

Academic Staff Personnel Rules

Chapter Eleven - Distinguished Prefix

ACS 11.0. Introduction.

The University of Wisconsin 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 in the professional title series.

ACS 11.1. Definitions.

A professional at the distinguished level performs at a level of proficiency typically requiring extensive experience and advanced knowledge and skills. The expertise of a professional at this level is commonly recognized by his or her peers through a reputation that extends beyond his or her work unit. A distinguished professional 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. At this level, a professional can be expected to guide or train other professionals or to oversee their work.

- (1) Colleague. Academic staff and faculty at University of Wisconsin Oshkosh can be considered colleagues but **not** peers for this purpose.
- (2) Consistently. In a regular, expected and customary manner, over a period of time.
- (3) Extensive Experience. At least 10 years of progressively responsible experience in a particular field.
- (4) Peer. Individual in the same profession, outside of University of Wisconsin Oshkosh and preferably, outside the UW System.
- (5) Widespread Peer Recognition. A reputation of excellence in a profession, recognized by individuals or groups in the same profession, from a variety of institutions and/or organizations outside of UW Oshkosh and preferably, outside of the UW System.
- (6) Extraordinary achievements. Recognition by peers in the same field or exceptional performance as an **expert** in relation to current developments and/or problem solving in that field.
- (7) Work Unit. The University of Wisconsin Oshkosh is the work unit. Departments, schools and/or colleges within the institution are not considered work units for this purpose.

ACS 11.2. Professional Series.

For an academic staff member in the professional series to be recognized as Distinguished, the individual will have consistently performed at an exceptional level. The professional's extraordinary achievements are recognized by peers, possibly nationally or internationally, but certainly beyond the UW Oshkosh. Typically, this recognition by peers and the related accomplishments take place beyond the normal collegial relationships. Superior attainments will have been demonstrated through, for example, special honors and recognition. The accomplishments of the individual have been and continue to be made over and **above normal job responsibilities**, outside of UW Oshkosh and over a significant period of time. Seniority or longevity alone is not sufficient for award of the Distinguished designation.

ACS 11.3. Documentation Required.

To be considered for review for the Distinguished level, professionals must submit:

- (1) Current resume;
- (2) Job description;
- (3) Annual evaluations;
- (4) Specific documentation as evidence of exceptional competence and achievement in the occupational area.

The documentation submitted must support **each** of the four parts of the distinguished definition. This documentation will be reviewed following the processes that are followed for a change in academic staff title. The final decision for the use of the distinguished prefix will be made by the Chancellor.

1 The **bold statements** listed below are the guidelines of expected performance as specified by the UW
2 System.

3 The examples which follow in regular type, are suggestions of the type of acceptable documentation which
4 could be submitted as evidence of meeting the definition of distinguished.

5 Required Documentation:

6 (1) A professional at the distinguished level performs at a level of proficiency typically requiring ex-
7 tensive experience and advanced knowledge and skills.

8 (a) **10 or more years of progressively responsible experience in their field.**

9 Written description documenting the extent to which responsibilities have increased whether
10 or not the job title and/or the job description has remained the same. For example:

11 List of positions held, inclusive dates, and a description of position responsibilities, if position
12 title is not reflective of those duties.

13 (b) **Possess advanced knowledge and skills in their occupational area.**

14 Written description of the advanced knowledge and skills the individual possesses over and
15 above that required for the position. For example: (1) Certification or licenses held; (2) Docu-
16 mentation of continuing education opportunities; including special institutes, symposiums, and
17 conference participation; and (3) Evidence of advanced or terminal degree including date the
18 degree was received, name of the degree and name of the granting institution.

19 (2) The expertise of a professional at this level is commonly recognized by his or her peers and
20 through a reputation which extends beyond his or her work unit.

21 (a) **Widespread peer recognition.** Letters of support from at least three and no more than six
22 peers who could speak to the expertise of the person.

23 (b) **Awards from peer organizations which recognize significant contributions to the field.**
24 List of awards received including the date, name of the awarding organization, nature of the
25 award.

26 (c) **Service and leadership to professional peer organizations.** Documentation of participa-
27 tion as an officer, on committees and/or in activities including dates of this participation.

28 (d) **Consultation for peer organizations and agencies.** List of consultations completed includ-
29 ing date, name of organization and nature of the activity.

30 (e) **Expert advice and/or testimony.** Evidence that the individual served as a resource for solv-
31 ing complex issues or problems including date, nature of the issue or problem and for whom it
32 was rendered.

33 (3) A distinguished professional is expected to develop new approaches, methods or techniques to
34 resolve problems with little or no expert guidance and to cope independently with new, unex-
35 pected or complex situations.

36 (a) **Development of a new approach, method or technique.** Written description of the ap-
37 proach, method or technique developed and documentation of acceptance by one's peers.
38 Evidence of patent or copyright ownership including a description of what was developed, ei-
39 ther alone or as the major investigator.

40 (b) **Presentations and/or publications which describe new methods, techniques or alterna-**
41 **tives to current approaches within a field.** List of presentations made including date, title of
42 the presentation, audience and location. List of publications including date, title, and source.

43 (4) At this level, a professional can be expected to guide or train other professionals or to oversee
44 their work.

45 (a) **Educational and/or training programs for organizations and institutions external to the**
46 **work unit.** List of workshops, training programs, and courses focusing on advanced tech-
47 niques or methods.

NOTE: This entire section has been updated and UW System Board of Regents' approval is pending. (Fall 2007)

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- (b) **Professional shares expertise, guides, trains and/or oversees the work of others, even the most senior staff.** Description of how expertise was shared, through the guidance, training, and/or supervision of others including description, dates and the professionals involved.