

UWM Procedures for Teaching and Research Professor Titles

Teaching and Research Professor titles (at the prefix levels of Assistant, Associate, no-prefix) are instructional or research academic staff titles. As such, UWM Academic Staff Policies and Procedures apply to these appointments.

UWM Guidelines for Use of Teaching Professor Titles and Guidelines for Use of Research Professor Titles address general provisions including duties of employees in these titles and criteria for placement in these titles at the different prefix levels. This document provides guidance on procedures for placing current employees into these titles.

Conducting recruitment for Teaching or Research Professor titles:

UWM procedures for recruitment will be followed for hiring new employees into these titles.

Placement of current academic staff into Teaching or Research Professor titles:

Current instructional and research academic staff in other titles may be placed into the Teaching and Research Professor titles. These titles are also available for recruitment of new employees following the established processes for recruitment. These titles will be implemented effective July 1, 2022 for employees on 12-month appointments and effective August 22, 2022 for employees on 9-month appointments.

Placement of current academic staff in Teaching Professor titles:

1. Teaching Professor positions are renewable multi-year, probationary, or indefinite positions at 0.5 FTE or higher. Employees in fixed-term non-renewable appointment are not eligible for these titles. At least 50% time should be devoted to classroom teaching; the remaining time may be devoted to teaching, academic program development and administration, and/or service activities.
2. Teaching Professor appointments may be housed in academic departments (or equivalent) or in units led by administrators (such as centers, institutes, or centrally within a college or division).
3. The recommendation for placement of a current instructional academic staff into a Teaching Professor title shall be made by the Executive Committee (EC) of the appointing department (or equivalent), or the supervisor to the Dean.
 - a. Individual academic staff members may request the appropriate EC or the supervisor for consideration for placement in a Teaching Professor title
 - b. The EC or supervisor may consider placement of instructional academic staff into a Teaching Professor title on their own initiative. In such cases, the Chair of the EC or the supervisor shall consult with the academic staff member to ascertain that placement in a Teaching Professor title is acceptable to the staff member prior to taking further action.
4. The EC or supervisor shall review the duties and responsibilities of the position and the qualifications of the employee to determine whether placement in a Teaching Professor title is appropriate. If yes, the EC or the supervisor shall make a formal recommendation

to the Dean or division head with a rationale and a recommended prefix level for the employee.

5. The Dean or division head shall decide on the title and prefix level as well as the effective date of the title based on the rationale and the criteria in the *Guidelines* document for the Teaching Professor Titles. The Dean or division head's decision on the placement into a Teaching Professor title is final.
6. If the Dean or division head's decision is positive, the academic staff member shall be placed in the title on the effective date.
7. If the Dean or division head's decision is negative, the Dean or division head shall provide the EC or the supervisor with their reasons. The reasons shall be based on the duties and the responsibilities of the position, qualifications of the academic staff, and the criteria specified in the *Guidelines*.
8. Placement of current instructional academic staff into a Teaching Professor title is not a promotion but a title change. The UW System Title and Total Compensation (TTC) guidelines provide salary minima for Teaching Professor titles at each prefix level. Any recommendation for compensation adjustment accompanying the title change needs to be justified and approved using prevailing UWM policies and procedures for such adjustments.

Placement of current academic staff in Research Professor titles:

1. Research Professor positions are renewable, probationary, or indefinite positions at 0.5 FTE or higher. Employees in fixed-term non-renewable appointment are not eligible for these titles. Research Professors may not be assigned regular classroom teaching responsibilities, although may participate through lectures, seminars, workshops or short-term activities. These may not exceed 25% on an annual basis.
2. Research Professor appointments may be housed in academic departments (or equivalent) or in units led by administrators (such as centers, institutes, or centrally within a college or division).
3. The recommendation for placement of a current instructional academic staff into a Research Professor title shall be made by the Executive Committee (EC) of the appointing department (or equivalent), or the supervisor to the Dean.
 - a. Individual academic staff members may request the appropriate EC or the supervisor for consideration for placement in a Research Professor title
 - b. The EC or supervisor may consider placement of instructional academic staff into a Research Professor title on their own initiative. In such cases, the Chair of the EC or the supervisor shall consult with the academic staff member to ascertain that placement in a Research Professor title is acceptable to the staff member prior to taking further action.
4. The EC or supervisor shall review the duties and responsibilities of the position and the qualifications of the employee to determine whether placement in a Research Professor title is appropriate. If yes, the EC or the supervisor shall make a formal recommendation to the Dean or division head with a rationale and a recommended prefix level for the employee.

5. The Dean or division head shall decide on the title and prefix level as well as the effective date of the title based on the rationale and the criteria in the *Guidelines* document for the Teaching Professor Titles. The Dean or division head's decision on the placement into a Research Professor title is final.
6. If the Dean or division head's decision is positive, the academic staff member shall be placed in the title on the effective date.
7. If the Dean or division head's decision is negative, the Dean or division head shall provide the EC or the supervisor their reasons. The reasons shall be based on the duties and the responsibilities of the position, qualifications of the academic staff, and the criteria specified in the *Guidelines*.
8. Placement of current research academic staff into a Research Professor title is not a promotion but a title change. The UW System Title and Total Compensation (TTC) guidelines provide salary minima for Research Professor titles at each prefix level. Any recommendation for compensation adjustment accompanying the title change needs to be justified and approved using prevailing UWM policies and procedures for such adjustments.

Timelines:

1. The titles are available on July 1, 2022 for employees on 12-month appointments and on August 22, 2022 for employees on 9-month contract.
2. Summer 2022 appointments for employees on 9-month contract will utilize current titles.
3. Consistent with current practice for title changes, placement of current academic staff into Teaching or Research Professor titles can take place throughout the year.
4. Effective dates established by Human Resources for title change will apply. For example, for title change to be effective July 1, 2022, HR should receive the approved request from the unit on or before June 15, 2022.