

UNIVERSITY OF WISCONSIN-STOUT
UNCLASSIFIED CATEGORY A ACADEMIC STAFF TITLE SURVEY
 (Short Form)

For Category A Unclassified Positions
except Program Managers or Directors Unspecified

Title (to be assigned by Human Resources)	
Office/Work Unit Name	
Incumbent Name <i>(if any)</i>	
Current Title <i>(if any)</i>	
Working Title <i>(if different)</i>	

Supervisor Signature	Title	Date
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Incumbent Signature <i>(if applicable)</i>	Title	Date
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INSTRUCTIONS

- Please attach the following:
 1. AN ORGANIZATION CHART, INCLUDING REPORTING LINES, THAT SHOWS HOW THIS POSITION FITS INTO THE WORK UNIT.
 2. A POSITION DESCRIPTION SHOWING PERCENTS FOR EACH DUTY.
- If this is an existing filled position for which you are requesting a change in title, also attach the page titled "UW-Stout Academic Staff Request for Change in Prefix/Title" (on blue).

Please use the backside of this sheet for any additional comments you would like to make regarding this position.

Completed form and attachments should be sent to the Human Resources Office, 203 Admin Bldg.

EDUCATION AND EXPERIENCE REQUIRED

Please remember when completing this section to identify the needs for the position if you were making a new hire; do not simply reflect the education and experience of the incumbent.

1. What is the minimum level of formal job-related education necessary for an individual entering this title? (Check one box)

Bachelor's Degree

Bachelor's Degree plus one year
required internship

Master's Degree

Law Degree/Second Master's

Doctorate Degree

Doctorate plus post-doctoral study or
Medical Doctor's Degree

Other Education (Please Describe)

2. If a degree is necessary, must special course work be completed or the degree be in a limited or specific field? (Please describe and give reasons why it is necessary.)

3. Is a federal/state/local license or professional certification required of a person holding this title? (Please describe and give reasons why it is required.)

4. What is the minimum relevant work experience required to prepare a person to enter this title?

5. Years in present title: _____

Years of related experience: _____

SUPERVISORY RESPONSIBILITIES If the incumbent has the authority to supervise employees either directly or through subordinates, please enter the FTE supervised in the appropriate columns. (Do not duplicate FTE, but enter on the row of the highest level of supervision.)	Unclassified Staff FTE	Classified Staff FTE	Student, Volunteer or LTE FTE
Responsible for all day-to-day personnel decisions including <u>final decisions</u> to hire, terminate, promote and set salaries.			
Direct the work of staff and conduct formal performance appraisals and yield <u>substantial influence</u> in hiring, terminations, promotions and salary decisions.			
Assign and review work and/or act as a <u>group leader</u> on a continuing basis.			

PROGRAM AND BUDGET MANAGEMENT	
What are the major on-going program areas that the incumbent personally directs?	
What are the major on-going program areas (if any) that the incumbent directs through others? (Please list each separate program and the title of the person responsible.)	
Does the incumbent monitor or control expenses, generate revenue, and/or develop and administer budgets?	<p style="text-align: center;">No Yes</p> <p>If yes, please describe your financial responsibilities and the annual dollars for each program/unit involved. (If additional space is needed, attach a separate sheet.)</p>