Revision to Distinguished Prefix Review Committee Policies and Procedures

Untracked Version Appears First

I. 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 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.

A **work unit** is defined as follows:

The University of Wisconsin-Milwaukee (UW-Milwaukee) is considered a "work unit" for the purposes of prefix assignment. Departments, Schools, or Colleges within the institution are not considered "work units" for this purpose.

**Peer recognition** is defined as follows:

Peers should not be interpreted to mean "colleagues". While an employee may be recognized for excellence, achievement or exceptional skill by Academic Staff colleagues within the institution, "peer recognition" applies to a reputation of excellence in a profession, recognized by individuals or groups in the same profession normally found or organized outside the institution.

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 widespread peer recognition. Candidates for consideration for the Distinguished prefix are expected to have had at least ten (10) years of progressively more responsible experience in their field. **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 III of this document titled “Evaluation Guidelines.” Although the candidate may initiate the application process, this does not preclude one’s immediate supervisor and/or Dean/Director/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.

III. EVALUATION GUIDELINES

The following guidelines are intended to help candidates develop documentation for the Distinguished prefix:
A. A candidate nominated for the Distinguished prefix is expected to be outstanding in her/his field of expertise, as evidenced by peer recognition. This recognition should normally extend outside UW-Milwaukee. The candidate must also have consistently demonstrated exceptional performance. Academic Staff members on the UW-Milwaukee campus have varying commitments to teaching, research, clinical activities, outreach, service and administration. It is expected that any single candidate for Distinguished status will be outstanding in one or more of these areas. In addition to evaluation of specific areas of function, qualities such as those listed below should be evaluated and this information incorporated into the application packet. These qualities are not listed in order of importance, nor will all necessarily apply to every candidate. Examples may include:

- Initiative and self-motivation
- Problem-solving ability and creativity
- Technical competence
- Productivity and quality of work
- Judgment
- Ability to communicate and interact with colleagues, clients, patients, students, etc.
- Supervisory skills
- Willingness and ability to assume additional responsibilities
- Collaborative abilities

B. Criteria – candidates may be outstanding in any of several ways. Examples of evidence which should be provided may include, but are not limited to:

- Service as a consultant for professional organizations or agencies
- Recognition as an expert in providing advice or testimony in field of expertise
- Service as a reviewer for scholarly or technical publications
- Presentation of papers, abstracts, etc. at regional, national and international meetings
- Service as an editor for professional publications
- Service as a reviewer for granting organizations
- Invitation to contribute book chapters
- Selection as the UW-Milwaukee representative at workshops, meetings, collaborative projects, etc.
- Preparation of articles, teaching materials, training/educational materials, or other activities that receive recognition beyond UW-Milwaukee
- Selection to receive an award for excellence in the field
- Service and leadership to professional peer organizations (Documentation of participation as an officer, committee service and/or in activities should include dates of this participation)
- Adoption or acceptance by peer professionals of methods or techniques developed by the individual
- Receipt of awards or recognition for outstanding performance, teaching, and/or research
- Receipt of extramural grant awards
- Recognition of outstanding performance by clients or other members of the public
- Development of innovative methods, techniques or professional skills that are normally recognized and applied beyond UW-Milwaukee
- Service in leadership positions within the candidate's field that can influence the direction of the profession
- Contributions that influence legislative or governmental policy
IV. APPLICATION PROCESS AND DOCUMENTATION

Before a candidate begins to put together her/his documentation, it is recommended that s/he initiate a discussion with her/his supervisor.

A. Application Packet

Applicants requesting consideration for the Distinguished title must submit one (1) hard copy and one (1) electronic copy of the application packet to her/his supervisor. Packets may be submitted at any time. The packet should include:

1. Application Packet Routing Document (see Appendix A).

2. A formal request from the candidate to her/his supervisor for support, with a copy to the Office of the Secretary of the University to be forwarded to the Distinguished Prefix Review Committee (DPRC).

3. A one or two-page statement by the candidate indicating why s/he is qualified for the distinguished prefix.

4. A job description for the position currently held by the candidate, including the nature and scope of the duties and responsibilities. The document should reflect the relative weight of each area and contributions of the candidate in each area.

5. A detailed resume or curriculum vitae indicating background and experience, annotated as appropriate to provide information on previous training, job responsibilities and professional development efforts.

6. Letters of Recommendation - A minimum of four (4) letters of recommendation from those who can speak to the talents of the individual and evaluate her/his performance are required. Letters from outside UW-Milwaukee are encouraged. Letters should compare the quality and productivity of the candidate with others of similar rank and experience, if applicable, and may be supplied by the candidate or solicited by the supervisor. In addition, a short description of the qualifications of each respondent must be included. The candidate should not submit letters written by a member of the DPRC. A copy of the letter soliciting these letters must be included.

If the supervisor has solicited letters of recommendation on the candidate’s behalf, a copy of the soliciting letter must be included along with a brief explanation of how individuals were selected for this process and their relationship to the candidate. A copy of all letters of response to the supervisor must be included in the packet.

7. Any additional material the candidate thinks would be helpful in the evaluation process. This may include, but is not limited to, unsolicited letters from clients, patients, students or outside agencies.
B. Letter from Supervisor/Executive Committee (EC)

Consideration of a candidate's application for Distinguished prefix must be based solely on her/his qualifications and the specified criteria. Refusal to support a qualified candidate due to perceived future salary impact or perceived impact on co-workers or others is not valid.

Within twenty (20) working days of receipt of the application, the supervisor/EC must take the following actions:

1. Notify the candidate in writing of support or non-support for the Distinguished prefix, including a rationale for that decision. If the appointment is split among two (2) or more units, letters must be sent from all supervisors involved. The letter serves as a recommendation to the DPRC and is included in the packet. A letter of non-support does not in itself stop the review process.

2. Send the packet (electronic and one (1) hard copy) and the letter of support or non-support to the Department Chair/Unit Head/Director with a copy of the letter to the candidate and the Office of the Secretary of the University to be forwarded to the DPRC.

