

SUPPLEMENTAL GUIDELINES FOR THE ADMINISTRATION OF
UNCLASSIFIED PERSONNEL GUIDELINE #7

I. **Positions Primarily Associated With Higher Education**

- A. Responsibilities represented by the academic staff/limited titles listed below are specific to the research, teaching, public service and/or administration of institutions of higher education. Accordingly, individuals assigned such functional titles are performing duties more appropriate to the unclassified service:

Academic Administrators:

President	Executive Vice President
Sr Vice President, Academic Affairs	Sr Vice President, Administration
Vice President	Chancellor
Provost	Dean
Division Chairperson	Campus Dean (Centers)
Associate Vice President	Assistant Vice President
Secretary of the Regents	Assistant Secretary of the Regents
Trust Officer	Assistant Trust Officer
Vice Chancellor	Associate Chancellor
Associate Vice Chancellor	Assistant Chancellor
Assistant Vice Chancellor	Associate Dean (Ranked Faculty)
Assistant Dean (Ranked Faculty)	Associate Campus Dean (Centers)
Assistant Campus Dean (Centers)	

Academic Program Directors:

Academic Program Director	Associate Academic Program Director
Assistant Academic Program Director	

Instructional Academic Staff:

Professor (CHS)	Associate Professor (CHS)
Assistant Professor (CHS)	Instructor (CHS)
Visiting Professor	Visiting Associate Professor
Visiting Assistant Professor	Visiting Instructor
Professor Emeritus	Associate Professor Emeritus
Assistant Professor Emeritus	Instructor Emeritus
Professor of Military Science	Associate Professor of Military Science
Assistant Professor of Military Science	Instructor of Military Science
Adjunct Professor	Adjunct Associate Professor
Adjunct Assistant Professor	Adjunct Instructor
Clinical Professor	Clinical Associate Professor
Clinical Assistant Professor	Clinical Instructor
Senior Lecturer	Lecturer
Associate Lecturer	Senior Visiting Lecturer
Visiting Lecturer	Associate Visiting Lecturer
Extension Associate	Faculty Assistant
Faculty Associate	Associate Faculty Associate
Assistant Faculty Associate	Instrumentation Innovator, Instruction
Asst Instrumentation Innovator, Ins	Asst Instrumentation Innovator, Ins

Research:

Researcher	Associate Researcher
Assistant Researcher	Senior Scientist
Associate Scientist	Assistant Scientist

Senior Visiting Scientist
 Assistant Visiting Scientist
 Assc Instrumentation Innovator, Research
 Research Animal Veterinarian
 Assistant Research Animal Veterinarian

Associate Visiting Scientist
 Instrumentation Innovator, Research
 Asst Instrumentation Innovator, Research
 Associate Research Animal Veterinarian

Administrative Directors:

General Counsel
 Assc Dean of Students (L,M,S)
 Registrar (L,M,S)
 Asst Registrar (L,M,S)
 Assc University Physician
 State Cartographer
 Asst State Cartographer
 Assc Commissioner of Athletics
 Dir, Academic Advising (L,M)
 Asst Dir, Academic Advising (L,M)
 Assc Dir, Admissions (L,M,S)
 Dir, Admissions & Records (L,M,S)
 Asst Dir, Admissions & Records (L,M,S)
 Assc Dir, Alumni Relations (L,M)
 Deputy Dir, Athletics (L)
 Assc Dir, Athletics (L,M,S)
 Dir, Auxiliary Operations (L,M)
 Asst Dir, Auxiliary Operations (L,M)
 Assc Dir, Auxiliary Operations (UWS)
 Dir, Career Planning & Placement (L,M,S)
 Asst Dir, Career Plan & Place (L,M)
 Assc Dir, Continuing Education (L,M,S)
 Dir, Counseling Services (L,M)
 Asst Dir, Counseling Services (L,M)
 Assc Dir, Development (L,M)
 Dir, Development & Alumni Relations (M)
 Asst Dir, Develop & Alumni Relations (M)
 Assc Dir, Educ Support Services (L,M,S)
 Dir, Extended Degree Program (M)
 Dir, Financial Aid (L,M,S)
 Asst Dir, Financial Aid (L,M,S)
 Assc Dir, Financial Reporting
 Dir, Indirect Cost Studies
 Asst Dir, Indirect Cost Studies
 Assc Dir, International Educ Program (M)
 Dir, Intramural Sports (L,M)
 Asst Dir, Intramural Sports (L,M)
 Assc Dir, Library (L,M,S)
 Dir, New Student Services (L,M,S)
 Asst Dir, New Student Services (L,M)
 Assc Dir, Radio/Television (L,M)
 Dir, Research Administration (L,M)
 Asst Dir, Research Administration (L,M)
 Assc Dir, Student Services (L,M,S)
 Dir, Student Union (L,M,S)
 Asst Dir, Student Union (L,M,S)
 Assc Dir, Trust Funds
 Dir, University Housing (L,M,S)
 Asst Dir, University Housing (L,M,S)
 Dir, Veterinary Medicine Teaching Hospital
 Asst Dir, Vet Medicine & Teaching Hospital

