

UNIVERSITY OF WISCONSIN-EXTENSION UNCLASSIFIED PERSONNEL GUIDELINES (UPG)

UPG #18

CRITERIA FOR ACHIEVING THE DISTINGUISHED PREFIX PROFESSIONAL AND INSTRUCTIONAL TITLE SERIES

18.01 Interpretation/Explanation of Distinguished Title

It must be understood that the Distinguished prefix is not part of a natural career progression track for academic staff in the professional and instructional series titles, but is awarded in exceptional cases to the "superstar." The availability of this prefix is intended to permit UW-Extension to acknowledge the reputation and expertise of those few academic staff who have gained the widespread recognition of others in the profession.

For an academic staff member to be recognized as Distinguished he/she will have consistently performed at an exceptional level. The person's extraordinary achievements are recognized by peers (nationally or internationally) beyond UW-Extension (the work unit). Superior attainments will have been demonstrated through, for example, special honors and recognition. This professional or instructional staff person will use ingenuity to solve state-of-the-art problems with no expert guidance, and will solve unexpected or complex problems beyond the capabilities of others. These accomplishments have been and continue to be made over a significant period of time, although seniority or longevity alone is not sufficient for award of the Distinguished designation.

18.02 Principles for assignment of the Distinguished Prefix

The Distinguished Prefix cannot be conferred without institutional review and approval. The responsibility of initiating the review process rests with the individual academic staff member seeking the Distinguished prefix. The individual must assemble materials for submission as described in this document. The Distinguished Prefix may be assigned to Academic staff currently employed by UWEX in the professional and instructional title series. It is permissible for a department/division to recruit or hire at the Distinguished prefix level. The appointing authority is responsible for initiating the appropriate review. The Distinguished prefix cannot be assigned prior to review by the Institutional Review Committee and approval by the Chancellor.

The Distinguished Prefix will be conferred by the Chancellor after appropriate review according to the following annual timetable except for an initial hire at the Distinguished prefix which would require a special session of the Institutional Review Committee.

December 1, year	All materials submitted to the Secretary of the Academic Staff.
January 1, year	All materials submitted by the Secretary of the Academic Staff to the Institutional Review Committee.
February 15, year	Recommendations of the Institutional Review Committee submitted to the Chancellor.
March 15, year	Staff member and Divisions informed of Chancellor's decision.
July 1, year	Distinguished Prefix Effective Date.

18.03 Process for assignment of the Distinguished Prefix

- (1) The individual academic staff member is responsible for assembling the following materials and submitting 10 copies to the Secretary of the Academic Staff no later than December 1st.
 - (a) Narrative addressing criteria for Distinguished Prefix.
 - (b) Detailed Professional Resume describing work experience and history.
 - (c) Three letters of support from outside UWEX attesting to the individual's professional qualifications and competence. These letters can be resubmitted if the applicant applies for the Distinguished Prefix more than once.
 - (d) A current job description approved by the immediate supervisor and signed by the incumbent. This can be the official Position Description (PD) on file in the divisional Personnel Office.
 - (e) Photocopies of testimonials and awards.
 - (f) Other concise supporting documents or mediated material.
- (2) The individual academic staff member is responsible for requesting letters of support from the immediate supervisor, department head, and division dean or director.
- (3) The immediate supervisor, department head, and division dean/director submit letters of support directly to the secretary of the academic staff by December 1. A supervisor, department head, or dean or director may choose to submit a negative recommendation or no recommendation at all.
- (4) The Secretary will transmit all documents to the Institutional Review Committee no later than January 1st.
- (5) The Institutional Review Committee will review the request for assignment of the Distinguished Prefix and will forward to the UWEX Chancellor their recommendation no later than February 15.
- (6) The Chancellor will review the recommendations of the Institutional Review Committee as well as all other supporting materials and render a decision to confer or not to confer the Distinguished Prefix. The decision will be communicated in writing to the applicant and the division by March 15.
- (7) If conferred, the Distinguished Prefix will become effective on the following July 1st along with assignment to the Distinguished prefix salary range and an increase of at least \$2,000 or to the minimum of the salary range whichever is greater.

18.04 Criteria to be considered in the review of an academic staff professional or instructional title for the purposes of assigning the Distinguished Prefix

It is expected that a distinguished level individual will have demonstrated a history of contributions and recognition in most of the criteria areas.

- **Develops innovative techniques, methods or skills:** Development of new approaches, methods or techniques to resolve problems with no expert guidance and to cope independently with new, unexpected or complex situations.

The acceptance of a new method or technique by ones peers outside of UWEX and the UWS that reflects a contribution to the profession will be regarded as evidence of distinguished status.

- **Peer Recognition:** A reputation of excellence in a profession recognized by other individuals or groups in that same profession outside of UW-Extension and the UW System.

This recognition might take the form of serving as an officer in professional organizations, serving as a consultant or expert witness for outside agencies or organizations awards, or testimonials

- **Guides, trains or teaches:** This might include mentoring, sharing expertise and instructing others in the profession or serving as a resource for peers in the profession for solving complex problems or issues. Presentations before national professional organizations or presentations of educational or training programs for external post secondary organizations and institutions,

i.e. teaching courses for college level credit or C.E.U.s outside of normal responsibilities also demonstrate distinguished status.

- **A history of professional publications or creative works:** A distinguished professional or instructional staff person will contribute written, visual, and/or audio media and materials over a broad span of time that are of benefit to the profession.
- **Service to UW-Extension, UW System, or the community:** Election to a governance body and/or committee work for UW-Extension, UW System, a professional organization or appointment to community service roles as an outgrowth of professional competence are examples of service.
- **Professional Experience:** A professional or instructional staff person at the distinguished level performs at a level of high proficiency typically requiring extensive experience and advanced knowledge and skills.

It is generally expected that an individual in the distinguished category would have at least ten or more years of progressively responsible experience in their field.

18.05 UWEX Institutional Review Committee for the Distinguished Prefix

The Institutional Review Committee will be appointed in September by the UWEX Chancellor to recommend the assignment of the Distinguished Prefix to Academic Staff.

- (1) The Institutional Review Committee will hold at least one organizational meeting prior to January 1. It will meet to review and act on requests for the Distinguished Prefix between January 1 and February 15.
- (2) The Chair is a member of the Academic Staff Council selected by the Council separate from the appointment process of the other eight members. The chair moderates the review process and participates as a voting member of the committee.
- (3) **8 Members:** Two members each from Extension Communications Division, Continuing Education Extension Division, Cooperative Extension Division, and the combined Divisions of General Education Administrative Services and General Educational Administration are appointed.
- (4) **Term:** Each member will serve a three-year term with approximately one-third of the committee appointed each year.
- (5) **Nominations:** Nominations for the Institutional Review Committee will be solicited from the Division Deans and Directors, the Academic Staff Council, and by self nominations from the academic staff at large.

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