

**ACADEMIC STAFF: CATEGORY A CAREER PROGRESSION
CAREER PROGRESSION- REVIEW APPLICATION PROCEDURES**

Updated June 2020

Associate to No Prefix (ex: Associate Student Services Coordinator to Student Services Coordinator)

Movement from the Associate to the No Prefix level, requires the following (organized as listed below):

Career Progression- Position Review Application Form

Please note: this form must be submitted to HR (electronically to: hinfo@uwlax.edu) by the deadline established on the HR NIAS Career Progression website for completion of information on the in title/salary range and years to UWL. HR must complete this section prior to submission for Career Progression review.

Position Description

Current Organizational chart of Department/Unit

Letters of support, supervisor indicating that you are performing duties as a fully competent professional and that your performance has been meritorious.

Original Copies submitted to Human Resources by the first Friday in October

Electronic Copy of the above documentation to hinfo@uwlax.edu by the deadline.

The Academic Staff member is eligible for this change after two (2) years of employment in a position.

Years of service must be as of June 30th of current fiscal year.

No Prefix to Senior (ex: Student Services Coordinator to Senior Student Services Coordinator)

Movement from the No Prefix to the Senior level, requires the following (organized as listed below):

Career Progression- Position Review Application Form

Please note: this form must be submitted to HR (electronically to hinfo@uwlax.edu) by the deadline, for completion of information on the- in title/salary range and years to UWL. HR must complete this section prior to submission for Career Progression review.

Position Description

Current Organizational chart of Department/Unit

Letter of Support from Supervisor

Supporting documentation

Documented evidence of at least seven (7) years of comparable professional experience. The most recent five (5) years must be at UWL in the same salary range.

Documented evidence of the development of new techniques, approaches, or methods to solve problems independently.

Documented evidence of recognition in one's professional field through participation in professional organizations, system-wide committees, etc.

Documented evidence of public and university service.

Original Copies submitted to Human Resources by the deadline.

Electronic Copy of the above documentation to hinfo@uwlax.edu by the deadline.

Years of service must be as of June 30th of current fiscal year.

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Senior to Distinguished (ex: Senior Student Services Coordinator to Distinguished Student Services Coordinator)

Movement to the Distinguished level requires the following (organized as listed below):

Career Progression- Position Review Application Form

Please note: this form must be submitted to HR (electronically to hrinfo@uwlax.edu) by the deadline for completion of information on the- in title/salary range and years to UWL. HR must complete this section prior to submission for Career Progression review.

Position Description

Current Organizational chart of Department/Unit

Letter of Support from Supervisor

Supporting documentation

Documented evidence of twelve or more years of progressively responsible experience in your field. The most recent seven (7) years must be at UWL.

Documented evidence of extraordinary achievement as recognized by peers in the field.

Documented evidence of exceptional competencies and achievements in your occupational area in at least three (3) areas.

Documented evidence of your role in guiding and training other professionals on the field.

Documented evidence of exceptional community and public service.

Documented evidence that you have had a consistent record of exceptional performance as evidenced by evaluations and merit.

Original Copies submitted to Human Resources by the first Friday in October

Electronic Copy of the above documentation to hrinfo@uwlax.edu by the deadline. Years of service must be as of June 30th of current fiscal year.

The following reference materials, documents and forms are available on the Human Resources website:

- [Unclassified Personnel Guideline \(UPG\) #1](#), Unclassified titles and title definitions
- [Title assignment policies and procedures](#)
- [Position description templates](#)
- [Position review application form](#)