



UWEX Cooperative Extension
Academic Staff
Title Review Request (TRR)
Category A: Professional title series
Associate to No Prefix

Name: _____

Current Academic Staff Prefix/Title: _____

Current Working Title: _____

Office Address: _____

Office Phone: _____

Number of Full-Time Equivalent Years in Current Prefix/Title: _____

(convert part-time work to its full-time equivalent by multiplying years of employment by part-time percentage of appointment, i.e., 5 years employment at .60 FTE would be $5 \times .60 = 3$ full-time years)

CRITERIA FOR PROMOTION FROM ASSOCIATE TO NO PREFIX
[from UWEX UPG #15, section 15.02(1)]

1. A minimum of two years (full-time equivalent) in the current associate title. (*document time equaling 2 or more full-time years*) (*convert part-time to full-time equivalent work by formula indicated above*) (*convert the required 2 full-time years to part-time work by dividing 2 years by your part-time percentage of work, i.e.: $2 / .80 = 2.5$ years at 80% time to have 2 full-time years*)
2. Annual performance evaluations that reflect performance at or above the expectations for the associate position. (*attach documentation from at least 2 years of performance reviews*)
3. In appropriate circumstances, the individual 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. (*attach a concise summary of your work that addresses this criterion and attach one example of how you have applied your professional skills to a work activity you carried out in your present position, i.e., a written document you prepared, video tape you produced, photos of and examples from a display you created, etc.*)

The information indicated above and attached to this request is accurate to the best of my knowledge.

(signed)

(date)

**PLEASE FORWARD THREE (3) SETS OF THIS INFORMATION
AND
A COPY OF THE SUPERVISORY REVIEW FORM TO YOUR SUPERVISOR**