



UWEX Cooperative Extension
Academic Staff
Title Review Request (TRR)
Category B: Instructional title series
Lecturers: No Prefix to Senior
All other Category B titles: Assoc to No Prefix

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 LECTURER OR ASSOCIATE TO NO PREFIX FOR ALL OTHER CATEGORY B TITLES
[from UWEX UPG #15, section 15.04(2)]**

Required:

1. A minimum of seven (7) full-time equivalent years of relevant professional experience. (*document time equaling at least 7 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/Associate title. (*document time in current prefix/title equaling at least 3 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. Extensive teaching experience and subject matter expertise. (*attach a concise summary of significant activities*)

5. Highly developed skills in the development, teaching and evaluation of educational programs and curriculum or in the conduct of research. (*attach a concise summary of your work that addresses this criterion and attach one example of an educational program/curriculum or research project*)
6. Participation in relevant professional development activities. (*attach a concise summary of significant activities*)
7. 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*)
8. 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 FOUR (4) SETS OF THIS INFORMATION
AND
A COPY OF THE SUPERVISORY REVIEW FORM TO YOUR SUPERVISOR**