

## TTC and IAS Working Conditions at UWEC: IAS Resource Packet

### Introduction to the Issues at Hand

On November 7, 2021, the UW System updated job titles and salary structures for all non-faculty academic staff. As an Instructional Academic Staff employed by the University of Eau Claire, this most likely affected you by changing your title to Lecturer (this was done across the board, regardless of FTE accumulated), which then puts you on a different “career path” and may negatively affect your ability for promotion and pay raises at the UW System level. The United Faculty and Academic Staff (UFAS) union at UWEC would like to make you aware of these changes, and what some other UW campuses have been trying to do to restore fairness in the treatment of Instructional Academic staff. Because Lecturer is a “lower” title with limited promotional opportunities, many campuses including Madison, Milwaukee, La Crosse, Green Bay, Oshkosh, and Superior have adopted the title of “Teaching Professor” as an option for their IAS. We have included in this packet (p. 2) a side-by-side comparison of the title descriptions. While we (and others) attempted to get the word out for individual appeals of title changes, that appeal process ended on February 4<sup>th</sup>. We believe that since the scope of the mis-titling problem is universal, we need a collective effort anyhow.

Here is what UFAS is planning to do, and how you can help us. First, we want to hear from you about your knowledge and satisfaction with this title change process. To accomplish this, we will be sending out a survey to all IAS at UWEC and UWEC-Barron County. Second, we would like to support a collective effort, already underway, to recognize instructional academic staff for the work they do, by ensuring that their job title correctly reflects their job description. The administration at UWEC is already aware of the potential collateral damage of the title change (or, in some cases, description change, or title ceiling) and the vice chancellor of Academic Affairs is looking into this. Now is our time to act. We have assembled here some resources to help you better understand TTC and the Teaching Professor title series that UWEC is considering adopting, and invite you to join the conversation about how we can improve working conditions for current and future IAS at UWEC. The union will organize a forum later in the semester to decide on our shared demands.

### Potential Asks for IAS Collective Action:

- Removing “no intent to renew” from IAS contracts
- Creating a Teaching Professor title series for IAS to be used alongside or in place of the Lecturer series. This would serve as recognition for an existing stratum of IAS that regularly go beyond their contractual duties, and provide an equitable path toward advancement that goes beyond anything offered by the Lecturer series
- Opportunity for IAS to be involved in the conversation about creation of and criteria for Teaching Professor title series at UWEC
- Multiple year contracts for IAS who have been at UWEC for 5 or more years
- Removing “contingent on enrollment” from some or all IAS contracts (because without that, the multi-year contracts do not mean much)
- Implementing UWS titles (other than Lecturer) for IAS who were hired to do more than teach (for example: program directors or coordinators)
- Addressing any other concerns that IAS share in forum to decide on shared demands (all are invited – you don’t need to be a union member to participate)

Keep an eye out for a survey from Peter Hart-Brinson (coming soon!) so that you have a chance to have your voice heard.

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### Comparison of Lecturer and Teaching Professor Title Series in UW System

Lecturer Series			Teaching Professor Series		
<b>Job Summary</b> Facilitates classroom, online, and/or laboratory instruction and assists with instructional development and design for a single course or series of courses within an academic discipline to support the delivery of quality instruction. Provides for-credit instruction in formats such as classroom, online and/or laboratory settings, including grading. Serves as an instructor of record.			<b>Job Summary</b> <i>Please note: The process for placement into the Teaching Professor and Research Professor titles is to be determined.</i> Designs and facilitates classroom, online, and/or laboratory instruction within an academic discipline to ensure quality delivery of instruction and integration of content within an academic work unit. <i>Each department must define the specific substantive criteria for level advancement, however, differences between successively higher title levels must reflect demonstrable differences in experience and knowledge gained, applied to the specific duties of the function.</i> Provides for-credit instruction in formats such as classroom, online and/or laboratory settings, including grading. Serves as an instructor of record.		
<b>Job Responsibilities</b> <ul style="list-style-type: none"> <li>• Develops instructional design and curriculum relevant to a course of instruction</li> <li>• Serves as an initial point of contact for students as it relates to specific course or series content and expectations</li> <li>• Facilitates classroom, online and/or laboratory instruction for one or more courses, including assessment of student performance</li> </ul>			<b>Job Responsibilities</b> <ul style="list-style-type: none"> <li>• Develops and designs curriculum and instructional material relevant to a course of instruction</li> <li>• Advises students on academic and career direction within a specific field of study</li> <li>• Facilitates classroom, online and/or laboratory instruction, including assessment of student performance</li> <li>• Supervises student employees involved in development or delivery of instruction</li> <li>• Collaborates with department faculty and staff to develop teaching strategies relevant to the discipline</li> <li>• Contributes to the development of teaching and learning scholarly work including publications and presentations</li> <li>• Contributes to the strategic development of curriculum and academic content through various mediums to ensure the integrity of the educational mission of the work unit</li> </ul>		
<b>Education</b> PhD or other terminal degree, or a degree at least one level above the level of instruction, or otherwise approved as qualified by the Dean - Required			<b>Education</b> PhD or other terminal degree, or a degree at least one level above the level of instruction, or otherwise approved as qualified by the Dean – Required		
Assoc. Lecturer	Lecturer	Sr. Lecturer	Assistant TP	Assoc. TP	Full TP
Eliminated as Title of Record	Job Code TL020	Eliminated as Title of Record	Job Code TL056	TL055	TL022
----"----	Salary Grade 61	----"----	Salary Grade 68	69	70
----"----	(9-mo) \$28,169	----"----	(9-mo) \$31,924	\$40,414	\$48,815