Dean of Students (L,M,S)
 Asst Dean of Students (L,M,S)
 Assc Registrar (L,M,S)
 University Physician
 Asst University Physician
 Assc State Cartographer
 Commissioner of Athletics
 Asst Commissioner of Athletics
 Assc Dir, Academic Advising (L,M)
 Dir, Admissions (L,M,S)
 Asst Dir, Admissions (L,M,S)
 Assc Dir, Admissions & Records (L,M,S)
 Dir, Alumni Relations (L,M)
 Asst Dir, Alumni Relations (L,M)
 Dir, Athletics (M,S)
 Asst Dir, Athletics (L,M,S)
 Assc Dir, Auxiliary Operations (L,M)
 Dir, Auxiliary Operations (UWS)
 Asst Dir, Auxiliary Operations (UWS)
 Assc Dir, Career Plan & Place (L,M,S)
 Dir, Continuing Education (L,M,S)
 Asst Dir, Continuing Education (L,M,S)
 Assc Dir, Counseling Services (L,M)
 Dir, Development (L,M)
 Asst Dir, Development (L,M)
 Assc Dir, Develop & Alumni Relations (M)
 Dir, Educational Support Services (L,M,S)
 Asst Dir, Educ Support Services (L,M)
 Assc Dir, Extended Degree Program (M)
 Assc Dir, Financial Aid (L,M,S)
 Dir, Financial Reporting
 Asst Dir, Financial Reporting
 Assc Dir, Indirect Cost Studies
 Dir, International Education Program (M)
 Asst Dir, International Educ Program (M)
 Assc Dir, Intramural Sports (L,M)
 Dir, Library (L,M,S)
 Asst Dir, Library (L,M,S)
 Assc Dir, New Student Services (L,M,S)
 Dir, Radio/Television (L,M)
 Asst Dir, Radio/Television (L,M)
 Assc Dir, Research Administration (L,M)
 Dir, Student Services (L,M,S)
 Asst Dir, Student Services (L,M)
 Assc Dir, Student Union (L,M,S)
 Dir, Trust Funds
 Asst Dir, Trust Funds
 Assc Dir, University Housing (L,M,S)
 Dir, UWC Library (L,M,S)
 Assc Dir, Vet Medicine & Teaching Hosp

Other Limited/Academic Staff Titles:

Artist-in-Residence	Dir, Athletics (UW-Madison)
Coach	Asse Coach
Asst Coach	Secretary of the Faculty
Secretary of the Academic Staff	Consultant
State Geologist	Dir, State Laboratory of Hygiene
Dir, Pharmacy Internship Program	Board of Regents Executive Assistant
Board of Regents Research Assistant	

Program Managers:

Academic Archivist (III,II,I)	Athletic Trainer (III,II,I)
Development Program Manager (III,II,I)	Instructional Prog Manager (III,II,I)
Laboratory Manager (III,II,I)	Outreach Program Manager (III,II,I)
Research Program Manager (III,II,I)	Student Services Prg Manager (III,II,I)

Professionals (All Prefix levels):