C. Letter from Department Chair/Unit Head/Director

Consideration of a candidate's application for Distinguished prefix must be based solely on her/his qualifications and the specified criteria. Refusal to support a qualified candidate due to perceived future salary impact or perceived impact on co-workers or others is not valid.

Within twenty (20) working days of receipt of the application, the Department Chair/Unit Head/Director must take the following actions:

1. Notify the candidate in writing of support or non-support for the Distinguished prefix, including a rationale for that decision. If the appointment is split among two (2) or more units, letters must be sent from all Department Chairs/Unit Heads/Directors involved. Because the most important consideration is the extraordinary qualities of the candidate, the letter should describe the distinctive capabilities, performance and contributions of the individual to the Department/Unit. The letter serves as a recommendation to the DPRC and is included in the packet.

2. Send the packet (electronic and one (1) hard copy) and the letter of support or non-support to the Dean/Division Head, with a copy to the candidate and the Office of the
Secretary of the University to be forwarded to the DPRC.

3. In the event the timeline for this stage is exceeded by five (5) working days, the Chair of the DPRC will move the packet to the next stage and inform in writing the Dean/Division Head that the packet is moving forward without a letter from the Department Chair/Unit Head/Director.

D. Transmittal Letter from Dean/Division Head

Consideration of a candidate's application for Distinguished prefix must be based solely on her/his qualifications and the specified criteria. Refusal to support a qualified candidate due to perceived future salary impact or perceived impact on co-workers or others is not valid.

Within twenty (20) working days of receipt of the application, the Dean/Division Head must submit the complete packet (electronic and one (1) hard copy) together with a transmittal letter to the Office of the Secretary of the University. If the appointment is split among two (2) or more units, the packet must include letters from all Deans/Division Heads involved. The candidate/supervisor/EC/Department Chair/Unit Head/Director receive a copy of the transmittal letter. The letter serves as a recommendation to the DPRC and is included in the packet.

In the event the timeline for this stage is exceeded by five (5) working days, the Chair of the DPRC will contact in writing the Dean/Division Head to request completion of the action required in this stage.

E. Transmittal from the Office of the Secretary of the University

Within five (5) working days of receipt of the application the Office of the Secretary of the University will forward electronic copies of the packet to the members of the DPRC, and will also notify the candidate of the receipt of the packet.

F. See Appendix B for Process Summary.

V. ORGANIZATION OF THE PACKET

The hard copy packet should be fastened with a metal clip and include a Table of Contents with all pages numbered sequentially, except the letter from the Department Chair/Unit Head/Director, and the letter from the Dean/Division Head.

Section 1. Application Packet Routing Document (See Appendix A)
Section 2. Formal request to the supervisor
Section 3. Candidate statement
Section 4. Job description
Section 5. Resume or Curriculum Vitae
Section 6. Letters of recommendation and request to solicit external letters identified
Section 7. Recommendation from supervisor
Section 8. Any optional materials
Section 9. Explanation of any missing materials
Section 10. Letter from Department Chair/Unit Head/Director
Section 11. Letter from Dean/Division Head

An exemplary sample packet is available for examination in the Office of the Secretary of the University, Lubar N450.

VI. REVIEW PROCESS

Within twenty (20) working days of the receipt of the packet from the Office of the Secretary of the University, the DPRC will meet to discuss the qualifications of the candidate.

A. If the DPRC finds that a candidate meets the criteria for the Distinguished prefix:

1. Within twenty (20) working days of the review meeting, the chair of the DPRC will send the recommendation and an electronic copy of the complete packet to the Dean/Division Head.

2. Within twenty (20) working days of the receipt of the DPRC’s recommendation, Dean/Division Head will forward the DPRC’s recommendation to the Chancellor for approval with copies of the recommendation to the candidate, the supervisor/Executive Committee, the Department Chair/Unit Head/Director, the DPRC, and the Secretary of the University.

3. In the event the timeline for this stage is exceeded by five (5) working days, the Chair of the DPRC will contact in writing the Dean/Division Head to request completion of the action required in this stage.

4. Within twenty (20) working days of the receipt of the Dean/Division Head’s recommendation, the Chancellor will review the recommendation and notify the Dean/Division Head and Human Resources of her/his decision. The Chancellor’s decision on granting this prefix is final.

5. Within five (5) working days of the receipt of the Chancellor’s decision, the Dean/Division Head will notify the candidate of the decision, with copies to the supervisor/Executive Committee, Department Chair/Unit Head/Director, DPRC, and the Secretary of the University. If the Chancellor’s decision is positive, the starting date, salary increase, etc. shall be resolved in accordance with Guidelines for Maintenance of the UW System Academic Staff Title and Compensation Plan at UW-Milwaukee.

B. If the DPRC finds initially that a candidate does NOT meet the criteria for Distinguished prefix, the DPRC will contact the candidate directly, offering her/him the opportunity to provide additional information and/or to make a 10-minute presentation to the Committee in defense of the candidate’s qualifications. The candidate has twenty (20) working days from the date of notification to submit additional materials, schedule a
presentation, or withdraw her/his application.

If the DPRC finds with the additional information that the candidate meets the criteria for the Distinguished prefix, the process will follow the steps listed in VI. A.

If the DPRC still finds that a candidate does not meet the criteria for Distinguished prefix, the DPRC sends its recommendation and an electronic copy of the complete packet to the Dean/Division Head within ten (10) working days of the meeting. The Dean/Division Head has twenty (20) working days of receipt to act on the DPRC’s recommendation. The Dean/Division Head may:

1. Agree with the DPRC’s negative recommendation, denying Distinguished prefix. The candidate is notified in writing, with copies to the supervisor/Executive Committee, Department Chair/Unit Head/Director, DPRC, and the Office of the Secretary of the University. The candidate may appeal under the appeals procedure outlined in Section 10 of the Academic Staff Title and Compensation Plan. Per the ASTAC Plan the Academic Staff Title and Compensation Appeals Panel at UW-Milwaukee would review the materials and make a determination. The final determination would be at the discretion of the Chancellor in the event that the Appeals panel overturns the decision of the DPRC.