**More information:**

[Teaching Professor Description in University of Wisconsin System Job Library](#)  
[University of Wisconsin System Minimum Salaries for IAS](#)

**These are the types of duties expected of Teaching Professors but not Lecturers:**

- Design new courses or curriculum without additional compensation
- Advise undergraduate students on their academic future or career
- Advise graduate students on their academic future or careers
- Teach graduate classes without additional compensation
- Supervise or work with graduate students on oral comprehensive exams or master's theses
- Create or collaborate with other faculty and staff to develop new department or university programs
- Direct university or department programs or certifications
- Develop international programs
- Supervise student research beyond the classroom (including during off-contract summer months)
- Regularly attend department or university meetings
- Regularly attend department or university functions or events
- Plan a university event or function
- Give a talk or demonstration at a university function or event
- Write grants for your department's overall benefit
- Sign up for departmental or university committees
- Fill out forms (like LE) at university's request
- Fill out book orders BEFORE signing a new contract
- Direct or supervise university clubs or student groups
- Coordinate a course with multiple sections
- Supervise Student Academic Apprentices
- Serve on committees related to Curriculum and Textbook Selection

## UWEC Faculty and Academic Staff Rules and Procedures (FASRAP)

The current version of the UWEC FASRAP is available [here](#).

IAS may want to review the section called “Academic Staff Personnel Policies and Procedures,” specifically pp. 78-109.

- **Academic Staff: Appointment Policies (pp. 82-84)**

**For example, page 82:**

1) Fixed Term Appointments – Instructional and/or Research or Administrative and/or Professional Fixed Term appointments shall be for a fixed term to be specified in the letter of appointment, renewable solely at the option of the University and carrying no expectation of re-employment beyond the stated term, regardless of how many times renewed. Fixed term appointments may be offered as one year, multiple year, or rolling horizon appointments, unless otherwise specified in the letter of appointment, and are subject to the following conditions: [...]

b) All instructional and/or research academic staff appointments shall be fixed term appointments.

- **Renewal of Appointments for Fixed Term – Instructional and/or Research Academic Staff (pp. 86-87)**

**For example, page 87:**

If the university decides to appoint an instructional and/or research academic staff member with a current appointment of 50 percent or more after ten semesters with a minimum 50 percent or more appointment each of those semesters as an instructional and/or research academic staff member, his or her employment commitment and contribution to the University shall be recognized by offering multiple year or rolling horizon contracts whenever possible in light of the continuing need for the position, funding source, and quality of employee’s performance. However, the contract should state that regardless of how many times the contract is renewed, tenure is not a consideration and that the individual waives any claim to tenure based on years of service.

Fixed term IAS with five years in consecutive appointments of 50 percent or more of service whose appointments do not provide at least two-year terms shall be given the reasons in writing. Fixed term IAS with seven or more years of service whose appointments do not provide at least three-year terms shall be given the reasons in writing. (US 4/10)

- **Academic Staff: Nonrenewal of Academic Staff Appointments (pp. 89-91)**

**For example, pages 90-91:**

2) Notice of Nonrenewal {based on UWS 10.05}

a) Notice that a fixed term or probationary academic staff appointment will not be renewed shall be given in writing to the appointee in advance of the expiration of the appointment as follows:

(1) Fixed Term appointments

At least three months before the end of the appointment in the first two years, six months before the end of the appointment in the third through sixth year, and twelve months thereafter. When the letter of offer for a fixed term appointment states that renewal is not intended, no further notice of nonrenewal is required. “No intent to renew” contracts shall be issued only when a position will clearly not be continued. Contracts which are subject to sources of funding or other limitations shall be offered on a contingency basis and not issued as “no intent to renew” contracts. (rev. US 5/97)

The notice required to terminate rolling term appointments is the length of the term less one year. Notice is given annually to extend or terminate at the end of the term.

