Use this form if you are seeking a promotion from Associate to No Prefix for the Lecturer title series only*

Request for Academic Staff Title Prefix Review for

Category B: Instructional title series– Associate to No Prefix
(Use for Lecturer title series only*)

Name: ________________________________

Current Academic Staff Prefix/Title: ________________________________

Current Working Title: ________________________________

Office Address: ________________________________

Office Phone: ______________ Email Address: ________________________________

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 x .60 = 3 full-time years)

CRITERIA FOR PROMOTION FROM ASSOCIATE TO NO PREFIX LECTURER [from UWEX UPG #15, section 15.04(1)]


Some guidance on how you **might** provide evidence to fulfill a criterion is included in italics and parentheses, if available, following the criterion.

Criteria **a) through e)** all apply and must all be addressed.

a) A minimum of two (2) full-time equivalent years in the current associate title. *(document years equaling at least 2 full-time years) (convert part-time to full-time equivalent work by formula indicated above)* Contact Mary Detra in Cooperative Extension Human Resources (mary.detra@ces.uwex.edu or 608-265-9887) if you need help determining Full-Time Equivalent Years.

b) Annual performance evaluations that reflect performance at or above the expectations for the associate position. *(attach documentation from at least 2 recent years of performance reviews)*

c) Participation in training and professional development activities that enhanced relevant professional skills and competencies. *(List relevant training/professional development, including at least the year of the training. Highlight at least two examples of professional development activities that you found particularly meaningful and explain why you chose them, what you learned from them and how you used that new knowledge in your work.)*

d) Independent work efforts and success in applying the approaches, methods and techniques of the profession, including teaching, research, and/or evaluation; active development, teaching, and/or evaluation 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, DVD you produced, photos of and examples from a display you created, etc.)*
e) Collaboration with others that improved or enhanced programming efforts or work environment. (attach a concise summary of your work that addresses this criterion, including an explanation of the what improvement or enhancement you worked on with a group, how that improvement was evaluated for success and what role you personally played in that improvement/enhancement.)

Statement from Applicant:
The information indicated above and attached to this request is accurate to the best of my knowledge. I have attached 4 sets of my application materials and Category B Reviewer Sign-Off Form.

___________________________________________     _______________________
(Signature of applicant)                           (Date materials are submitted)

* Individuals with a Program Manager or Faculty Associate title should contact Mary Detra in Cooperative Extension Human Resources for unique instructions that apply to promotion within your job title. There are no title progression/promotion opportunities for the Faculty Assistant and Extension Associate job titles.