

DRAFT

DISTINGUISHED PREFIX REVIEW COMMITTEE

POLICIES AND PROCEDURES

I. DEFINITIONS

Distinguished prefix:

A Professional, Instructional or Research academic staff member at the Distinguished level 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 his or her peers and through a reputation which extends beyond his or her 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 or to oversee their work. Currently, only Category A academic staff in the Professional title series and selected Category B academic staff in the Instructional and Research title series are eligible for the Distinguished prefix (see Unclassified Title Guideline, pages 6, 7 and 10-18, for definitions).

Work unit:

For purposes of Distinguished prefix assignment, a work unit is defined as a school, college, or division.

II. ELIGIBILITY FOR NOMINATION

Promotion to the rank of Distinguished is reserved for a small number of academic staff (normally at the senior level or top level of their title series) whose superlative accomplishments are evidenced by peer recognition beyond the work unit. 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 for consideration for the Distinguished prefix are expected to have had at least ten years of progressively more responsible experience in their field. Candidates will be evaluated using the criteria described in Section III of this document entitled "Guidelines." Nominations may be initiated by the candidate's director, departmental chair or unit head or by the candidate. The candidate has the right to withdraw from the process at any point during the review.

III. GUIDELINES

The following guidelines are intended to help develop documentation for nomination for the Distinguished prefix:

- A. Academic staff members on the University of Wisconsin-Madison campus have varying commitments to teaching, research, clinical activities, outreach, service and administration. A candidate nominated for the Distinguished prefix is expected to demonstrate exceptional performance and be recognized beyond the work unit as outstanding in one or more of these areas and have a reputation of excellence in the profession. Documentation of a candidate's extensive experience and advanced knowledge and skills may include, but is not limited to:
- Serving as a consultant for professional organizations, agencies, or other constituencies beyond the work unit
 - Providing expert advice or testimony in field of expertise
 - Serving as a reviewer for scholarly or technical publications
 - Presenting at campus, state, regional, national, or international meetings
 - Serving as an editor for a professional publication
 - Serving as a reviewer for a granting organization
 - Being invited to write a book chapter
 - Being invited to moderate or participate in workshops, meetings, collaborative projects, etc., outside the work unit
 - Writing articles, developing teaching materials, or other tools that are recognized or used beyond the work unit
 - Receiving an award for excellence in the field
 - Being published in a research, technical, or peer-recognized publication
 - Receiving an award from a professional organization
 - Obtaining an intramural or extramural grant
 - Receiving outstanding teaching evaluations or other performance evaluations
 - Gaining recognition of outstanding performance by clients or other members of the public
 - Developing innovative methods, techniques or professional skills that are recognized or applied beyond the work unit
 - Serving in leadership positions within the candidate's field that can influence the direction of the profession
 - Contributing expertise that affects legislative or governmental policy
- B. In addition to the evaluation of the candidate's experience and expertise, qualities such as those listed below should be evaluated and this information incorporated into the document. These qualities are not listed in order of importance, nor will all necessarily apply to every candidate
- Initiative and self-motivation
 - Problem solving ability and creativity
 - Technical competence
 - Productivity and quality of work

- Judgment
- Ability to communicate and interact with colleagues, patients, and students, etc.
- Leadership
- Management, supervisory, or coordinative skills
- Willingness and ability to assume responsibility

IV. DOCUMENTATION

A. REQUIRED

In order to facilitate the Distinguished Prefix Review Committee (DPRC) review of documentation for academic staff recommended for the Distinguished prefix, the following minimum materials are to be provided as a single packet:

1. A completed "Request for Rate and/or Title Change" form.
2. A one- or two-page personal statement by the candidate indicating why he or she is qualified for the Distinguished prefix.
3. A cover letter from dean or director. (If the appointment is split among two or more units, the packet must include letters from all deans/directors involved.)
4. A cover letter from the unit head or departmental chair, including an indication of the vote of the Executive Committee or equivalent, if applicable. (If the appointment is split among two or more units, the packet must include letters from all department chairs or unit heads involved.) This letter should include a proposed effective date of the Distinguished prefix. Since the most important consideration is the extraordinary qualities of the candidate, the letter should describe the distinctive capabilities, performance and contributions of the individual. A statement from the unit or department evaluating the candidate's value to the department, unit or program is required.
5. A cover letter from the candidate's supervisor if that person is not the unit head or departmental chair. (If the appointment is split among two or more units, the packet must include letters from all supervisors involved.)
6. A job description for the current position, including the nature and scope of the duties and responsibilities. Documentation should reflect the relative weight of each area and contributions of the candidate in each area.
7. A detailed résumé or curriculum vitae indicating background and experience, annotated as appropriate to provide information on previous training, job responsibilities and professional development efforts.
8. A minimum of four and a maximum of six letters of recommendation from those beyond the work unit who can speak to the talents of the individual and evaluate his or her performance. The departmental chair or unit head must provide a brief explanation of how individuals were selected for this process and their relationship to the candidate. The candidate should not request letters from a member of the DPRC.

B. OPTIONAL

Any additional material the candidate or nominating unit feels would be helpful in the evaluation process may be submitted. This may include but is not limited to unsolicited letters from clients, patients, students, or outside agencies.

