

**Substitution for time criteria**

The time criteria for title progression may be replaced with skill attainment and competencies criteria for specific title series or functional roles that have been previously approved by the UW-Extension Human Resources Director in consultation with the Academic Staff Council. [UWEX UPG #15.02(1)(b); 15.02(2)(c); 15.04(1)(b); and 15.04(2)(c)]

Anyone may initiate the process, but ultimately a UW-Extension dean or director who wishes to pursue this option must submit to the UW-Extension Human Resources director a written request that at a minimum addresses the following issues:

- Reason the existing time criteria are not appropriate for the specific title series or functional role.
- Skill sets or competencies that are more appropriate criteria.
- The method used to document attainment of and proficiency in the application of the identified skill sets or competencies.

Before making a final decision the Human Resources Director will present an analysis of the request to the Academic Staff Council for their approval.

The Human Resources Director will inform the dean or director and the chair of the Academic Staff Council in writing of the decision made. If the decision is to replace the time criteria with skill and competencies criteria this Attachment will be modified to document the specific title series or functional role affected and the effective date.

The Human Resources Director is responsible for reviewing approved skill and competencies criteria at least yearly to confirm that they are still appropriate and valid for the title series or functional role affected. If the criteria are judged inappropriate or invalid at the time of review the Human Resources Director must either work with the affected division(s) to update the criteria or, upon approval of the Academic Staff Council, rescind the approved substitution of skill attainment and competencies criteria for the standard time criteria.

**Approved substitutions for time criteria:**

None

**Effective Date:** NA