2. In the event the timeline for this stage is exceeded by five (5) working days, the Chair of the DPRC will contact in writing the Dean/Division Head to request completion of the action required in this stage.

3. Disagree with the DPRC’s negative recommendation, thereby supporting the candidate’s application for Distinguished prefix. The Dean/Division Head provides a written explanation of her/his decision to the DPRC and forwards a positive recommendation to the Chancellor for approval, with copies to the candidate, supervisor/Executive Committee, Department Chair/Unit Head/Director, DPRC, and the Secretary of the University. A copy of the negative recommendation by DPRC must be included.

4. In the event the timeline for this stage is exceeded by five (5) working days, the Chair of the DPRC will contact in writing the Dean/Division Head to request completion of the action required in this stage.

5. Within twenty (20) working days of the receipt of the Dean/Division Head’s recommendation, the Chancellor will review the recommendation and notify the Dean/Division Head and Human Resources of her/his decision. The Chancellor’s decision on granting this prefix is final.

6. Within five (5) working days of the receipt of the Chancellor’s decision, the Dean/Division Head will notify the candidate of the decision, with copies to the supervisor/Executive Committee, Department Chair/Unit Head/Director, DPRC, and the Secretary of the University. If the Chancellor’s decision is positive, the starting date, salary increase, etc. shall be resolved in accordance with Guidelines for
Maintenance of the UW System Academic Staff Title and Compensation Plan at UW-Milwaukee.

VII. COMMITTEE AND STRUCTURE

The Academic Staff Title and Compensation (ASTAC) Advisory Panel shall constitute the DPRC until such time as there are at least five (5) active employees with the Distinguished prefix in their current titles to form the committee. Employees with the Distinguished prefix shall join the ASTAC Advisory Panel in reviewing distinguished prefix request until there are five (5) to form a separate Distinguished Prefix Review Committee.

VII. REPORTS

The chair of the DPRC shall provide an annual report to the Chancellor, Academic Staff Committee and Secretary of the University detailing the number of initial requests, the number of nominees reviewed, the Committee’s recommendations and the number of distinguished prefixed awarded.

Note: This document may be accessed on the World Wide Web at http://www4.uwm.edu/secu/.

Appendix A

Academic Staff Distinguished Prefix Application Packet Routing Document

This document accompanies the application packet and must be signed by the appropriate authority.
in the order listed.

**Supervisor/Executive Committee**
Received by:

______________________________  __________________________
Signature  Date

Print name of person above

**Department Chair/Unit Head/Director**
Received by:

______________________________  __________________________
Signature  Date

Print name of person above

**Dean/Division Head**
Received by:

______________________________  __________________________
Signature  Date

Print name of person above

**Secretary of the University**
Received by:

______________________________  __________________________
Signature  Date

Print name of person above
Distinguished Prefix Review Committee
Received by:

________________________________________
Signature
Date

__________________________
Print name of person above

Dean/Division Head
Received by:

________________________________________
Signature
Date

__________________________
Print name of person above

Chancellor’s Office
Received by:

________________________________________
Signature
Date

__________________________
Print name of person above

APPENDIX B
Academic Staff Distinguished Prefix
Process Summary

Employee
Prepares an application packet that includes:

- Application Packet Routing Document (see Appendix A)
- Formal request to the supervisor for support
- Request to solicit external letters of recommendation from individuals the candidate has identified (with a copy to the Office of the Secretary of the University to be forwarded to the DPRC)
- Candidate’s one to two-page statement of qualifications
- Current job description including the nature and scope of duties
- Detailed Resume or Curriculum Vitae
- Minimum of four (4) letters of recommendation
- Recommendation from supervisor/Executive Committee
- Any optional materials
- Explanation of any missing materials

Submits the packet to her/his supervisor/Executive Committee

Supervisor/Executive Committee
Within twenty (20) working days of receipt of application, the supervisor/Executive Committee shall:

- Review application and notifies candidate in writing of support or non-support
- Send copy of letter to the Secretary of the University to be forwarded to DPRC
- Send copy of letter and application packet to Department Chair/Unit Head/Director
- In the event the timeline for this stage is exceeded by five (5) working days, the Chair of the DPRC will move the packet to the next stage and inform in writing the Dean/Division Head that the packet is moving forward without a letter from the Supervisor/Executive Committee.

Department Chair/Unit Head/Director
Within twenty (20) working days of receipt of application and letter from the supervisor/Executive Committee, the Department Chair/Unit Head/Director shall:

- Review application and notifies candidate in writing of support or non-support
- Send copies of letter to supervisor/Executive Committee and the Secretary of the University to be forwarded to DPRC
- Send copy of letter and application packet to Dean/Division Head
- In the event the timeline for this stage is exceeded by five (5) working days, the Chair of the DPRC will move the packet to the next stage and inform in writing the Dean/Division Head that the packet is moving forward without a letter from the Department Chair/Unit Head/Director.

Dean/Division Head
Within twenty (20) working days of receipt of application and letter from Department Chair/Unit Head/Director, the Dean/Division Head shall:
• Review application and notifies candidate in writing of support or non-support
• Send the packet with a transmittal letter to the Secretary of the University
• Send copies of letter to supervisor/Executive Committee, Department Chair/Unit Head/Director
• In the event the timeline for this stage is exceeded by five (5) working days, the Chair of the DPRC will contact in writing the Dean/Division Head to request completion of the action required in this stage.