Academic Curator	Academic Librarian
Academic Planner	Advisor
Broadcasting Specialist	Cartographer
Counselor	Development Specialist
Developmental Skills Specialist	Geological Survey Specialist
Instructional Specialist	Instrumentation Specialist
Instrumentation Technologist	Outreach Specialist
Physician	Preceptor
Psychologist	Recreation Specialist
Rehabilitation Specialist	Research Specialist
Residence Hall Manager	Special Librarian
Student Health Nurse	Student Services Coordinator
Student Services Specialist	System Legal Counsel
System Academic Planner	Television Artist
University Legal Counsel	

- B. Responsibilities represented by the academic staff/limited titles listed below are performed by higher education administrators. Administrators in these positions must be directly involved in policy development and implementation, not merely implementing policy, and hold Limited appointments, serving at the pleasure of the chancellor, vice chancellor, assistant chancellor or other senior academic/institutional or system officer. Accordingly, individuals assigned such functional titles are performing duties more appropriate to the unclassified service:

Administrative Directors:

Bursar (L,M)	Controller (L,M,S)
Dir, Academic Computing Serv (L,M)	Dir, Academic Personnel (L)
Dir, Accounting Serv/Assoc Controller	Dir, Administrative Computng Sv (L,M,S)
Dir, Affirmative Action (L)	Dir, Architecture & Engineering Services
Dir, Budget (L,M,S)	Dir, Budget Planning & Development
Dir, Business Services (L,M)	Dir, Capital Budget
Dir, Child Care (L,M,S)	Asse Dir, Child Care (L,M,S)
Asst Dir, Child Care (L,M)	Dir, Computer Services (L,M,S)
Dir, Computing Services	Dir, Food Service (M)
Dir, General Services (M,S)	Dir, Health Sciences Public Affairs
Dir, Internal Audit (L,M)	Dir, Internal Audit (UWS)
Dir, Media Development (L,M,S)	Asst to the President-Eq Opportunity Prgs
Dir, Payroll & Benefits	Dir, Personnel (L,M)
Dir, Personnel Services	Dir, Physical Plant (L,M,S)
Dir, Planning & Construction (L)	Dir, Plant Engineering
Dir, Pre-Audit	Dir, Protective Services (L,M)

Dir, Public Information (L,M)
 Dir, Purchasing (L,M,S)
 Dir, Telecommunications (L,M)

Dir, Publications (L,M)
 Dir, Technical and Information Services

Administrative Officers:

Administrative Officer (L,M,S)
 Associate Dean (L,M,S)

Assistant Dean (L,M,S)

Program Managers:

Asst to the Chancellor-Affirm Act (III,II,I)

Professionals:

Senior Special Assistant
 Special Assistant

- C. Responsibilities represented by the academic staff/limited titles listed below are specific to teaching and research medical centers attached to institutions of higher education. Accordingly, individuals assigned such functional titles are performing teaching, research, public service and/or hospital administration duties more appropriate to the unclassified service:

Academic Administrators:

Superintendent
 Associate Superintendent

Senior Associate Superintendent
 Assistant Superintendent

Administrative Directors:

Dir, Environmental Services
 Asst Dir, Environmental Services
 Asst Dir, Hospital Admissions
 Dir, Hospital Fiscal Affairs
 Asst Dir, Hospital Fiscal Affairs
 Asst Dir, Hospital Food Service
 Dir, Hospital Information Systems
 Asst Dir, Hospital Information Systems
 Asst Dir, Hospital Personnel
 Dir, Management Engineering & Regional Serv
 Asst Dir, Mgmt Engr & Regional Services
 Asst Dir, Materials Mgmt & Distribution
 Dir, Medical Records
 Asst Dir, Medical Records
 Asst Dir, Nursing
 Dir, Pharmacy
 Asst Dir, Pharmacy
 Asst Dir, Rehabilitation Services
 Dir, Respiratory Care Services
 Asst Dir, Respiratory Care Services
 Asst Dir, Social Work
 Dir, Surgical Services
 Asst Dir, Surgical Services
 Asst Dir, Training & Education