V. ORGANIZATION OF THE PACKET

The packet should be fastened with a metal clip and include a Table of Contents with all pages numbered sequentially. The following order is suggested as optimum for preparation and presentation of the document:

Section 1:	Completed Request for Rate and/or Title Change Form
Section 2:	Personal statement
Section 3:	Cover letter from the dean or director
Section 4:	Cover letter from the unit head or departmental chair
Section 5:	Cover letter from supervisor
Section 6:	Job description
Section 7:	Résumé or curriculum vitae
Section 8:	Letters of recommendation
Section 9:	Any optional material

VI. SAMPLE PACKET

An exemplary sample packet is available for examination in the Academic Personnel Office, 174 Bascom Hall.

VII. NOMINATION AND REVIEW PROCEDURE

- A. The candidate's materials should be forwarded to the appropriate department or unit office. Packets may be submitted at any time.
- B. Following review by the candidate's director, departmental chair or unit head, 1 copy of the packet together with a cover letter shall be forwarded to the appropriate dean's or director's office.
- C. The dean's or director's office shall submit 13 copies of the complete packet together with a cover letter to the Academic Personnel Office which will forward 12 copies to the members of the Distinguished Prefix Review Committee (DPRC), and will also notify the candidate of receipt of the packet.
- D. The DPRC will notify the candidate of receipt of the nomination packet. The DPRC will review the packet and send its recommendation and one copy of the complete packet to the Academic Personnel Office (APO). The APO will notify the dean or director, the candidate and the department(s) or unit office(s).
- E. The dean or director will accept or reject the recommendation within 30 days of receipt and will notify the candidate in writing with copies to APO and the candidate's department(s) or unit(s).

VIII. APPEAL PROCESS

- A. If the DPRC finds that a **candidate meets the criteria** for the Distinguished prefix:
1. If the dean or director agrees with the recommendation of the DPRC, the candidate receives the Distinguished prefix. Negotiation of starting date, salary increase, etc. shall be resolved within the department or unit, with assistance from the dean's or director's office, to the extent possible. If the candidate is not satisfied with the resolution, disputes may be handled under the regular grievance procedure of ASPP Chapter 7.
 2. If the dean or director does NOT agree with the recommendation of the DPRC, the candidate does not receive the Distinguished prefix. The dean or director shall notify the candidate in writing of the reasons for the decision. A copy of this letter shall be forwarded to the chair of the DPRC, the APO, and the department or unit. The candidate may appeal under the grievance procedure outlined in ASPP Chapter 7, but the grievance commences at Step 2 (appeal to dean or director).
- B. If the DPRC finds that a **candidate does NOT meet the criteria** for the Distinguished prefix:
1. The candidate may ask DPRC to reconsider the candidate's qualifications; the candidate may provide additional information to DPRC; the candidate may ask to make a 10-minute presentation to the Committee in defense of the candidate's qualifications.
 2. If the dean or director does NOT agree with the recommendations of the DPRC, the candidate receives the Distinguished prefix. In cases where the DPRC's recommendation is not being followed, the dean or director shall explain the reasons in writing to the chair of the DPRC. Copies are to be sent to the chancellor, the APO, and the candidate.
 3. If the dean or director agrees with the recommendations of the DPRC, the candidate does NOT receive the Distinguished prefix. The candidate may appeal only as follows:
 - a. The scope of review is limited to the question of whether the DPRC's decision was based in any significant degree upon one or more of the following factors, with material prejudice to the individual candidate:
 - (1) Factors proscribed by applicable state or federal law regarding fair employment practices were present.
 - (2) The procedures required by the DPRC were not followed.
 - (3) Available information provided by the candidate bearing on the quality of the candidate's qualifications was not considered by the DPRC.
 - (4) Unfounded, arbitrary or irrelevant assumptions of fact were made by the DPRC about the candidate's qualifications.
 - b. The burden of proof in such an appeal shall be on the candidate.
 - c. The Academic Staff Appeals Committee shall hear the appeal.
 - d. The Academic Staff Appeals Committee shall present written findings of fact and recommendations to the chancellor or designee and to the appropriate dean or director, with a copy to the candidate. The chancellor or designee shall implement the recommendations or give the candidate written reasons for modifying the recommendations. The decision of the chancellor or designee shall be final.

IX. COMMITTEE AND STRUCTURE

- A. Membership: The Distinguished Prefix Review Committee shall consist of 12 members who have either served on an Area Review Committee for indefinite status or been granted the Distinguished prefix. The committee shall be appointed by the chancellor or designee upon recommendations made by the Academic Staff Executive Committee with the advice of the Nominating Committee.
- B. Term: Each term shall be for three years. Appointments to complete the terms of members who resign shall be made by the chancellor or designee upon recommendation of the Academic Staff Executive Committee.

X. REPORTS

The chair of the DPRC shall provide an annual report to the Personnel Policies and Procedures Committee detailing the number of nominees reviewed, the Committee's recommendations and the number of Distinguished prefixes awarded.

Note: This document can be found on the web at <http://www.ohr.wisc.edu/polproced/UTG/utg.html>