

ACADEMIC PROFESSIONAL POSITION AND TITLE APPROVAL

OVERVIEW

The Office of Academic Human Resources (AHR) reviews and approves titles for new academic professional (AP) positions and for AP positions with significant changes in job responsibilities and/or minimum qualifications. The format for submitting requests for titles for new or significantly changed academic professional positions is through a Principal Administrative Position Exemption (PAPE) form. The electronic version can be found in DART (Department Accessible Region for Transactions) at: <https://hrnet.uihr.uillinois.edu/dart/>. The electronic PAPE form requires approval by the college before being forwarded to AHR for final approval.

Academic professional positions are exempted from the State Universities Civil Service System and require a minimum of a bachelor's degree. All position requests are subject to review of the appropriateness of the position as academic professional vs. civil service.

Titles not previously exempted and which do not fall within one of the standard title categories listed in DART at: <https://hrnet.uihr.uillinois.edu/dart/>, will be forwarded for approval to the State Universities Civil Service System.

Significant Change in Responsibilities, Title and/or Minimum Qualifications

Before changing an existing academic professional title and/or when making significant changes in responsibilities, and/or minimum qualifications, a PAPE form must be submitted electronically in DART through AHR. A determination will be made regarding the future status/title of the position and whether or not further approval must be sought.

Promotion of Academic Professional Employees

Natural promotional lines or ladders for academic professional employees, e.g., assistant director to associate director within a unit, are sometimes appropriate to the needs of a unit. Where appropriate, the Campus encourages their establishment as a means of providing promotional opportunities to our best academic professional employees. (The existence of such lines does not require their use only for promotions – one has the latitude to hire a new individual if no one in the unit is well qualified for such a promotion.) Even where natural promotional lines or ladders do not exist or are inappropriate, academic professional positions can sometimes be revised to reflect both the needs of the unit and the capabilities of the incumbent.

Such revisions could involve both a redefinition of the job to involve higher-level assignments and an upgrading of the title as well as the salary. A PAPE review is required in order to determine if the existing PAPE needs revision or if a new PAPE should be created. Normally a PAPE is required. Both the development of lines or ladders and the upgrading of an individual job with title change require two avenues of review and action: 1) by the AHR and 2) by the Office of Equal Opportunity and Access (OEOA). AHR reviews the PAPE and OEOA reviews the search plan or proposed waiver of search based on promotion. Please note that promotion should normally occur at the time of reappointment (i.e., August 16 if an individual is in a budgeted position). Any requests for mid-year promotions with salary increases must be justified under extraordinary circumstances involving a clear change in duties, a salary inequity, or a counter offer.

BACKGROUND

Statutory Requirements

Section 36e of the *State Universities Civil Service System Statutes* provides that all University employees shall be covered by the State Universities Civil Service System except for the following persons:

1. The members and officers of the Merit Board (State Universities Civil Service Merit Board) and the Board of Trustees, and the commissioners of the institutions and agencies covered hereunder;
2. The presidents and vice presidents of each educational institution;
3. **Other principal administrative employees of each institution and agency as determined by the Merit Board;**
4. The teaching, research, and extension faculties of each institution and agency;
5. Students employed under rules prescribed by the Merit Board, without examination or certification.

Principal administrative employees may only be exempt from the Civil Service System by obtaining an exemption for the position from the State Universities Civil Service System which has recently empowered state universities to use standard titles when possible. A principal administrative position is an academic professional position, that has been specifically exempted from the State Universities Civil Service System and does not carry a title recognized in the University of Illinois *Statutes*. Those identified by the *Statutes* are:

1. Teaching/research/clinical assistant (graduate students)
2. Teaching/research/clinical associate (including postdoctoral research associates)
3. Instructor
4. Lecturer
5. Assistant Professor
6. Associate Professor
7. Professor
8. Any of the above titles which include the prefix visiting, adjunct, clinical, or research in titles 5, 6, and 7.any reason why 3 and 4 are excluded here?

Criteria for Justifying Academic Professional Positions

There are two basic categories of positions that may be justified as academic professional. These are:

1. Positions that are clearly focused on teaching support, research, or extension oriented and meet at least the professional exemption criteria listed on the PAPE form.
2. Positions that are academic principal administrative in nature and can be justified in accordance with the criteria listed on the PAPE form and meet the criteria listed for the standard title category.

An administrative position which is occupied by a tenure/tenure-track faculty member will be classified as exempt from Civil Service by virtue of the faculty incumbent and no PAPE is required. As long as the position is always filled by a tenure/tenure-track faculty member, no PAPE is required. An example of such a position may be a professor who is appointed as the Director of “undergraduate studies” on a zero-percent basis. When the faculty member holding the position is not tenured/tenure-track, the position must be established using the academic professional procedures outlined above.

If the position is believed to be an academic professional position, the PAPE form will be submitted under any one of the four criteria: A, B, C, or D. (Criteria definitions can be found in the PAPE section of DART under “Establishing a New or Revised Position”.) Whichever of the four criteria is chosen to justify exemption, the position description must clearly demonstrate that the conditions expressed in that criterion are met. If the choice is criterion C, for example, the discretion and independent judgment required for the position must be demonstrated by listing five to ten duties and responsibilities which point out the discretion and independent judgment involved in the position. Under criterion D, the duties and responsibilities must reflect the need for knowledge of an advanced type and for the exercise of discretion and independent judgment.