

UW-MADISON  
ACADEMIC PERSONNEL OFFICE

Dept: \_\_\_\_\_

PI: \_\_\_\_\_

**NEW ACADEMIC STAFF POSITION**  
(Attach to PVL for "new" Category A academic staff position.)  
(Also attach an organization chart.)

If it appears that the "new" position is replacing a similar position that existed as a classified (permanent, project, LTE) position, the Personnel Classification Committee must review the "new" position.

**PROVIDE THE FOLLOWING INFORMATION:**

- ◆ Who performed these duties previously? \_\_\_\_\_
- ◆ What was his/her title? \_\_\_\_\_
- ◆ If no one, how were these duties covered? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PRIOR TO THE FINAL OFFER:**

- 1) A department/division *may not* offer a new academic staff position to a current classified employe from the same department without the approval of the Academic Personnel Office (APO). APO will review the applicant pool, the classified employe's position description and the terms of the academic staff position. If APO agrees with the appointment, a Certification Request for the same or a similar classified position (i.e., same range or one range difference) must be submitted to the Classified Personnel Office before approval will be granted.
- 2) To ensure compliance with the procedure described in 1) above, APO will run weekly reports on all Category A positions to track individual employment histories. If a current classified employe within the same department is hired into an academic staff position, APO will request the classified PD and compare it to the PVL. If the duties are similar, the individual's academic staff appointment will be terminated immediately and s/he will be returned to the classified position. [If the department wishes to pursue conversion, they may later submit a request to the Personnel Classification Committee.]

 **Signatures:**

_____	_____
(Principal Investigator/Supervisor)	(Date)
_____	_____
(Chair/Director)	(Date)
_____	_____
(Dean/Director or Personnel Rep)	(Date)