- **Academic Staff: Complaints and Grievances (pages 104-109)**

**For example, page 108:**

b. Academic Staff: Grievances – See UWS 13.02 (AS 4/13)

1) Definition

A grievance is a personnel problem involving an academic staff member's expressed feeling of unfair treatment or dissatisfaction with aspects of his/her university working conditions which are outside his/her control.

2) Purpose and Limits of Grievance

An academic staff member may pursue a grievance when he/she believes that the relevant personnel policies, rules, or procedures were not appropriately followed. To the extent practical, all grievances should be settled through informal discussions at the lowest possible administrative level and may be discussed with progressively higher administrators in a mutually sincere effort to reach an acceptable settlement. In addition, any question or allegation not related to discrimination may be discussed informally with the Chair of the Academic Staff Personnel Committee.



## UW-Green Bay Institutional Guidance for Lecturers and Teaching Professors

The University of Wisconsin-Green Bay shall prioritize tenure-track appointments to replace existing tenure lines and new faculty hires to the maximum amount feasible. Though the University of Wisconsin-Green Bay recognizes the importance of investing in as many tenure track faculty lines as possible, the necessity to ensure that curriculum is met in a shifting higher education landscape means that our institution sometimes needs to employ Instructional Academic Staff who are not eligible for tenure. Under revised titling structures as part of the Title & Total Compensation Project (T&TC), these employees shall be titled lecturers or teaching professors as defined below. For the good of our students and for the purposes of meaningful shared governance, our institution must treat instructional academic staff as the professionals they are by maximizing their academic freedom, professional development, promotion, job security, and regular compensation increases.

### Lecturer:

A lecturer is defined as any instructor who teaches courses for credit at UW-Green Bay and does not have a fixed renewable contract, as defined in the [employee handbook](#).

UW-Green Bay recognizes that from time to time, opportunities will arise for members of the community with special expertise to teach courses on an ad hoc basis (generally less than fourteen credits a year). A Dean of a College shall appoint this employee and have the discretion to determine the appropriate compensation in accordance with the [Compensation Guidelines and Payroll Procedures Adjunct Instructors & Associate Lecturers](#). Semester-long fixed-term terminal lecturer appointments are for the term of the course only and provide no guarantee of future appointment.

The title of Lecturer shall also be used to represent a fixed-term terminal one-year appointment which consists of 14 or more credits over a single academic year. This appointment is terminal at the completion of the year. Lecturers may agree to a new one-year temporary appointment at the end of that year if offered by the Dean (and approved by [Position and Compensation Review Committee](#) (PRC)).

At the end of the second appointment period, the Dean, with consultation from the appropriate unit chair, is expected to assess the long-term need for that unit. Should a continued need exist, the Dean may request funding and FTE allocation for an ongoing Assistant Teaching Professor or a tenure-track faculty line through the Provost Office and PRC. If available funding and allocation of positions warrant the ability to search for a fixed-term renewable AS or tenure track position, the lecturer may apply through competitive recruitment for



an ongoing position. No waivers will be approved to appoint a person in a yearly position to the rank of Assistant Teaching Professor.

The PRC should make the maximum feasible effort to invest in either a faculty line or a fixed renewable contract instead of furthering the exploitative practice of continuing to employ lecturers on multiple consecutive fixed-term terminal one-year appointments.

### **Assistant Teaching Professor:**

The title of Assistant Teaching Professor shall be used to represent a fixed renewable Instructional Academic Staff appointment which consists of 14 or more credits over a single academic year. An Assistant Teaching Professor is not obligated to seek a promotion to Associate Teaching Professor. It is not an “out or up” position.

Job responsibilities, as outlined in the UW System [standard job description](#) for this title, include:

- Develops and designs curriculum and instructional material relevant to a course of instruction • Advises students on academic and career direction within a specific field of study
- Facilitates classroom, online and/or laboratory instruction, including assessment of student performance
- Supervises student employees involved in development or delivery of instruction
- Collaborates with department faculty and staff to develop teaching strategies relevant to the discipline
- Contributes to the development of teaching and learning scholarly work including publications and presentations
- Contributes to the strategic development of curriculum and academic content through various mediums to ensure the integrity of the educational mission of the work unit

### **Associate Teaching Professor:**

At any time, an Assistant Teaching Professors can seek to be promoted to Associate Teaching Professor. An Associate Teaching Professor is a title used as a promotion to designate excellent teaching and contribution to an academic unit’s curriculum at UWGB, as well as the likely potential for continued excellent teaching and curricular contribution.

