

ACADEMIC STAFF DISTINGUISHED PREFIX  
POLICY AND PROCEDURES AT THE UNIVERSITY OF WISCONSIN-MILWAUKEE

1. DEFINITIONS

Distinguished prefix is defined as follows in Unclassified Personnel Guideline 1:

A Professional, Instructional or Research Academic Staff member with a Distinguished prefix performs at a level of proficiency typically requiring extensive experience and advanced knowledge and skills. The expertise of an Academic Staff member at this level is commonly recognized by her/his peers and through a reputation which extends beyond her/his work unit.

A Distinguished Academic Staff member is expected to develop new approaches, methods or techniques to resolve or prevent problems with little or no expert guidance and to cope independently with new, unexpected or complex situations. At this level, an Academic Staff member can be expected to guide or train other Academic Staff to oversee their work. Currently, only Academic Staff in the Professional title series and selected Academic Staff in the Instructional and Research title series are eligible for the Distinguished prefix.

A work unit is defined as follows:

All University of Wisconsin-Milwaukee Departments, Schools, Colleges, or Divisions within the institution are considered "work units" for this purpose.

Peer recognition is defined as follows:

Peers are defined as "colleagues" on campus or within the UW System, and other higher education institutions. An employee may be recognized for excellence, achievement, or exceptional skill by colleagues within the institution. "Peer recognition" may include a reputation of excellence in a profession that is recognized by individuals or groups in the same profession normally found or organized outside the institution.

BACKGROUND

- Promotion to the rank of Distinguished is reserved for a small number of Academic Staff (typically at the senior level or top level of their title series) whose accomplishments are evidenced by widespread peer recognition.
- Candidates for the Distinguished prefix are expected to have at least ten years of increasing responsibility during their employment at UWM.
- Attainment of the Distinguished prefix is not the end-result of normal career progression. Neither seniority nor longevity is sufficient for award of this designation.
- Candidates will be evaluated using the criteria described in Section II "Qualifications."

- Although the candidate may initiate the application process, it does not preclude the immediate supervisor and/or Dean/Division Head from suggesting that a prospective candidate initiate the procedure.

- The candidate has the right to withdraw from the process at any point during the review.

## 11. QUALIFICATIONS

### 1. Outstanding Experience and Advanced Knowledge

It is expected that candidates for the Distinguished prefix will be outstanding in one or more of these areas: teaching, research, clinical activities, outreach, service and administration. These areas are intended to be suggestive rather than definitive, and applications should include any relevant activities (see Appendix). The candidate must also have consistently demonstrated exceptional performance,

Documentation of a candidate's extensive experience and advanced knowledge and skills may include, but is not limited to:

- Receiving outstanding performance evaluations.
- Serving in leadership positions within the candidate's field and its professional organizations that can influence the direction of the profession and the organization.
- Promoting activities that expand the scope and sphere of influence of UWM and sharing the expertise of UWM faculty and staff with citizens of the world.
- Developing innovative methods, techniques, or professional skills that are recognized or applied beyond the work unit.
- A record of obtaining intramural or extramural grants.
- Serving as a consultant for professional organizations, agencies, or other constituencies beyond the work unit.
- Receiving an award for excellence in the field.
- Service to the University (e.g., advising student organizations, training others, chairing crosscampus committees).
- Providing expert advice or testimony in field of expertise.
- Being invited to moderate or participate in workshops, meetings, or collaborative projects outside the work unit.
- Serving as an author of or a reviewer for scholarly or professional publications.
- Serving as a reviewer for granting organizations.
- Service to the community (e.g., serving on local boards, charity work, volunteering).
- Service to a professional organization.

## 11.1. APPLICATION

Before a candidate begins to assemble documentation, it is recommended that s/he initiate a discussion her/his supervisor regarding support for attaining the Distinguished prefix.

### 1. Format

The following materials are to be provided as a single electronic package in a single PDF file. The package must include the following sections in order, and pages must be numbered sequentially.

Section I	Cover letter from supervisor(s)
Section 2	Job description
Section 3	Resume or curriculum vitae
Section 4	Letters of recommendation
Section 5	Additional materials

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## 2. Section Requirements

Section 1: A cover letter from the candidate's supervisor(s) or departmental chair(s), including an indication of the vote of the Executive Committee or equivalent, if applicable. The letter must describe the candidate's distinctive capabilities, performance, and contributions, including contributions to the department, unit, or program.

Section 2: The candidate's current job description, including the nature and scope of the duties and responsibilities.

Section 3: A detailed resume or curriculum vitae indicating background and experience.

Section 4: A minimum of four letters of recommendation from those who can describe and attest to candidate's talents and evaluate her/his performance. Letters should address the quality and productivity of the candidate. Letters may be supplied by the candidate or solicited by the supervisor. The candidate should not submit letters written by a member of the Distinguished Prefix Review Committee (DPRC).

