



October 11, 2007

MEMORANDUM

TO: Human Resources Representatives

FROM: Stephen Lund, Director, Academic Personnel Office

RE: New Titles: Assistant Dean M-L, Associate Dean M-L, Administrative Officer M-L

UW System Administration has approved our request to create three new unclassified titles to fill a need at UW-Madison: Assistant Dean M-L (medium large), Associate Dean M-L, Administrative Officer M-L. The title went into effect on September 1, 2007.

Prior to this approval, the title structure provided for three levels of Assistant Dean, Associate Dean (non-faculty) and Administrative Officer: Small, Medium and Large. The odd thing about these titles is that Large skipped a pay range. In other words, the Large was two pay ranges above the Medium. The new title, Medium-Large, fills in that gap and provides us with a better ability to recognize the differences in the scope of the positions across our campus.

The table below shows the revised title series.

<b>TITLE</b>	<b>PAY RANGE</b>	<b>TITLE CODE</b>
Assistant Dean, Small	6	N22NS
Assistant Dean, Medium	7	N22NM
<b><i>Assistant Dean, M-L</i></b>	<b>8</b>	<b><i>N22NI</i></b>
Assistant Dean, Large	9	N22NL
Associate Dean, Small	7	N23NS
Associate Dean, Medium	8	N23NM
<b><i>Associate Dean, M-L</i></b>	<b>9</b>	<b><i>N23NI</i></b>
Associate Dean, Large	10	N23NL
Administrative Officer, Small	6	N12NS
Administrative Officer, Medium	7	N12NM
<b><i>Administrative Officer, M-L</i></b>	<b>8</b>	<b><i>N12NI</i></b>
Administrative Officer, Large	9	N12NL

**Office of Human Resources**

There is no formulaic criteria for assigning the four levels in these series. UW System's Unclassified Personnel Guideline #1 provides the following criteria for determining the level, referred to as "scope modifier."

*In the determination of an appropriate scope modifier, institutions should consider: the size of the school, college or administrative division and the size of the budget; the number and size of functional areas and programs managed and/or supervised; the level and frequency of interactions with institution administrators, faculty and staff; and, the impact of the incumbent's decision-making responsibilities.*

As you can see, the criteria are subjective. We have tried to apply these criteria at UW-Madison in a consistent manner, but have not always been successful. Therefore, before we approve any changes to current titles, I will be convening a small group of Associate Deans and Associate Directors (for the Administrative Officer title) to review the current pattern of scope assignments for Assistant Deans and Administrative Officers. As a result, I expect we will identify positions at the Small level that should be moved up to the Medium level, positions at the medium level that should be moved up to the Medium-Large level and perhaps positions at the large level that should be moved down to the Medium-Large when the position is vacant (incumbents would be grandfathered).

After we have reviewed the Assistant Dean positions, our office will review the Associate Dean positions and consult with the appropriate Deans.

I will let you know when the reviews have been completed.

If you have any questions or concerns, please contact me.

xc: Deans  
Administrative Associate Deans  
Darrell Bazzell  
Carla Raatz