

## Suggestions From the Title Review Committee 4/2004

### Associate to No Prefix

- Person can apply for No Prefix in September after the completion of 1 year for a title change effective the beginning of the next fiscal year. **Check with Human Resources to make certain you qualify.**
- 2 years experience in position.
- Documented position performance as fully competent professional. Ideally this would include a performance evaluation.
- Letter of support from the applicant's supervisor stating the skills and abilities which indicate that this applicant is a fully competent professional.
- Organizational chart.

### No Prefix to Senior

Promotion from No Prefix to Senior should be given to outstanding candidates who have performed in an exemplary fashion. The review committee will need to see concrete evidence from you to support this title change. To inform the committee on the work you do, design your application in a well-organized, outline format with appropriate headings. Include a sampling of relevant evidence (specific examples) to justify a title change. It is unnecessary to provide an over abundance of information. Include the following areas in your application: cover letter, evidence supporting the development of new techniques and approaches and/or methods to solving problems in an independent fashion, recognition in one's professional field, and public and/or University service.

- An applicant can apply in September from No Prefix to Senior after the completion of at least 7 years in the beginning of their 8<sup>th</sup> year. The title change would be effective the beginning of the next fiscal year. **Check with Human Resources to make certain you qualify.**
- An applicant needs 7 years comparable experience (experience in similar fields, scope, size, similar duties and responsibilities). **Check with Human Resources to make certain you qualify.**
- An applicant needs 5 years in the same salary range at UW-L. **Check with Human Resources to make certain you qualify.**
- **The following ideas may be helpful when addressing the development of new techniques and approaches and/or methods to solving problems, evidence of recognition in one's professional field, and public and/or University service:** Tell us what you did, provide a sampling of evidence indicating how you work independently to solve problems or create new approaches and/or to verify the work accomplished in the areas listed above. Evidence could include items such as brochures you have designed, meeting agendas, letters of support from coworkers or colleagues or users, examples of new programs you have developed, awards and honors, lessons/presentations you have created, performance evaluations, evidence of further learning in your field, etc. Provide us an understanding of how your accomplishments/new techniques have enhanced your program/unit.
- Include a letter of support from your supervisor. Your supervisor's letter of support should verify all the evidence you have included in your application.