Section 5: Any additional material the candidate believes will be helpful in the evaluation process, including, but not limited to, unsolicited communications from clients, patients, students, or outside agencies.

## IV. APPLICATION SUBMISSION

1. The candidate's supervisor forwards the completed nomination package to the unit personnel representative with a copy to the Dean/Division Head. Completed packages may be submitted at any time.
2. The unit personnel representative writes a cover letter and submits the complete package electronically to the Secretary of the University.
3. The Secretary of the University forwards the packet electronically to the members of the DPRC and notifies the candidate the package has been sent.

## v. REVIEW COMMITTEE

The Distinguished Prefix Review Committee (DPRC) consists of seven members who have either served on a review committee for indefinite status or have been granted the Distinguished prefix. The committee shall be appointed by the Chancellor or designee upon recommendations made by the Academic Staff Committee.

## VI. REVIEW PROCEDURE

1. The DPRC reviews the package.

2. If the DPRC determines the candidate does not meet the criteria for the Distinguished prefix, it will notify the candidate and his/her supervisor of its intent and the candidate's right for reconsideration.
  - a. Reconsideration must be requested within ten days of notice and the candidate must provide additional information to the DPRC. If no request is received after ten days, a negative recommendation shall be forwarded immediately to the Dean/Division Head.
3. If the DPRC determines the candidate meets the criteria, it will make a recommendation to the Dean/Division Head.

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4. The Dean/Division Head will accept or reject the DPRC's recommendation within 20 working days of receipt and will notify the candidate in writing, with copies to the candidate's supervisor, the unit personnel representative, Secretary of the University, and the Chair of the DPRC.
  - a. If the Dean/Division Head accepts the DPRC's recommendation to award the Distinguished prefix, the candidate receives it. The Dean/Division Head will notify the candidate in writing, with copies to the candidate's supervisor, unit personnel representative, Secretary of the University, the Chancellor, and the Chair of the DPRC.
  - b. If the Dean/Division Head rejects the DPRC's recommendation to award the Distinguished prefix, the candidate does not receive it. The Dean/Division Head will notify the candidate in writing, which must include the rationale for the rejection of the DPRC's recommendation. Copies must be sent to the candidate's supervisor, unit personnel representative, Secretary of the University, the Chancellor, and the Chair of the DPRC.
  - c. If the Dean/Division Head accepts the DPRC's recommendation not to award the Distinguished prefix, the candidate does not receive it. The Dean/Division Head shall notify the candidate in writing of the reasons for the decision. Copies must be sent to the candidate's supervisor, unit personnel representative, Secretary of the University, the Chancellor, and the Chair of the DPRC.
  - d. If the Dean/Division Head rejects the DPRC's recommendation not to award the Distinguished prefix, the candidate receives it. The Dean/Division Head will notify the candidate in writing, which must include the rationale for the rejection of the DPRC's recommendation. Copies must be sent to the candidate's supervisor, unit personnel representative, Secretary of the University, the Chancellor, and the Chair of the DPRC.

## VII. REPORTING

The chair of the DPRC shall provide an annual report to the Chancellor, Academic Staff Committee, and Secretary of the University. The report will include the number of initial requests, the number of nominees reviewed, the Committee's recommendations and the number of Distinguished prefixes awarded.

### ACADEMIC STAFF DISTINGUISHED PREFIX

#### APPENDIX

#### Examples of Outstanding Experience and Advanced Knowledge

Examples that may be specific to administration/student services:

- Leadership in state, regional, national, or international projects, committees, or organizations
- Promoting administrative excellence within the department, division, or across campus
- Demonstrating the ability to consistently exceed the expectations of faculty, staff, and students with innovative service delivery
- Developing new administrative processes that are recognized or used beyond the work unit
- Developing new or creative collaborative programs (e.g., innovative efforts for underrepresented students, initiatives to improve the student experience)

Examples that may be specific to clinical activities outreach/professional services:

- Gaining recognition of outstanding performance by clients or other members of the public • Presenting at national or international meetings e Contributing expertise that affects policy
- Serving as an editor for a professional publication
- Juried awards or other award from a professional association

Examples that may be specific to teaching: e

Receiving outstanding teaching evaluations

- Writing articles, developing teaching materials or other tools that are recognized or used beyond the work unit e Developing and teaching interdisciplinary, innovative course options • Receiving teaching awards e Providing extraordinary training and guidance to graduate assistants

Examples that may be specific to research:

- A strong record of receiving and managing exceptional, externally funded research programs
- Major management responsibility in a large research project
- A significant publishing record in peer-recognized periodicals
- Major contributions to other disseminated materials and media
- Developing innovative research methods, techniques, or professional skills that are recognized or applied beyond the work unit
- Presenting at national or international meetings

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