

Appendix A:
University of Wisconsin-Superior
UW-Superior Guidelines for Distinguished Prefix

The typical professional, instructional, or research academic staff member will show career advancement through the Associate, No Prefix and Senior prefix levels. However, Hayes/Hill Inc., saw “the need for a superstar category stressing peer recognition both within and outside the institution as one of the key criteria. We would generally expect that a person in the superstar category would have at least ten or more years of progressively responsible experience in their field.” The UW System has determined that the Distinguished prefix is not part of a natural career progression track and is not intended to be the final stage of progression for all academic staff. Consistent with Hayes/Hill’s original intent to reserve a prefix level “for the truly exceptional performers,” the Distinguished prefix is defined below:

Distinguished:

A professional/instructional academic staff/research academic staff at the Distinguished level:

- (1) Performs at a level of proficiency typically requiring extensive experience and advanced knowledge and skills;
- (2) Has expertise that is commonly recognized by his or her peers and through a reputation which extends beyond his or her work unit;
- (3) Is expected to develop new approaches, methods or techniques to resolve problems with little or no expert guidance and to cope independently with new, unexpected or complex situations;
- (4) Can be expected to guide or train other academic staff or to oversee their work. (UW System Unclassified Personnel Guideline #1)

To further clarify the above system definition, UW-Superior uses the following guidelines:

I. Definitions

1. Colleague: Academic staff and faculty at UW-Superior may be considered colleagues but **not** peers for this purpose.
2. Consistently: In a regular, expected and customary manner, over a period of time.
3. Peer: Individual in the same profession, outside of the UW System.
4. Widespread peer recognition: A reputation of excellence in a profession, recognized by peers, from a variety of institutions and/or organizations outside of UW System (national or international). Typically, take place beyond the normal collegial relationships; superior attainments will have been demonstrated through, for example, special honors and recognition.
5. Peer Organization: Recognized state, regional, or national organization.
6. Work unit: The University of Wisconsin-Superior; not departments or colleges within the institution.
7. Extraordinary achievements: Recognition by peers or exceptional performance as an expert in relation to the current developments and/or problem solving in that field. Achievements/accomplishments of the individual have been and continue to be made over and above normal job responsibilities, outside of the work unit, and over a significant period of time.

8. “Ten or more years of progressively responsible experience”: Minimum of six of these years on the UW-Superior campus.

II. Documentation Required

1. Current Resume
2. Position Description
3. All UW-Superior Annual Evaluations
4. Specific documentation as evidence of exceptional competence and achievement in the occupational area.

Documentation submitted *must support each of the four parts* of the distinguished definition.

Requests for distinguished prefix will be reviewed by the Academic Staff

Personnel/Compensation Committee, in accordance with the Academic Staff Promotion Policies and Procedures. However, final decision for the use of the distinguished prefix will be made by the Chancellor.

III. Sample Documentation Supporting the Four Parts

Below is a list of each of the four parts of the distinguished definition along with *examples* of acceptable documentation which could be submitted as evidence of meeting the definition:

1. A Distinguished Academic Staff member performs at a level of proficiency typically requiring extensive experience and advanced knowledge and skills.
 - a. Written description documenting increase in responsibilities, along with a list of positions held, inclusive dates, and position descriptions for each. This should show ten or more years of progressively responsible experience in the field.
 - b. Evidence of the advanced knowledge and skills the individual possesses over and above that required for their position, such as certifications and licenses held, documentation of continuing education, institutes, symposiums, conference participation, etc. Evidence of a terminal degree including dates, degree granted, and granting institution.
2. 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. Letters of support from peers, speaking to the individual’s expertise and reputation.
 - b. Awards from peer organizations which recognize significant contributions to the field: list of awards, dates, awarding organization, and nature of the award.
 - c. Documentation of participation as an officer, on committees and/or in activities including dates and work accomplished, showing service and leadership to professional peer organizations.
 - d. List of consultations completed including date, name of organization and nature of the activity.
 - e. Evidence that the individual served as a resource for solving complex issues or problems including date, nature of the issue or problem and for whom it was rendered. Expert advice and/or testimony should be demonstrated.

3. A Distinguished Academic Staff member is expected to develop new approaches, methods or techniques to resolve problems with little or no expert guidance and to cope independently with new, unexpected or complex situations.
 - a. Written description of the approach, method or technique developed and documentation of acceptance by one's peers or peer organizations. Evidence of patent or copyright ownership including a description of what was developed, either alone or as the major investigator.
 - b. Presentations and/or publications before peer organizations which describe new methods, techniques or alternatives to current approaches within a field. List of presentations made including date, title of the presentation, audience and location. List of publications including date, title, and source.
4. A Distinguished Academic Staff member can be expected to guide or train other academic staff or to oversee their work.
 - a. Evidence of educational and/or training programs for organizations and institutions external to the work unit, including a list of workshops, training programs, and courses focusing on advanced techniques or methods.
 - b. Description of how expertise was shared through the guidance, training, and/or supervision of others including description, dates and the professionals involved. Letters of support from colleagues/supervisees/professionals receiving training.

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