Secretary of the University
Within five (5) working days of the receipt of the application and letter from Dean/Division Head, the Office of the Secretary of the University shall:

• Forward copies of the packet with all letters and transmittals to the DPRC
• Notify candidate of receipt of the packet

Distinguished Prefix Review Committee
Within twenty (20) working days of receipt of packet from the Secretary of the University, the DPRC shall:

• Review application

  If finding is that applicant meets criteria
  Forward complete packet to Dean/Division Head with letter confirming that applicant meets criteria

  If finding is that applicant does not meet criteria
  1. Contact applicant directly. Applicant then has twenty (20) working days to
     o make presentation to committee and/or
     o submit additional supporting materials, or
     o withdraw application
  2. Revise or confirm initial decision and forwards complete packet to Dean/Division Head
     with letter stating that applicant does or does not meet criteria

Dean/Division Head
Within twenty (20) working days of receipt of complete packet from DPRC, the Dean/Division Head shall:

1. Forward a positive recommendation from the DPRC to the Chancellor, with copies to the candidate, supervisor/Executive Committee, Department Chair/Unit Head/Director, DPRC, and the Office of the Secretary of the University, OR

2. Disagree with a negative recommendation from the DPRC. Provide a written explanation of her/his decision to the DPRC and forward a positive recommendation to the Chancellor for approval, with copies to the candidate, supervisor/Executive Committee, Department Chair/Unit Head/Director, DPRC, and the Office of the...
5. Agree with a negative recommendation from the DPRC. Notify the candidate in writing, with copies to the supervisor/Executive Committee, Department Chair/Unit Head/Director, DPRC, and the Office of the Secretary of the University. The candidate may appeal under the appeals procedure outlined in Section 10 of the Academic Staff Title and Compensation Plan. Per the ASTAC Plan the Academic Staff Title and Compensation Appeals Panel at UW-Milwaukee would review the materials and make a determination. The final determination would be at the discretion of the Chancellor in the event that the Appeals panel overturns the decision of the DPRC.

6. In the event the timeline for this stage is exceeded by five (5) working days, the Chair of the DPRC will contact in writing the Dean/Division Head to request completion of the action required in this stage.

Chancellor
Make final decision granting or not granting distinguished prefix. Inform Dean/Division Head of decision within twenty (20) working days of receipt of packet. The Chancellor will notify the Dean/Division Head and Human Resources of her/his decision. The Chancellor’s decision on granting this prefix is final.

Dean/Division Head
Within five (5) working days of the receipt of the Chancellor’s decision, the Dean/Division Head will notify candidate of final decision, with copies to supervisor/Executive Committee, Department Chair/Unit Head/Director, DPRC, Human Resources, and the Office of the Secretary of the University.

Revision to Distinguished Prefix Review Committee Policies and Procedures

I. DEFINITIONS

**Distinguished prefix** is defined as follows in Unclassified Personnel Guideline 1:
The definitions below originated in the February 27, 1992, University of Wisconsin System guidelines for Distinguished prefix interpretation.

**Distinguished prefix** is defined as follows:

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).

A work unit is defined as follows:

The University of Wisconsin-Milwaukee is considered a "work unit" for purposes of the prefix assignment. Departments, Schools, or Colleges within the institution are not considered "work units" for this purpose.

Peer recognition is defined as follows:

Peers should not be interpreted to mean "colleagues." While an employee may be recognized for excellence, achievement or exceptional skill by academic staff colleagues within the institution and within the UW System, "peer recognition" applies to a reputation of excellence in a profession, recognized by individuals or groups in the same profession normally found or organized outside the UW Systeminstitution.

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 widespread peer recognition. Candidates for consideration for the Distinguished prefix are expected to have had at least ten (10) years of progressively more responsible experience in their field. 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 III (below) of this document titled "Evaluation Guidelines." Although the candidate may initiate the petition process, this does not preclude one’s immediate supervisor and/or Dean/Director/Division Head/assistant chancellor 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.
III. EVALUATION GUIDELINES

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

D. 1. A candidate nominated for the Distinguished prefix is expected to be outstanding in his or her field of expertise, as evidenced by peer recognition. This recognition should normally extend outside UW-Milwaukee. The candidate must have consistently demonstrated exceptional performance. Academic Staff members on the University of Wisconsin-Milwaukee campus have varying commitments to teaching, research, clinical activities, outreach, service and administration. It is expected that any single candidate for Distinguished status will be outstanding in one or more of these areas. In addition to evaluation of specific areas of function, qualities such as those listed below should be evaluated and this information incorporated into the application packet document. These qualities are not listed in order of importance, nor will all necessarily apply to every candidate. Examples include:
   a. Initiative and self-motivation
   b. Problem solving ability and creativity
   c. Technical competence
   d. Productivity and quality of work
   e. Judgment
   f. Ability to communicate and interact with colleagues, clients, patients, students, etc.
   g. Supervisory skills
   h. Willingness and ability to assume responsibility
   i. Collaborative abilities

J. B2. Criteria – candidates may be outstanding in any of several ways. Examples of evidence which should be provided may include, but are not limited to:

- Service as a consultant for professional organizations or agencies
- Recognition as an expert in providing advice or testimony in field of expertise
- Service as a reviewer for scholarly or technical publications
- Presentation of papers, abstracts, etc. at regional, national and international meetings
- Service as an editor for professional publications
- Service as a reviewer for granting organizations
- Invitation to contribute book chapters
- Selection as the UW-Milwaukee representative at workshops, meetings, collaborative projects, etc.
- Preparation of articles, teaching materials, training/educational materials, or other activities that receive recognition beyond UW-Milwaukee
- Selection to receive an award for excellence in the field
- Service and leadership to professional peer organizations (Documentation of participation as an officer, committee service and/or in activities should include dates of this participation)
- Adoption or acceptance by peer professionals of methods or techniques developed by the individual
- Receipt of awards or recognition for outstanding performance, teaching, and/or research
- Receipt of extramural grant awards
- Recognition of outstanding performance by clients or other members of the public
- Development of innovative methods, techniques or professional skills that are normally recognized and applied beyond UW-Milwaukee
- Service in leadership positions within the candidate's field that can influence the direction of the profession
• Contributions that influence legislative or governmental policy

The Distinguished Prefix Review Committee (DPRC), charged with reviewing and making recommendations on nominations, shall review three major criteria for awarding the **Distinguished** prefix.

Until five cohorts exist, the ASTAC Advisory Panel shall act as the Distinguished Prefix Review Committee.

**1. Expert Status**

The candidate must be a recognized expert in his or her field. The level of peer recognition should normally extend outside the University of Wisconsin System, i.e., state, regional, national, or possibly international.