Asst Dir, Environmental Services
 Dir, Hospital Admissions
 Asst Dir, Hospital Admissions
 Asst Dir, Hospital Fiscal Affairs
 Dir, Hospital Food Service
 Asst Dir, Hospital Food Service
 Asst Dir, Hospital Information Systems
 Dir, Hospital Personnel
 Asst Dir, Hospital Personnel
 Asst Dir, Mgmt Engr & Regional Services
 Dir, Material Management & Distribution
 Asst Dir, Materials Mgmt & Distribution
 Asst Dir, Medical Records
 Dir, Nursing
 Asst Dir, Nursing
 Asst Dir, Pharmacy
 Dir, Rehabilitation Services
 Asst Dir, Rehabilitation Services
 Asst Dir, Respiratory Care Services
 Dir, Social Work
 Asst Dir, Social Work
 Asst Dir, Surgical Services
 Dir, Training & Education
 Asst Dir, Training & Education

Program Managers:

Clinical Nurse Manager (III,II,I)

Professionals (All Prefix levels):

Clinical Audiologist	Clinical Cancer Counselor
Clinical Dietician	Clinical Exercise Physiologist
Clinical Genetic Counselor	Clinical Anesthetist
Clinical Nurse Specialist	Clinical Optometrist
Clinical Orthoptist	Clinical Pharmacist
Clinical Physical Therapist	Clinical Physicians Assistant
Clinical Social Worker	Clinical Speech Pathologist
Health Tech-Hematology	Health Tech-Histology
Health Tech-Neurodiagnostic Testing	Health Tech-Ophthalmology
Health Tech-Organ Procurement	Health Tech-Orthotics
Health Tech-Perfusionist	Health Tech-Clinical Monitoring
Health Tech-Environmental	Health Tech-Peripheral Vascular
Health Tech-Pulmonary Function	Management Engineer

- D. The academic staff/limited title structure offers the functional title Director, Unspecified which is reserved only for Director positions for which there is no generic title equivalent. Subject to System Administration approval, institutions have been authorized to use the Director, Unspecified title (and applicable prefixes) when the title relates to an administrative unit which is unique to an institution or involves direction of an unusual combination of administrative areas. Individuals assigned this title, because of the close relationship to university-level programming, are performing duties not found in the classified service. For illustrative purposes, positions assigned the Director, Unspecified title include the following:

Dir, Laboratory Farm Operations	Dir, Women's Studies
Dir, Regional Staff Development Center	Dir, Campus Assistance Center
Dir, Testing and Research Services	Dir, Agronomy Foundation Seed Program
Dir, Metropolitan Arts Program	Dir, American Suzuki Talent Program
Dir, Industrial Research and Technology Transfer	Dir, Physics Research Program
Dir, Learning Resources	Dir, Arboretum

Responsibilities represented by the academic staff/limited titles listed below are specific to the research, teaching, public service and/or administration of institutions of higher education. Administrators in these positions must be directly involved in policy development and implementation, not merely implementing policy, and hold Limited appointments, serving at the pleasure of the chancellor, vice chancellor, assistant chancellor or other senior academic/institutional or system officer. Accordingly, individuals assigned such functional titles are performing duties more appropriate to the unclassified service:

Dir, Unspecified (5)	Dir, Unspecified (6)
Dir, Unspecified (7)	Dir, Unspecified (8)
Dir, Unspecified (9)	Dir, Unspecified (10)
Dir, Unspecified (11)	

II. **Positions Which May Perform Some Duties Similar To Those Found In The Classified Service.**

Pursuant to established policy, clerical, routine technical, blue collar, crafts and security and public safety positions are not permitted to be designated as academic staff or limited. It is also clear that those titles identified in Section I of this attachment are properly designated as academic staff or limited because they are specific to institutions of higher education.

By practice and policy academic staff and limited are professional level positions encompassing a broad range of fields and responsibilities (e.g., scientists, librarians and counselors). Similarly, the classified service offers professional level classifications for use by the various state agencies. Some academic staff/limited titles appear to have available counterpart classified titles. The distinction between professionals in the unclassified and the classified services lies chiefly in the areas of assignment (directly involved in the instructional, research or outreach function of the institution), relationship to the institution/department/project mission, and familiarity, expertise and participation in the shared governance of the institution. A key factor in determining the proper service designation for a significant number of positions is whether the positions perform administrative functions commonly found in other agencies, and whether the activities are controlled by state government. If these conditions exist, the positions should be assigned to the classified service.

