

University of Wisconsin-Superior
 Application for Academic Staff Promotion or Title Change

Applications will be reviewed and evaluated based on the criteria outlined in the applicable sections of the Policy and Procedures for Promotion of Academic Staff. Appendix A outlines the application requirements for each type of request. Supplemental information will not be reviewed.

* To combine files: Organize Pages > Insert > From File. Click [HERE](#) for electronic signature instructions.

Applicant Name: _____ Department: _____

Application Type:

- Promotion (select the applicable promotion category below) Title Change: Requested New Hayes Hill Title:
- Associate to No Prefix
 - No Prefix to Senior
 - Senior to Distinguished *Refer to Appendix A for a full list of the required supporting documentation.

Required Supporting Documentation (See Appendix A for Evaluation Criteria and All Application Requirements):

- Completed Academic Staff Promotion or Title Change Application Form (ASP-A)
- Cover letter from Applicant
- Current Position Description from Human Resources Office
- Performance Evaluations
- Letter of Support from Supervisor

Additional Requirements for Title Change Applicants:

- Department Organizational Chart
- Original and Current Position Description from Human Resources Office
- Comparable UW-System Position Descriptions
- TEI/UW Questionnaire <http://www.uwsuper.edu/hr/forms/upload/UWPosition:Questionnaire.pdf>

Submission Acknowledgement

I understand the submission of all documents must be received in its entirety by the close of the application deadline day. I also understand the lack of documented evidence in support of my request for a Promotion or Title Change, or incomplete submission of forms, including those requiring administrative signatures, will be cause to deny my application.

Applicant Signature _____ **Date** _____

Supervisor and Cabinet Officer Recommendation

- Approved Denied Supervisor Signature _____ Date _____
- Approved Denied Cabinet Officer Signature _____ Date _____

To Be Completed by Human Resources

Application Materials Complete: Yes No Application Processed by: _____

Current Hayes Hill Title: _____ Date Received _____

Meets requirement for years in position: N/A Yes No – if not, when? _____

Notification Processed by: _____ Date Notification Letter Sent to Applicant _____

Recommendation of Academic Staff Personnel/Compensation Committee

- Approved Denied* Committee Chair Signature _____ Date _____
- *See Notification Letter & Appeal Form for Denial Rationale

Decision of Director of Human Resources

- Approved Denied Director of H.R. Signature _____ Date _____