Evidence of expert status may include, but is not limited to:

• Serving as a consultant for professional organizations or agencies
• Providing expert advice or testimony in field of expertise
• Serving as a reviewer for scholarly or technical publications
• Presenting papers, abstracts, etc. at regional, national and international meetings
• Serving as an editor for professional publications
• Serving as a reviewer for granting organizations
• Being invited to contribute book chapters
• Being selected as the University of Wisconsin-Milwaukee representative at workshops, meetings, collaborative projects, etc.
• Preparing articles, teaching materials, or other activities that receive national or international recognition
• Being selected to receive an award for excellence in the field
2. Outstanding Accomplishments

The candidate must demonstrate unique and outstanding performance in his or her field of expertise. Evidence of outstanding performance may include, but is not limited to:

- Research, technical or related publications
- Awards recognizing achievement
- Extramural grant awards
- Summaries of teaching or other performance evaluations
- Recognition of outstanding performance by clients or other members of the public

3. Breadth of Impact

The candidate's expertise and accomplishments must be of such stature as to influence significantly the direction of his or her field of work. Evidence of breadth of impact may include, but is not limited to:

- Development of innovative methods, techniques or professional skills that are normally recognized and applied beyond the University of Wisconsin System
- Service in leadership positions within the candidate's field that can influence the direction of the profession
- Contributions that affect legislative or governmental policy

III. IV. APPLICATION PROCESS AND DOCUMENTATION

Before a candidate begins to put together her/his documentation, it is recommended that s/he initiate a discussion with her/his supervisor.

A. Application Packet

Applicants requesting consideration for the Distinguished title must submit one (1) hard copy and one (1) electronic copy of the application packet to her/his supervisor. Packets may be submitted at any time. The packet should include:

1. Application Packet Routing Document (see Appendix A).

2. A formal request from the candidate to her/his supervisor for support, with a copy to the Office of the Secretary of the University to be forwarded to the Distinguished Prefix Review Committee (DPRC).

3. A one or two-page statement by the candidate indicating why s/he is qualified for the distinguished prefix.

4. A job description for the position currently held by the candidate, including the nature and scope of the duties and responsibilities. The document should reflect the relative weight of each area and contributions of the candidate in each area.

5. A detailed resume or curriculum vitae indicating background and experience.
annotated as appropriate to provide information on previous training, job responsibilities and professional development efforts.

6. **Letters of Recommendation** - A minimum of four (4) letters of recommendation from those who can speak to the talents of the individual and evaluate her/his performance are required. Letters from outside UW-Milwaukee are encouraged. Letters should compare the quality and productivity of the candidate with others of similar rank and experience, if applicable, and may be supplied by the candidate or solicited by the supervisor. In addition, a short description of the qualifications of each respondent must be included. The candidate should not submit letters written by a member of the DPRC. A copy of the letter soliciting these letters must be included.

If the supervisor has solicited letters of recommendation on the candidate’s behalf, a copy of the soliciting letter must be included along with a brief explanation of how individuals were selected for this process and their relationship to the candidate. A copy of all letters of response to the supervisor must be included in the packet.

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

B. **Letter from Supervisor/Executive Committee (EC)**

Consideration of a candidate's application for Distinguished prefix must be based solely on her/his qualifications and the specified criteria. Refusal to support a qualified candidate due to perceived future salary impact or perceived impact on co-workers or others is not valid.

Within twenty (20) working days of receipt of the application, the supervisor/EC must take the following actions:

1. Notify the candidate in writing of support or non-support for the Distinguished prefix, including a rationale for that decision. If the appointment is split among two (2) or more units, letters must be sent from all supervisors involved. The letter serves as a recommendation to the DPRC and is included in the packet. A letter of non-support does not in itself stop the review process.

2. Send the packet (electronic and one (1) hard copy) and the letter of support or non-support to the Department Chair/Unit Head/Director with a copy of the letter to the candidate and the Office of the Secretary of the University to be forwarded to the DPRC.

K. In the event the timeline for this stage is exceeded by five (5) working days, the Chair of the DPRC will move the packet to the next stage and inform in writing the Dean/Division Head that the packet is moving forward without a letter from the
Supervisor/Executive Committee.

C. Letter from Department Chair/Unit Head/Director

Consideration of a candidate's application for Distinguished prefix must be based solely on her/his qualifications and the specified criteria. Refusal to support a qualified candidate due to perceived future salary impact or perceived impact on co-workers or others is not valid.

Within twenty (20) working days of receipt of the application, the Department Chair/Unit Head/Director must take the following actions:

1. Notify the candidate in writing of support or non-support for the Distinguished prefix, including a rationale for that decision. If the appointment is split among two (2) or more units, letters must be sent from all Department Chairs/Unit Heads/Directors involved. Because the most important consideration is the extraordinary qualities of the candidate, the letter should describe the distinctive capabilities, performance and contributions of the individual to the Department/Unit. The letter serves as a recommendation to the DPRC and is included in the packet.

2. Send the packet (electronic and one (1) hard copy) and the letter of support or non-support to the Dean/Division Head, with a copy to the candidate and the Office of the Secretary of the University to be forwarded to the DPRC.

4. In the event the timeline for this stage is exceeded by five (5) working days, the Chair of the DPRC will move the packet to the next stage and inform in writing the Dean/Division Head that the packet is moving forward without a letter from the Department Chair/Unit Head/Director.

D. Transmittal Letter from Dean/Division Head

Consideration of a candidate's application for Distinguished prefix must be based solely on her/his qualifications and the specified criteria. Refusal to support a qualified candidate due to perceived future salary impact or perceived impact on co-workers or others is not valid.

Within twenty (20) working days of receipt of the application, the Dean/Division Head must submit the complete packet (electronic and one (1) hard copy) together with a transmittal letter to the Office of the Secretary of the University. If the appointment is split among two (2) or more units, the packet must include letters from all Deans/Division Heads involved. The candidate/supervisor/EC/Department Chair/Unit Head/Director receive a copy of the transmittal letter. The letter serves as a recommendation to the DPRC and is included in the packet.

