Academic Staff Title Prefix Changes Due to Career Progression

Associate → No Prefix → Senior

Category A or Category B? –Which forms should you use?

If your title series is Lecturer, you use Category B forms. (see Cat A Reviewer Sign-Off Form for detailed list of titles)

Almost all other titles series, use Category A forms. The only exceptions are Program Managers, Faculty Assistants, Faculty Associates and Extension Associates. For those titles, see information below.

For Program Managers: The level assigned to positions in the program manager title series is based on program size and/or complexity. There is no inherent assumption of title progression or promotion on the basis of an individual's competencies. However, an employee may request a title review at any time by completing a position questionnaire. The UWEX Human Resources office will evaluate the position questionnaire to determine the appropriate title level.

For Faculty Associates: Use Category B forms (same as the Lecturer series)

For Extension Associates and Faculty Assistants: These titles are not eligible for title prefix review.

If you are unsure which category your title is in, contact mary.detra@ces.uwex.edu in Cooperative Extension Human Resources.

Promotion to the “Distinguished” prefix is not part of a standard title prefix progression. Please see UPG #18 for details.

Title Prefix Review Paperwork Flow

Individual Staff Member

Immediate Supervisor

Yes or No

Program Director or Unit Head

Yes or No

Cooperative Extension HR & Title Prefix Review Committee

Yes or No

Division Dean/Director

Yes

Academic Staff Hearings Committee

Yes or No

Chancellor

Individual Staff Member

Title Prefix Review Policies and Procedures for Academic Staff

This brochure provides only a summary of UWEX Unclassified Personnel Guideline (UPG) #15. Please refer to the complete text of UPG #15 http://www.uwex.edu/secretary/policies/section7/upg15.pdf or contact Cooperative Extension Human Resources for more information.

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The Title Prefix Review Process

The responsibility to initiate a title prefix review request and to document that eligibility requirements have been met, rests with you, the individual staff member.

• Starting now, review eligibility requirements for the appropriate title category and level of promotion, and keep an on-going file of relevant documentation as part of preparation for your future request.

• At the time of your annual performance review held in the months before you plan to apply for a review, submit a completed Letter of Intent form to your supervisor.

• Your request may be initiated at any time of the year, once eligibility requirements are met.

• Submit request and documentation to your immediate supervisor – the request proceeds through the supervisory chain with positive or negative comments attached until it reaches the Dean/Director level – each supervisory level has 10 working days to review and forward the request to the next level.

• The Dean/Director seeks advice of the divisional title review committee on whether your request meets eligibility requirements.

• If the Dean/Director approves the request, a positive recommendation is forwarded to the Chancellor.

• If the Dean/Director rejects the title prefix review request, you may appeal to the Academic Staff Hearings Committee who, after review, will make a recommendation to the Chancellor.

• In both cases, the decision of the Chancellor to approve or deny the request is final and cannot be appealed.

Category A
(for all academic staff titles except Lecturer, Program Manager, Faculty Assistant, Faculty Associate and Extension Associate)

Criteria for change from Associate to No Prefix
• minimum of 2 years in current Associate prefix
• performance at or above expectations
• in appropriate circumstances, works independently in applying the approaches, methods and techniques of his/her profession and is active in the development of new approaches to resolving problems

Criteria for change from No Prefix to Senior
• minimum of 7 years relevant professional experience
• minimum of 3 years in current No Prefix prefix
• consistent record of exemplary performance
And, considerable contributions in several of the following areas:
• professional development activities
• development and/or implementation of new approaches, methods or techniques to resolve problems independently and demonstrated ability to work independently and cope with new, unexpected or complex situations
• demonstrated professional contributions
• participation in UWEX or departmental/unit activities

Pay upon Promotion

UW Cooperative Extension policies provide for a guaranteed minimum salary increase to recognize title prefix promotion. The minimum annual increase is either to the minimum of the next pay grade level or a set dollar increase of $2,500 from Associate to No Prefix and $3,500 from No Prefix to Senior, whichever is greater.

Category B
(for Lecturer and Faculty Associate title series only)*

Criteria for change from Associate to No Prefix
• minimum of 2 years in current Associate prefix
• performance at or above expectations
• in appropriate circumstances, the individual works independently in the development, teaching and evaluation of educational programs and curriculum or in the conduct of research

Criteria for change from No Prefix to Senior
• minimum of 7 years relevant professional experience
• minimum of 3 years in current No Prefix prefix
• consistent record of exemplary performance
And, considerable contributions in several of the following areas:
• extensive teaching experience and subject matter expertise
• highly developed skills in the development, teaching and evaluation of educational programs and curriculum or in the conduct of research
• professional development activities
• demonstrated professional contributions
• participation in UWEX or departmental/unit activities