UNIVERSITY OF DAYTON

TITLE: Position Titles and Pay Ranges	
EFFECTIVE DATE: December 6, 1993	**APPROVAL:** President's Council December 6, 1993 Approved as Amended December 11, 1995 Approved as Amended September 7, 2000
REFERENCE:	

Hierarchy of Titles

   The University will use a hierarchy of titles when naming positions. In using these titles the following principles should be kept in mind:

   1.   Attempt to minimize the total number of different titles used within a single division.

   2.   Attempt to be very sparing in the use of the title "Vice President" alone or in conjunction with other terms.

   3.   Attempt to use the term "Associate" sparingly in titles and normally restrict its use to an area where there is the tradition of distinguishing between "Assistant" and "Associate." Even here the title "Associate" should only be used when "Assistant" is also used and/or there is the clear intent to indicate that the scope of the "Associate" position is significantly greater than that of the "Assistant" position.

In listing a hierarchy of titles, academic and nonacademic titles are listed separately below but with an attempt to show the approximate parallels in rank.

Academic	Nonacademic
President	
Senior VP for Educational Affairs and Provost	
Vice Presidents	Vice Presidents
Deans	
Associate Provosts	Associate Vice Presidents
Associate Vice Presidents	Assistant Vice Presidents
Associate Deans	
Chairs	
Executive Directors	Executive Directors
Program Directors	Directors
	Managers
Assistant Deans	Assistant Directors
Assistants to Coordinators	Assistant to Coordinators
Administrative Assistants	Administrative Assistants
Counselors	Counselors

Relationship of Titles With Pay Ranges

The University has a series of pay ranges which it uses to denote the grade of an administrative position. While there is necessarily variability in the pay of persons with the same level of titles because of the actual scope of the position, the University does attempt to maintain some correlation between title and pay grade. The following is a listing of a general correlation of pay grade with title.

Academic	Pay Grade	Nonacademic
Assistant Vice Presidents Associate Deans	D	Assistant Vice President Directors
Directors Assistant Deans	C	Directors Assistant Directors
Assistant Directors Coordinators	B	Assistant Directors Managers Coordinators
Assistant to Administrative Assistants Counselors	A	Assistant to Administrative Assistants Counselors

The above listing does not attempt to show a correlation of title with pay grades E and F since there are few positions at these two levels and actual compensation is largely determined by external factors such as "market defined rates", experience and the like.

MAINTENANCE OF POLICY: Vice President of Human Resources