In the event the timeline for this stage is exceeded by five (5) working days, the Chair of the DPRC will contact in writing the Dean/Division Head to request completion of the action required in this stage.
E. Transmittal from the Office of the Secretary of the University

Within five (5) working days of receipt of the application the Office of the Secretary of the University will forward electronic copies of the packet to the members of the DPRC, and will also notify the candidate of the receipt of the packet.

F. See Appendix B for Process Summary.

A. Initial Packet (Letter of Intent and Related Documents)

In order to initiate a request to begin the Distinguished Title consideration, the applicant must first submit a Initial Packet to his or her supervisor. The Initial Packet should include the following:

1. A one- or two-page statement by the candidate indicating why he or she is qualified for the Distinguished prefix, summarizing the documentation that will be presented in the final packet.

2. A job description for the current position, including the nature and scope of the duties and responsibilities. Document should reflect the relative weight of each area and contributions of the candidate in each area.

3. 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.

B. Final Packet for DPRC Review

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, in addition to the Initial Packet above. (The Final Packet is assembled as the candidate’s file moves through the review process outlined in section V.)

1. A cover letter from dean or division head. (If the appointment is split among two or more units, the packet must include letters from all deans or division heads involved.)

2. A cover letter from the department chair, unit head or director, 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.

3. 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.)

4. A minimum of four letters of recommendation from those who can speak to the talents of the individual and evaluate his or her performance. Letters from outside the University of Wisconsin System are encouraged. Letters should compare the quality and productivity of the candidate with others of similar rank and experience, if applicable. A copy of the soliciting letter from the departmental chair or unit head must be included along with a brief explanation.
of how individuals were selected for this process and their relationship to the candidate. In addition, a short description of the qualifications of each respondent must be included. A copy of all letters of response to the departmental or unit head must be submitted to the DPRC for review. The candidate should not submit letters written by a member of this Committee.

C. 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.

D. 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: Candidate statement
Section 2: Cover letter from the dean or division head
Section 3: Cover letter from the department chair, unit head or director
Section 4: Cover letter from supervisor
Section 5: Job description
Section 6: Résumé or curriculum vitae
Section 7: Letters of recommendation
Section 8: Any optional material

E. Sample Packet

An exemplary sample packet is available for examination in the Office of the Secretary of the University, SBA N 454.

F. Submission of Packet

Packets may be submitted at any time.

V. ORGANIZATION OF THE PACKET

The hard copy packet should be fastened with a metal clip and include a Table of Contents with all pages numbered sequentially, except the letter from the Department Chair/Unit Head/Director, and the letter from the Dean/Division Head.

Section 1. Application Packet Routing Document (See Appendix A)
Section 2. Formal request to the supervisor
Section 3. Candidate statement
Section 4. Job description
Section 5. Resume or Curriculum Vitae
Section 6. Letters of recommendation and request to solicit external letters identified
Section 7. Recommendation from supervisor
Section 8. Any optional materials
Section 9. Explanation of any missing materials
Section 10. Letter from Department Chair/Unit Head/Director
Section 11. Letter from Dean/Division Head
An exemplary sample packet is available for examination in the Office of the Secretary of the University, Lubar N450.
VI. REVIEW PROCESS

Within twenty (20) working days of the receipt of the packet from the Office of the Secretary of the University, the DPRC will meet to discuss the qualifications of the candidate.

A. If the DPRC finds that a candidate meets the criteria for the Distinguished prefix:

1. Within twenty (20) working days of the review meeting, the chair of the DPRC will send the recommendation and an electronic copy of the complete packet to the Dean/Division Head.

2. Within twenty (20) working days of the receipt of the DPRC’s recommendation, Dean/Division Head will forward the DPRC’s recommendation to the Chancellor for approval with copies of the recommendation to the candidate, the supervisor/Executive Committee, the Department Chair/Unit Head/Director, the DPRC, and the Secretary of the University.

3. In the event the timeline for this stage is exceeded by five (5) working days, the Chair of the DPRC will contact in writing the Dean/Division Head to request completion of the action required in this stage.

4. Within twenty (20) working days of the receipt of the Dean/Division Head’s recommendation, the Chancellor will review the recommendation and notify the Dean/Division Head and Human Resources of her/his decision. The Chancellor’s decision on granting this prefix is final.

5. Within five (5) working days of the receipt of the Chancellor’s decision, the Dean/Division Head will notify the candidate of the decision, with copies to the supervisor/Executive Committee, Department Chair/Unit Head/Director, DPRC, and the Secretary of the University. If the Chancellor’s decision is positive, the starting date, salary increase, etc. shall be resolved in accordance with Guidelines for Maintenance of the UW System Academic Staff Title and Compensation Plan at UW-Milwaukee.

B. If the DPRC finds initially that a candidate does NOT meet the criteria for Distinguished prefix, the DPRC will contact the candidate directly, offering her/him the opportunity to provide additional information and/or to make a 10-minute presentation to the Committee in defense of the candidate’s qualifications. The candidate has twenty (20) working days from the date of notification to submit additional materials, schedule a presentation, or withdraw her/his application.

If the DPRC finds with the additional information that the candidate meets the criteria for the Distinguished prefix, the process will follow the steps listed in VI. A.

If the DPRC still finds that a candidate does not meet the criteria for Distinguished prefix, the DPRC sends its recommendation and an electronic copy of the complete packet to the
Dean/Division Head within ten (10) working days of the meeting. The Dean/Division Head has twenty (20) working days of receipt to act on the DPRC’s recommendation. The Dean/Division Head may:

7. Agree with the DPRC’s negative recommendation, denying Distinguished prefix. The candidate is notified in writing, with copies to the supervisor/Executive Committee, Department Chair/Unit Head/Director, DPRC, and the Office of the Secretary of the University. The candidate may appeal under the appeals procedure outlined in Section 10 of the Academic Staff Title and Compensation Plan. Per the ASTAC Plan the Academic Staff Title and Compensation Appeals Panel at UW-Milwaukee would review the materials and make a determination. The final determination would be at the discretion of the Chancellor in the event that the Appeals panel overturns the decision of the DPRC.

