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: hrinfo@uw lax.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 hrinfo@uw lax.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 is calculated based on June 30, the Fiscal Year concluded.

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 hrinfo@uw lax.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 hrinfo@uw lax.edu by the deadline.
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@uw lax.edu) by the deadline for completion of information on the 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@uw lax.edu by the deadline.

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