

**UNIVERSITY OF WISCONSIN-STOUT
UNCLASSIFIED CATEGORY B ACADEMIC STAFF TITLE SURVEY**

Signature Sheet

Employee's Signature _____ Date _____
(Not necessary if no incumbent in position)

Dept. Chair/Administrator _____ Date _____
Signature

Dean's Signature _____ Date _____

Division Administrator _____ Date _____
Signature

After cover sheet has been signed, please route titling survey to the Human Resources Office. Human Resources will be contacting you regarding the appropriate title for the position. If you have any questions, please contact the Human Resources Office.

UNIVERSITY OF WISCONSIN-STOUT
ACADEMIC STAFF POSITION DESCRIPTION QUESTIONNAIRE

For Instructional and Research Scientist Titles
(Category B)

INTRODUCTION

The University of Wisconsin-Stout has implemented the title and compensation plan as required by 1985 Wisconsin Act 29.

A key step in this implementation is to assign each academic staff position the academic staff title which best describes the duties and responsibilities performed in carrying out work assignments.

This questionnaire has been designed to assist in this assignment. It is intended only to obtain an up-to-date description of the duties and responsibilities required in the position.

It is important to complete this questionnaire accurately. Title and salary minimum may be determined in part by the information you provide.

INSTRUCTIONS

1. Please look over the entire questionnaire before you begin. Each question should be answered completely and accurately. If a question is not applicable, please write "does not apply".
2. If you have any problems in filling out the questionnaire, please contact Wayne Argo, Human Resources Director, extension 2312.
3. If you wish to make additional comments regarding the position, please use page 4 of the questionnaire. Please feel free to attach any other information you feel would be useful in describing the position.

POSITION DATA

Recommended Academic Staff Title _____

Department _____

Immediate Supervisor

Name _____

Title _____

POSITION DUTIES

1. Summarize the basic position function in one short statement.

Examples: Develop and teach courses in Chemistry.

Conduct primary and supervise research support staff for the _____ project.

2. Describe briefly each major duty performed in the normal course of work, including facts as to what the duty is, why and how it is performed, and the extent of your responsibility. List the duties in order of their importance and indicate the average percent of time applied to each duty over the course of a year. In describing your duties, begin each phrase with a word denoting action. Be specific ...use quantitative terms where possible... keep statements brief, concise, and in terms that can be understood clearly.

Duties for a lecturer might be described as follows:

Provide formal classroom instruction testing and grading in geography	80%
Advise and counsel students	10%
Participate in course and curriculum development	10%

Duties (in Order of Importance)	Approximate Percent of Time Applied Over a Year
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total	<u>100%</u>

POSITION QUALIFICATIONS

In answering the questions in this section, please specify the credentials required for this position.

3. Please check the minimum number of years of education.

Four-year college degree

Four-year college degree plus one year required internship/residency

Master's degree

Law degree/second Master's degree

Doctorate degree

Doctorate degree plus post-doctoral study or medical doctor's degree

Other (Please describe)

4. Please specify the field or fields. _____

5. Indicate any special credentials other than those previously described above.

6. Indicate any professional certificates or federal/state/local licensing requirements.

7. How many years of relevant work experience? _____

GENERAL COMMENTS

8. Since no single questionnaire can cover every aspect of a job, we encourage you to use this space, if necessary, to list any additional comments describing the position, credentials or work history.

SUPERVISOR'S COMMENT SECTION

It is important that you, the supervisor, review the questionnaire, since you may have a different perspective of the position being described (if it is being used for the purpose of reviewing title). Please remember that this questionnaire is intended solely for the purpose of assigning an appropriate title to the position in question. The information provided on the previous pages is not to be used for purposes of evaluating an individual's performance nor should comments be addressed to this subject.