In May, 1986, the independent consultant Hayes/Hill, Inc., reported that work performed in several broad areas could be at or near the margin between the unclassified and classified service. Particular attention should be paid to work done under titles which appear to be similar in both services. The academic staff/limited titles listed below may reflect some duties which are similar to duties performed in the classified service. To assist institution review of such duties and responsibilities for proper designation in the unclassified or classified service, this supplemental guide is offered for areas noted below. Those positions which could be assigned one of the functional titles available in the unclassified title structure require careful scrutiny to ensure the integrity of the classified and unclassified services. Those positions which are assigned an academic staff or limited title but fail to meet the noted criteria, shall be designated for placement in the classified service.

Appropriate academic preparation (e.g. minimum of a bachelor's degree) is a fundamental principle underpinning the assignment of positions to the academic staff. It is a benchmark that UWS has used historically to distinguish academic staff from positions in the classified service. This has served the UWS well. It was a key consideration in the 1994 Memorandum of Agreement Study in which DER and the UWS, after years of controversy, reached final agreement on service placement criteria. A college degree cannot be required for appointment to the classified service except where licensure requirements exist or other very specific conditions are met. No such restriction is imposed in making appointments to the UWS unclassified service.

A. Administration

1. General University Management

Positions carrying the following titles must have a number of distinguishing characteristics which justify assignment to the unclassified service. The primary focus of the work must be to enhance the broad institutional mission; thus, the impact of the program directed extends beyond the specific office. Administrators in these positions must be directly involved in policy development and implementation, not merely implementing policy, and hold Limited appointments, serving at the pleasure of the chancellor, vice chancellor, assistant chancellor or other senior academic/institutional or system officer. Administrators in these positions normally do not serve as first line managers, supervisors. The positions focus on policy development and typically have subordinate managers/supervisors reporting to them who are charged with policy implementation and operational responsibilities.

Asst Bursar (L,M)	Asst Bursar (L,M)
Asst Controller (L,M,S)	Asst Controller (L,M,S)
Asst Dir, Academic Computing Serv (L,M)	Asst Dir, Academic Computing Serv (L,M)
Asst Dir, Academic Personnel	Asst Dir, Academic Personnel
Asst Dir, Accounting Serv/Asst Controller	Asst Dir, Accounting Serv/Asst Controller
Asst Dir, Admin Computing Serv (L,M,S)	Asst Dir, Admin Computing Serv (L,M,S)
Asst Dir, Affirmative Action (L)	Asst Dir, Affirmative Action (L)
Asst Dir, Arch & Engineering Services	Asst Dir, Arch & Engineering Services
Asst Dir, Budget (L,M,S)	Asst Dir, Budget (L,M,S)
Asst Dir, Budget Planning & Development	Asst Dir, Budget Planning & Development
Asst Dir, Business Services (L,M)	Asst Dir, Business Services (L,M)
Asst Dir, Capital Budget	Asst Dir, Capital Budget
Asst Dir, Computer Services (L,M,S)	Asst Dir, Computer Services (L,M,S)
Asst Dir, Computing Services	Asst Dir, Computing Services
Asst Dir, Food Service (M)	Asst Dir, Food Service (M)
Asst Dir, General Services (M,S)	Asst Dir, General Services (M,S)
Asst Dir, Health Sciences Public Affairs	Asst Dir, Health Sciences Public Affairs
Asst Dir, Internal Audit (L,M)	Asst Dir, Internal Audit (L,M)
Asst Dir, Internal Audit (UWS)	Asst Dir, Internal Audit (UWS)
Asst Dir, Media Development (L,M,S)	Asst Dir, Media Development (L,M)
Asst Dir, Payroll & Benefits	Asst Dir, Payroll & Benefits
Asst Dir, Personnel (L,M)	Asst Dir, Personnel (L,M)
Asst Dir, Personnel Services	Asst Dir, Personnel Services
Asst Dir, Physical Plant (L,M,S)	Asst Dir, Physical Plant (L,M,S)
Asst Dir, Planning & Construction (L)	Asst Dir, Planning & Construction (L)
Asst Dir, Plant Engineering	Asst Dir, Plant Engineering
Asst Dir, Pre-Audit	Asst Dir, Pre-Audit
Asst Dir, Protective Services (L,M)	Asst Dir, Protective Services (L,M)

