** Adjustments will be for at least 5%. If the adjustment is being requested solely based on change-in-duties, a maximum of 10% is allowed. For Category A positions, the salary cannot exceed the maximum of the pay range unless a formal ESR is requested and approved.

**Effective Date:** Adjustments cannot be effective earlier than the first of the month following the receipt of the request to the Dean/Director’s office as indicated by the DEPARTMENT APPROVED status in the Rate/Title change system. Adjustments will typically be effective no later than the start of the next fiscal or academic year after the person became eligible. Requests for a later effective date due to the timing of grant renewals can be considered by the division. Requests for equity, market, and change-in-duties adjustments may also occur outside this review window, so divisions should be encouraging departments to put forward requests as situations call for a review.

**Pay Plan Implications:** An employee receiving an equity base adjustment must receive at least average merit compensation during the budget cycle following the base adjustment.