

(from Purdue College of Agriculture A/P Advancement System Policies and Procedures, revised 8/6/15)

B. SYSTEM RANKS AND TITLES

The professional advancement system shall provide a separate ladder (ranking) within each of the six eligible administrative/professional staff groups. Each group shall have four ranks, with Rank 3 being the lowest and Rank 6 the highest.

Individual position titles found in any one group are diverse. For example, the Professional category includes such titles as "Technical Director of Training," "Research Agronomist," "Analytical Chemist," "Systems Engineer," and "Laboratory Director." The ranking system shall retain these descriptive individual titles.

Although the number designation is to be the official indication of rank, the following nomenclature preceding the position title may be used in correspondence, for public relations purposes, or where otherwise deemed appropriate. Note that this nomenclature is not reflected in the Human Resources system.

Rank 3 -Assistant
Rank 4 -Associate
Rank 5 -Senior Associate
Rank 6 -Senior

Thus, an Analytical Chemist at Rank 6 might use the title "Senior Analytical Chemist," if desired. It is recognized that, at present, some job titles are not compatible with these terms; therefore, use of rank nomenclature would be inappropriate (e.g., Assistant Associate Director of...).

C. RANK PLACEMENT UPON HIRING OR CHANGE OF JOB CATEGORY

An initial rank will be proposed for a new employee and for any person changing job categories within the administrative/professional staff classification. The individual's department/unit head in consultation with appropriate faculty and professional employees will make this proposed rank placement. It should reflect the person's experience and training, and if any (years/months) of credit for that rank is to be given, it must be officially recorded when the appointment (or change) is made. The Dean or his designee will confirm this rank. An individual moving from one personnel classification to another is generally expected to stay at the same rank or be reduced no more than one rank unless there are highly unusual circumstances.