



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

Name: _____

Current Academic Staff Prefix/Title: _____

Current Working Title: _____

Office Address: _____

Office Phone: _____

Number of Full-Time Equivalent Years of Relevant Professional Experience: _____
(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)

Number of Full-Time Equivalent Years in Current Prefix/Title: _____
(use above formula to convert part-time to full-time equivalent work)

**CRITERIA FOR PROMOTION FROM NO PREFIX TO SENIOR
[from UWEX UPG #15, section 15.02(2)]**

Required:

1. A minimum of seven (7) full-time equivalent years of relevant professional experience. (*document time equaling 7 or more full-time years*) (*convert part-time to full-time equivalent work by formula indicated above*) (*convert the required 7 full-time years to part-time work by dividing 7 years by your part-time percentage of work, i.e.: $7/.80 = 8.75$ years at 80% time to have 7 full-time years*)
2. Normally a minimum of three (3) full-time equivalent years in the current No Prefix title. (*document time in current no prefix title equaling 3 or more full-time years*) (*use previous formulas to convert part-time to full-time equivalent work*)
3. A consistent record of exemplary performance, e.g., exceeds the expectations of performance for this position, high merit salary awards. (*attach documentation for at least 3 years*)

Evaluated as a group but demonstration of considerable ongoing contributions in several areas expected:

4. Participation in relevant professional development activities. (*attach a concise summary of significant activities*)

5. Development and/or implementation of new approaches, methods or techniques to resolve problems with little or no expert guidance and demonstration of the ability to work independently and to cope with new, unexpected or complex situations. May be involved in the training or supervision of other staff members. (*attach a concise summary of your work that addresses this criterion and attach one example of a new approach, method or technique you have developed or implemented*)
6. Demonstrated professional contributions such as participation in professional organizations, publications or recognition for professional presentations or materials developed/produced. (*attach a concise summary of significant activities and attach one example*)
7. Participation in UWEX or departmental/unit activities, e.g., institutional or departmental governance, committee work. (*attach a concise summary of significant activities*)

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**