

CAREER PATH DEVELOPMENT PROJECT

GLOSSARY OF TERMS

Career Path: The growth or trajectory an employee can take in their career. Career paths depict how a progression of jobs, roles, or experiences fits into a logical career progression. Career paths are important for employees to plan their future, enhance their skills and knowledge to master current jobs, or identify paths for transfers, promotions, and other movements.

Career Track: Career type characterized by distinct responsibilities and set of competencies (e.g., leadership, management, professional contributor, operational contributor).

- **Operational Contributor Track:** Operational contributors provide institutional support or service in a “hands on” environment. The majority of time is spent in the delivery of business activities or operational services.
- **Professional Track:** Professional contributors provide expertise in a professional discipline. The majority of time is spent overseeing the design, implementation or delivery of processes, programs and policies using specialized knowledge and skills typically acquired through advanced education (4-year University degree or direct and applicable experience). Non-represented employees may have administrative supervision for less than two staff and/or may or have functional supervision of lower levels.
- **Management Track:** Management and supervisory professionals focusing on the tactical, operational activities within a specified area. The majority of time is spent overseeing their area of responsibility, strategizing, planning, prioritizing, and/or directing the responsibilities of staff. Goal achievement is typically accomplished through performance of direct and/or indirect reports. Levels within the Management career stream will have two or more direct reports.
- **Leadership Track:** Academic College and Function Heads providing strategic vision and overall direction. The majority of time is spent overseeing the Function(s) and/or Academic College(s). The goal achievement is typically accomplished through the performance of direct and/or indirect reports, which include multiple layers of management.

College/School: One of the Colleges/Schools within the University: College of Agriculture & Life Sciences/Extension, College of Arts & Sciences, College of Engineering & Mathematical Sciences, College of Nursing & Health Sciences, College of Medicine, Grossman School of Business, Rubenstein School of Environmental & Natural Resources.

Compensation Philosophy: A formal statement defining the guiding principles of an organization’s position on employee compensation. It explains the rationale behind employee pay and creates a framework for consistent pay administration. It should align with the organization's values, business strategy, and culture.

Department: An organizational unit as described by HR Information Systems (PeopleSoft).

Job Architecture: A standardized framework to organize jobs based on the nature of the work and the level at which the work is completed. A job architecture is a logical approach to understanding jobs and careers at UVM. It helps employees understand how their job fits within the vast array of jobs at UVM and provides a clear map to guide employees on their career journey.

Job Classification: The process of evaluating and reviewing jobs based on an objective analysis of responsibilities/duties, required knowledge/skills, and discipline or field, and then assigning it to an organization's job architecture.

Job Area: The smallest organizational entity within a Department that typically carries out a specific set of tasks or activities.

Job Family: The highest-level grouping of jobs with similar types of work duties and requiring broadly similar technical skills/knowledge and abilities. (e.g., Finance, Human Resources)

Job Sub-Family: Represents a more refined collection of jobs performing similar types of work requiring similar technical skills, knowledge, and abilities (e.g., Finance job family, job sub-families may include Financial Analysis & Budgeting, Accounts Receivable, Payroll).

Job Levels: Represents the hierarchical position of a job within a career stream based on a set of leveling factors (e.g. degree of problem solving & complexity). The definitions for each job level are consistent across job families.

Job Leveling Factors: The criteria used to determine the appropriate career level for a job within the job architecture, including:

- **Institutional Impact:** Nature and scope of influence a job has on its area of responsibility
- **Innovation & Complexity:** Degree to which the level needs to identify and devise solutions to problems and the level of autonomy to make decisions
- **Communication & Influence:** Describes the nature of communication the level is responsible for and the level of influence required
- **Leadership & Talent Management:** Responsibility for people development, including supervision, training, coaching, and performance management
- **Knowledge & Experience:** Level of knowledge required to fulfill job responsibilities as defined by minimum levels of formal education and/or work experience.

Job Mapping: A critical step in the implementation of the job architecture in which each position is mapped to a career track, job level, job family, and sub-family based on the duties, responsibilities, level of work performed and skills/knowledge/expertise required.

Job Profile: A combination of a job family, sub-family, discipline (if applicable), career track, and career level forms a job profile. Each job profile has a system title used to describe the job within the job architecture. It outlines the nature of the work and the level at which the work is being performed. Job profiles create a foundation for compensation analysis, pay equity, and career path planning.

Major Academic Program: One of the Major Academic Units within the University: Graduate College, Honors College, Libraries, Professional & Continuing Education

Pay Equity: Compensating employees similarly when they perform substantially similar work or job duties, while accounting for education, experience, skills-set/level and performance.

Pay Structure: A pay structure provides a framework to determine the pay of employees. It includes a hierarchical grouping of salary ranges. Jobs in the same salary range have similar market pay targets.

Position Description: A description of a specific job as it relates to an employee. It includes an individual position's job summary, duties, responsibilities, and the qualifications and skills required. It also includes a list of common tasks, physical requirements, and reporting relationships. A position description is more detailed than a job profile and is customized by the hiring manager/department.

System Title: The title assigned to a job profile that typically reflects the family or sub-family, and level of the job.

University-wide Level: Responsibilities cover the entire University including all academic and administrative units. This typically is the highest reporting unit without any organization above it (i.e., The University of Vermont in its entirety)

Working Title: A working title allows the flexibility to describe unique roles with distinct responsibilities. Working titles require leadership, departmental HR, and central HR approval. These titles can be used for employee business cards, email signatures, and internal/external communications, and can be put into the working title field in our HR information system. They can also be referenced on job postings (along with the system title).