Asst Dir, Public Information (L,M)	Asst Dir, Public Information (L,M)
Asst Dir, Publications (L,M)	Asst Dir, Publications (L,M)
Asst Dir, Purchasing (L,M,S)	Asst Dir, Purchasing (L,M)
Asst Dir, Technical & Information Serv	Asst Dir, Technical & Information Serv
Asst Dir, Telecommunications (L,M)	Asst Dir, Telecommunications (L,M)
Asst Dir, Unspecified (5)	
Asst Dir, Unspecified (6)	Asst Dir, Unspecified (6)
Asst Dir, Unspecified (7)	Asst Dir, Unspecified (7)
Asst Dir, Unspecified (8)	Asst Dir, Unspecified (8)
Asst Dir, Unspecified (9)	Asst Dir, Unspecified (9)
Asst Dir, Unspecified (10)	Asst Dir, Unspecified (10)
Asst Dir, Unspecified (11)	Asst Dir, Unspecified (11)

2. University Facilities Management

Positions in this area must provide professional/technical architecture and/or engineering services directly related to higher education. Positions must be directly involved in determining the relationships of building design and construction review with instructional and research programs of the institution (e.g., assessing scientific research lab modification options for new faculty member). Problem solving and consultation with academic administrators and faculty in the conduct of facilities utilization studies is required to ensure facilities properly address instructional/research needs. Positions which exercise professional engineering (and related), space management, and landscape architect responsibilities typically performed in other state agencies are more properly placed in the classified service (e.g., building design, remodeling, minor projects).

Facilities Architect	Facilities Engineer
Facilities Planning Specialist	System Facilities Planner
System Facilities Specialist	

3. General Professional University Titles

A position carrying one of these titles must provide professional administrative support to activities clearly recognized as specific to the operation of an institution of higher education and the primary mission of teaching, research and public service. In view of this, an indepth knowledge of higher education, the academic community and its mission is required. In assisting deans, department chairs, and program directors, these professional administrative support positions work closely with faculty and other staff in such matters as teaching assignments, grant contract solicitation and negotiation, academic program analysis and counseling of students. These academic staff titles may not be used for positions which function as Department (office) Administrators or whose primary functions are found throughout state service (e.g., accounting, budget, personnel, payroll, purchasing, safety/hazardous waste, affirmative action, etc.).

Administrative Program Manager (III,II,I)	Administrative Program Specialist
Administrative Specialist	Budget Planner (L,M,S)
Institutional Planner	Policy and Planning Analyst
System Equal Opportunity Programs Analyst	

B. **University Data Management, Analysis and Planning**

The focus of work performed relates directly to the support of instruction, research, outreach and student activities or the administration of academic activities. Positions are responsible for assisting in the development and maintenance of information necessary for the academic program. Positions provide assistance and advice to faculty, staff and students concerning specialized applications of systems analysis and computer programming for instructional and/or research projects. Management information services (e.g. fiscal, personnel, student data systems, standard administrative local area networks) are best reflected in titles available in the classified service.

Data Base Administrator	Information Manager
Information Processing Consultant	Programmer Analyst
Systems Programmer	

C. **Editorial** (University Communications, Public Relations)

Distinguishing factors which warrant assignment of one of the academic staff/limited titles noted below typically includes responsibility for directing or performing the following activities as appropriate to the particular title:

Under direction of a faculty member, edits and revises, for publication scholarly materials in a variety of fields. Educational background in the subject area is required. Works with authors or contributors to secure permission for needed manuscript changes. Assists student scholars in acquiring skill in scholarly communication.

Produces drawings for academic journal publication and/or instructional use. Requires an understanding and technical knowledge of specialized field plus an art degree.

Positions which serve as the printing manager/officer as provided by DOA regulations exist in other state agencies and as such should be placed in the classified service. Also, positions performing publications, editing, media and public relations support functions are more appropriately assigned to the classified service.

Artist
Marketing Specialist
University Relations Specialist

Editor
Media Specialist