Specific criteria needed to move into this title will be aligned with the [standard job description](#) for this title, and determined by and tracked within the Academic Unit (complexity of work, teaching evaluation, integration into the curriculum of the discipline). Promotion will occur following the recommendation of the academic



unit, the Personnel Committee, the Dean, and all other appropriate institutional approvals as outlined in the [Title Review Policy](#), using the following criteria:

- An impressive, sustained record of excellent teaching, as evidenced by student and peer evaluation, or other marks of achievement.
- Demonstrated instructional contributions to the department and college, and/or campus, and/or broader discipline.
- Demonstrated experience – beyond that of assistant teaching professor – in supporting student success
- Excellence in collaboration with faculty and staff in the development of teaching strategies, including participation in department, unit, or campus-level faculty/staff instructional development activities/programs
- Demonstrated experience in creating courses and contribute to the overall curricular mission of the unit
- Demonstrated record of consuming, implementing and/or producing creative activity or scholarship in teaching and learning

### **Teaching Professor:**

At any time after reaching the rank of Associate Teaching Professor, the ATP can seek promotion to Teaching Professor. This title recognizes meritorious service, departmental contribution or other factors which calls for recognition of the work of the employee and the potential for future exemplary work.

Specific criteria needed to move into this title will be aligned with the [standard job description](#) for this title, and will be determined by and tracked within the Academic Unit (complexity of work, teaching evaluation, integration into the curriculum of the discipline). Promotion will occur following the recommendation of the academic unit, the Personnel Committee, and the Dean, and institutional approvals as outlined in the [Title Review Policy](#), using the following criteria:

- An impressive and sustained record of outstanding teaching, as evidenced by student and peer evaluation; departmental, school/college, and national/international recognition through awards and other marks of achievement such as producing scholarship/creative activity in teaching and learning
- Demonstrated instructional contributions to the department, college, campus, and/or broader discipline
- Demonstrated and recognized outstanding achievement in supporting student success





- Leadership in collaboration with faculty and staff in the development of teaching strategies, including designing, organizing, and/or leading department, unit, or campus-level faculty/staff instructional development programs
- Leadership in the creation of courses and in contributions to the overall curricular mission of the unit
- Representation of the unit on college or campus committees in support of the university's instructional mission

## General Guidance

For any teaching professor, the following shall apply:

- A full-time workload shall consist of 27 credits per academic year.
- Teaching professors at any rank shall automatically have faculty status in their department.
- Teaching professors at any rank are considered fixed-term, renewable academic staff. Therefore, the UW-Green Bay Academic Staff job security provisions, contract schedule, and non-renewal notice rights as outlined in the [Employee Handbook - Academic and University Staff](#) apply to these appointments.
- Teaching professors at any rank shall be entitled to access to professional development funds through their academic unit.
- Upon recommendation from the unit's Executive Committee and subject to the approval by the Dean of the College, a teaching professor with an on-going appointment shall be eligible for a three-credit service reassignment for exceptional service to their unit, the University, and/or the community. If the Dean declines to offer the three-credit reassignment, the Executive Committee of the department can appeal this decision to the Provost for the final decision.
- Compensation increases based upon promotion between Teaching Professor ranks will be determined in accordance with the UW-Green Bay [Title Review Policy](#) and [Compensation and Pay Plan Policy](#).
- Processes to appeal decisions related to promotion through Teaching Professor ranks are outlined in the UW-Green Bay [Title Review Policy](#).
- Lecturers on fixed-term renewable contracts hired before the Total Title and Compensation project made the Teaching Professor title available will be mapped into the Teaching Professor series based on a process defined by Human Resources. HR shall seek input on this decision from unit chairs and the college dean. Employees in this category can appeal this decision consistent with the appeal process outlined within the [Title Review Policy](#).
- Though the [UW-Green Bay Compensation and Pay Plan Policy](#) prevents pay plan compensation increases for fixed-term terminal, temporary lecturers, administration shall make the maximum



feasible effort to consider them for merit-based salary increases when the state legislature approves pay plan increases for state employees.

- As trained professionals who are experts in their field of study, all lecturers and teaching professors are entitled to the full expectation of academic freedom, as defined by the American Association of University Professors, in their classrooms, in their research, and both in their intramural and extramural speech. At no time should the academic speech of any lecturer or teaching professor factor into the decision not to renew contracts or to any kind of disciplinary action.
- Consistent with AAUP standards for the professional development of non-tenure track faculty, any lecturer or teaching professor who teaches at least six credits in a semester shall receive an annual formative review by the Executive Committee of the unit with which the lecturer or teaching professor is associated. The Executive Committee can designate the Chair to perform this review. The review shall include a professional activities report, teaching observation, and review of student evaluations.

**Approved by Faculty Senate on 4/7/2021**