8. In the event the timeline for this stage is exceeded by five (5) working days, the Chair of the DPRC will contact in writing the Dean/Division Head to request completion of the action required in this stage.

9. Disagree with the DPRC’s negative recommendation, thereby supporting the candidate’s application for Distinguished prefix. The Dean/Division Head provides a written explanation of her/his decision to the DPRC and forwards a positive recommendation to the Chancellor for approval, with copies to the candidate, supervisor/Executive Committee, Department Chair/Unit Head/Director, DPRC, and the Secretary of the University. A copy of the negative recommendation by DPRC must be included.

10. In the event the timeline for this stage is exceeded by five (5) working days, the Chair of the DPRC will contact in writing the Dean/Division Head to request completion of the action required in this stage.

5. Within twenty (20) working days of the receipt of the Dean/Division Head’s recommendation, the Chancellor will review the recommendation and notify the Dean/Division Head and Human Resources of her/his decision. The Chancellor’s decision on granting this prefix is final.

6. Within five (5) working days of the receipt of the Chancellor’s decision, the Dean/Division Head will notify the candidate of the decision, with copies to the supervisor/Executive Committee, Department Chair/Unit Head/Director, DPRC, and the Secretary of the University. If the Chancellor’s decision is positive, the starting date, salary increase, etc. shall be resolved in accordance with Guidelines for Maintenance of the UW System Academic Staff Title and Compensation Plan at UW-Milwaukee.
A. The candidate submits the Initial Packet (Section IV.A.) to his or her immediate supervisor.

1. The supervisor notifies the candidate in writing of his or her decision.
2. If the supervisor does NOT support the candidate’s application, the candidate may not appeal.

B. If the supervisor supports the candidate’s application, the candidate resubmits the Initial Packet to the supervisor augmented with at least four letters of recommendation (Section IV.B.1.).

C. The supervisor forwards one copy of the packet together with a cover letter to the department chair, unit head or director. The candidate receives a copy of the cover letter.

1. If the department chair, unit head or director does NOT support the candidate’s application, he or she notifies the candidate in writing with a copy to the supervisor. The candidate may not appeal.

D. If the department chair, unit head or director supports the candidate’s application, he or she forwards one copy of the packet together with a cover letter to the dean or division head. The candidate and the supervisor receive a copy of the cover letter.

1. If the dean or division head does NOT support the candidate’s application, it is not forwarded to the DPRC and the candidate does not receive the Distinguished prefix. The dean or division head shall notify the candidate in writing of the reasons for the decision within 20 working days of receiving the packet (with copies to the supervisor and department chair, unit head or director). The candidate may appeal under the grievance procedure outlined in ASTAC 10, Procedures for Appeals of Category A Academic Staff or [procedure for Category B TBD].

E. If the dean or division head supports the candidate’s application, he or she shall submit the complete packet together with a supporting cover letter (now the Final Packet) to the Office of the Secretary of the University. The candidate, supervisor and department chair, unit head or director receive a copy of the cover letter. The Office of the Secretary of the University will forward copies of the Final Packet to the members of the Distinguished Prefix Review Committee (DPRC), and will also notify the candidate of receipt of the packet.

1. If the DPRC finds initially that a candidate does NOT meet the criteria for Distinguished prefix, the DPRC will contact the candidate directly, offering him or her the opportunity to provide additional information and/or to make a 10-minute presentation to the Committee in defense of the candidate’s qualifications. The candidate has 10 working days from date of notification to submit additional materials (or schedule a presentation?) or withdraw his/her petition.

2. If the DPRC still finds that a candidate does not meet the criteria for Distinguished prefix, the DPRC sends its recommendation and one copy of the complete packet to the dean or division head. The dean or division head has 20 working days to act on the DPRC’s recommendation. The dean or division head may:

a. Agree with the DPRC’s negative recommendation, denying Distinguished prefix. The candidate is notified in writing, with copies to the supervisor, department chair, unit head or director, and the secretary of the university. The candidate may appeal under the grievance procedure outlined in ASTAC 10, Procedures for Appeals of Category A Academic Staff or [procedure for Category B TBD].

b. Disagree with the DPRC’s negative recommendation, thereby supporting the candidate’s application for Distinguished prefix. The dean or division head provides a written explanation of his or her decision to the DPRC and forwards a positive
recommendation to the Chancellor for approval, with copies to the candidate, supervisor, department chair, unit head or director, and the secretary of the university.

F. If the DPRC finds that a candidate meets the criteria for the Distinguished prefix, the DPRC sends its recommendation and one copy of the complete packet to the dean or division head. Within 20 working days, the dean or division head forwards a positive recommendation to the Chancellor for approval with copies to the candidate, the supervisor, the department chair, unit head or director, the DPRC and the secretary of the university.

G. With the Chancellor’s approval, the dean or division head will notify the candidate that he or she receives the Distinguished prefix. Starting date, salary increase, etc. shall be resolved in accordance with ASTAC guidelines section 9, Compensation Provisions for Category A Positions, B. Promotions [or relevant document for Category B TBD].

VI. APPEAL PROCESS

If the Dean’s decision is NOT to grant Distinguished prefix, the candidate may appeal the Dean’s decision under the grievance procedure outlined in ASTAC 10, Procedures for Appeals of Category A Academic Staff or [procedure for Category B TBD].

VII. COMMITTEE AND STRUCTURE

A. Membership: The Academic Staff Title and Compensation (ASTAC) Advisory Panel shall constitute the DPRC Distinguished Prefix Review Committee until such time as there are at least five (5) active employees with the Distinguished prefix to form the committee. Employees with the Distinguished prefix shall join the ASTAC Advisory Panel in reviewing distinguished prefix requests until there are five (5) exist a sufficient number to form a separate Distinguished Prefix Review Committee.

