

## ACADEMIC PROFESSIONAL TITLE CONSOLIDATION

### Approved Changes to State Universities Civil Service System Principal Administrative Appointment Program and Procedures October, 1997

#### Background

At its meeting held September 24, 1997, the State Universities Civil Service System Merit Board approved changes to the Principal Administrative Appointment Program and Procedures. These changes resulted from the recommendations of the Administrative Advisory Committee, based on a summary report of the Principal Administrative Review Committee. The Review Committee was appointed in January, 1997, to research currently approved exemptions and make recommendations to accomplish a reduction in the total number of exempt titles.

The revised program delegates to the University the authority to approve certain academic professional positions under Standard titles without seeking additional formal approval from the Civil Service System Office. Of a total of approximately 1400 academic professional titles currently established for the University of Illinois, it is anticipated that 72% will be covered under the newly-established Standard titles. In the future, therefore, System approval will be required for significantly fewer positions. Both the human resource offices and campus units will realize significant benefits of a more streamlined approval process and more flexibility for functional title assignment.

#### Program Changes

- *Establishment of 17 Position Standards*

Position Standards have been developed for a number of frequently used titles that meet the criteria for exemption from the University Civil Service System as academic professional positions under Section 36e(3) of the Statute. These Standards will apply to University of Illinois positions when a position's primary function and major duties and responsibilities are consistent with those described in the Standard description. Approval of Standard titles will be granted by the campus human resources offices. While the duties of specific positions approved under the same Standard title may vary, the basic function and responsibility level should determine the appropriate assignment to a Position Standard.

The following have been established as Standard titles:

<u>New PAPE Number</u>	<u>Title</u>
49901	Associate Vice President/Vice Chancellor/Chancellor
49902	Assistant Vice President/Vice Chancellor/Chancellor
49903	Executive Assistant to President/Chancellor
49904	Assistant To President/Chancellor
49905	Assistant To Vice Pres./Vice Chancellor/Associate Chancellor
49906	Dean
49907	Associate Dean
49908	Assistant Dean

49909	Department Head/Chair
49910	Associate Department Head/Chair
49911	Assistant Department Head/Chair
49912	Executive Director
49913	Director
49914	Associate Director
49915	Assistant Director
49916	Professional Titles Requiring State of Illinois Licensure
	Physician
	Attorney
	Engineer
	Architect
49917	Archeologist

It should be noted that the above titles apply state-wide. Although the Standard titles are brief and provide no descriptors, employing units may designate more descriptive functional titles to their positions. For example, a position approved under the Director standard may carry a functional title of “Director of Operations” or “Director, External Affairs.”

- **Expansion of Exemption Criteria under Section 36e(4) of the Statute**

New program guidelines also provide for expansion of exemption criteria under section 36e(4) of the Statute. This exemption category has traditionally been restricted to a narrow definition of the teaching, research and extension faculties of each institution and agency. Under the new program guidelines, definitions are considerably broader, covering a wide range of academic professional positions. The University is now authorized to approve exemptions for positions meeting these criteria without seeking additional approval from the Civil Service System Office. All positions approved under the 36e(4) criteria will be assigned the new PAPE Number 49997. Guidelines for interpreting the expanded criteria are summarized as follows:

Teaching:

Individuals whose *primary function* is to impart knowledge to students or who are functionally responsible for such individuals.

- Includes providing direct instructional support
- Academic/career planning/counseling
- Sports Coaching
- Coordinating pre-professional and professional academic programs

Examples:

Clinical Teacher Educator  
Head Teacher and Director of Preschool Program  
Academic Advisor  
Teaching Lab Specialist

Research:

Individuals *primarily involved* in research activities, normally under the oversight of an academic department. May be funded by outside sources.

- Includes laboratory work in physical sciences
- Historical research
- Research in other disciplines, such as linguistics or the social sciences

Examples:

Coordinator of Research Programs  
 Research and Development Specialist  
 Principal Research Scientist  
 Research Curator  
 Research Data Analyst  
 Research Specialist in . . . (various disciplines)

Extension Faculties:

Instructional staff hired to provide both credit and non-credit instructional programs offered outside of the normal academic curricula, that may be offered on or off campus, and those who are functionally responsible for such individuals.

- Adult Education programs
- Continuing Education programs
- Subject matter specialists
- Professional or industry specialists

Examples:

Community Health Educator  
 Program Coordinator, Cooperative Extension  
 Regional Director, Cooperative Extension Service  
 Program Coordinator, Division of Extramural Courses

- ***Cyclic Review Requirement***

Currently the Field Services Division of the State Universities Civil Service System randomly audits selected academic professional jobs as a regular part of its biennial audit of each employer. This audit program will not change, and University jobs assigned to the Standard titles will continue to be subject to audit. In addition, new procedures require that the University establish and implement a Cyclic Review procedure wherein all exempt jobs are reviewed for accuracy of job content and title no less often than once every three years. Updated position descriptions are to be submitted for approval if it is discovered that responsibilities have changed.

- ***Remaining Exempt Positions***

Positions to be exempted from Civil Service whose duties and responsibilities are not similar to those of one of the Standard titles or do not meet the expanded 36e(4) criteria will continue to be reviewed and forwarded to the System Office for final approval as is currently the practice.

- ***Development of Additional Job Standards***

After each institution reviews its list of currently approved titles and assigns them to Standards or the 36e(4) category, the Review Committee will reconvene to consider additional standardization of positions that remain.

## **University and Campus Title Consolidation Implementation**

- ***New Position Review***

Effective immediately, the campus human resources office staff members responsible for academic position review will review and approve new positions according to the new Standard and 36e(4) criteria. Requests for those positions that do not meet these criteria will be sent to the University Office of Human Resources and forwarded to the Civil Service System as under current practice.

- ***Conversion of Encumbered Positions***

Employees in positions meeting the Standard or 36e(4) exemption criteria will be identified and appropriate new PAPE numbers will be assigned for entry on appointment lines in the Paymaster.