

UW-MADISON
ACADEMIC PERSONNEL OFFICE
REQUEST FOR RATE AND/OR TITLE CHANGE
(Academic Staff or Limited)

SS #: _____

DATE: _____

EMPLOYEE'S NAME: _____ APPT #: _____

DIVISION/DEPARTMENT: _____ UDDS: _____

UDDS: _____

CURRENT TITLE: _____ / _____ CURRENT SALARY: _____ PER _____
(title code) (as of proposed effective date) (basis)

PROPOSED EFFECTIVE DATE: _____ PROPOSED BASE ADJUSTMENT: \$ _____ (_____ % increase)

PROPOSED TITLE: _____ / _____ PROPOSED SALARY: * _____ PER _____
(title code) (excludes the July 1 compensation plan increase; follow budget instructions regarding required merit) (basis)

Major department must obtain signatures of other funding/budgetary departments (except for Summer Session and Research Committee funds).

The signatures of the following individuals indicate that approval is granted for a base adjustment and/or title change.

SIGNATURE(S) OF SUPERVISOR: _____ (date)

(date)

SIGNATURE(S) OF DEPARTMENT CHAIR/DIRECTOR: _____ (date)

(date)

SIGNATURE(S) OF DEAN/DIRECTOR OR DESIGNEE: _____ (date)

(date)


APPROVED: _____ (Academic Personnel Office) (date)

CHECK APPROPRIATE CATEGORY:

1. The proposed request is a prefix or scope change within the same title series. Provide a written statement, including years of service, as to how this employe has met the stated criteria in the UTG, p. 12. **If departmental criteria for promotion within the title series were developed in addition to the general criteria stated in the title guideline, please attach. (Criteria must be approved by your Dean's/Director's office.)**

For this type of progression within the same title series, the minimum increase normally must equal 5% or an amount necessary to bring the employe up to the minimum of the proposed title, whichever is greater (excluding the July 1 compensation plan increase). A maximum increase of 10%, before or after the raise to the minimum, is allowed. **Exceptional situations should be discussed with APO.**

2. Change in duties but no change in title. **Complete the questions on the reverse side.** 

3. The proposed title is in a different title series than the current one. **Complete the questions on the reverse side.** 

If the proposed title is in the Administrative Director series, also **please attach organizational chart.**

If proposed title is in the Program Manager, Administrative Officer, Special Assistant, or Unspecified Director series, **a completed PQ and organizational chart will be required.**

4. Market/Competitive Factors outside offer retention competitive. **Complete the information above and attach a summary (see 8/6/97 guidelines).**

5. Equity adjustment. **Complete the information above and attach a summary (see 8/6/97 guidelines).**

6. Error. **Complete the information above and attach a memo stating the reason/s for the request.**

* Requested salary must be within range for proposed title. Exceptions for above maximum require prior approval from APO.

NOTE:

Base adjustment requests for employes-in-training may be in the form of a letter to the Academic Personnel Office.

FOR APO USE ONLY

IADS Code: _____