VIII. REPORTS

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

Note: This document may be accessed on the World Wide Web at [http://www4.uwm.edu/secu/](http://www4.uwm.edu/secu/).
Appendix A
Academic Staff Distinguished Prefix Application Packet Routing Document

This document accompanies the application packet and must be signed by the appropriate authority in the order listed.

Supervisor/Executive Committee
Received by:

____________________________________________
Signature ___________________________ Date
_______________________
Print name of person above

Department Chair/Unit Head/Director
Received by:

____________________________________________
Signature ___________________________ Date
_______________________
Print name of person above

Dean/Division Head
Received by:

____________________________________________
Signature ___________________________ Date
_______________________
Print name of person above

Secretary of the University
Received by:

____________________________________________
Signature ___________________________ Date
_______________________
Print name of person above
Distinguished Prefix Review Committee
Received by:

_______________________________
Signature Date

Print name of person above

Dean/Division Head
Received by:

_______________________________
Signature Date

Print name of person above

Chancellor’s Office
Received by:

_______________________________
Signature Date

Print name of person above

APPENDIX B
**Academic Staff Distinguished Prefix Process Summary**

**Employee**
Prepares an application packet that includes:

- Application Packet Routing Document (see Appendix A)
- Formal request to the supervisor for support
- Request to solicit external letters of recommendation from individuals the candidate has identified (with a copy to the Office of the Secretary of the University to be forwarded to the DPRC)
- Candidate’s one to two-page statement of qualifications
- Current job description including the nature and scope of duties
- Detailed Resume or Curriculum Vitae
- Minimum of four (4) letters of recommendation
- Recommendation from supervisor/Executive Committee
- Any optional materials
- Explanation of any missing materials

Submits the packet to her/his supervisor/Executive Committee

**Supervisor/Executive Committee**
Within twenty (20) working days of receipt of application, the supervisor/Executive Committee shall:

- Review application and notifies candidate in writing of support or non-support
- Send copy of letter to the Secretary of the University to be forwarded to DPRC
- Send copy of letter and application packet to Department Chair/Unit Head/Director
- In the event the timeline for this stage is exceeded by five (5) working days, the Chair of the DPRC will move the packet to the next stage and inform in writing the Dean/Division Head that the packet is moving forward without a letter from the Supervisor/Executive Committee.

**Department Chair/Unit Head/Director**
Within twenty (20) working days of receipt of application and letter from the supervisor/Executive Committee, the Department Chair/Unit Head/Director shall:

- Review application and notifies candidate in writing of support or non-support
- Send copies of letter to supervisor/Executive Committee and the Secretary of the University to be forwarded to DPRC
- Send copy of letter and application packet to Dean/Division Head
- In the event the timeline for this stage is exceeded by five (5) working days, the Chair of the DPRC will move the packet to the next stage and inform in writing the Dean/Division Head that the packet is moving forward without a letter from the Department Chair/Unit Head/Director.

**Dean/Division Head**
Within twenty (20) working days of receipt of application and letter from Department Chair/Unit Head/Director, the Dean/Division Head shall:
• Review application and notifies candidate in writing of support or non-support
• Send the packet with a transmittal letter to the Secretary of the University
• Send copies of letter to supervisor/Executive Committee, Department Chair/Unit Head/Director
• In the event the timeline for this stage is exceeded by five (5) working days, the Chair of the DPRC will contact in writing the Dean/Division Head to request completion of the action required in this stage.

Secretary of the University
Within five (5) working days of the receipt of the application and letter from Dean/Division Head, the Office of the Secretary of the University shall:

• Forward copies of the packet with all letters and transmittals to the DPRC
• Notify candidate of receipt of the packet

Distinguished Prefix Review Committee
Within twenty (20) working days of receipt of packet from the Secretary of the University, the DPRC shall:

• Review application

  If finding is that applicant meets criteria
  Forward complete packet to Dean/Division Head with letter confirming that applicant meets criteria

  If finding is that applicant does not meet criteria
  1. Contact applicant directly. Applicant then has twenty (20) working days to
     o make presentation to committee and/or
     o submit additional supporting materials, or
     o withdraw application

  2. Revise or confirm initial decision and forwards complete packet to Dean/Division Head with letter stating that applicant does or does not meet criteria

Dean/Division Head
Within twenty (20) working days of receipt of complete packet from DPRC, the Dean/Division Head shall:

1. Forward a positive recommendation from the DPRC to the Chancellor, with copies to the candidate, supervisor/Executive Committee, Department Chair/Unit Head/Director, DPRC, and the Office of the Secretary of the University, OR

2. Disagree with a negative recommendation from the DPRC. Provide a written explanation of her/his decision to the DPRC and forward a positive recommendation to the Chancellor for approval, with copies to the candidate, supervisor/Executive Committee, Department Chair/Unit Head/Director, DPRC, and the Office of the
11. Agree with a negative recommendation from the DPRC. Notify the candidate in writing, with copies to the supervisor/Executive Committee, Department Chair/Unit Head/Director, DPRC, and the Office of the Secretary of the University. The candidate may appeal under the appeals procedure outlined in Section 10 of the Academic Staff Title and Compensation Plan. Per the ASTAC Plan the Academic Staff Title and Compensation Appeals Panel at UW-Milwaukee would review the materials and make a determination. The final determination would be at the discretion of the Chancellor in the event that the Appeals panel overturns the decision of the DPRC.

12. In the event the timeline for this stage is exceeded by five (5) working days, the Chair of the DPRC will contact in writing the Dean/Division Head to request completion of the action required in this stage.

Chancellor
Make final decision granting or not granting distinguished prefix. Inform Dean/Division Head of decision within twenty (20) working days of receipt of packet. The Chancellor will notify the Dean/Division Head and Human Resources of her/his decision. The Chancellor’s decision on granting this prefix is final.

Dean/Division Head
Within five (5) working days of the receipt of the Chancellor’s decision, the Dean/Division Head will notify candidate of final decision, with copies to supervisor/Executive Committee, Department Chair/Unit Head/Director, DPRC, Human Resources, and the Office of the Secretary of the University.