

DISTINGUISHED PREFIX REVIEW COMMITTEE

POLICIES AND PROCEDURES

IV. REQUIRED DOCUMENTATION

In order to facilitate the Distinguished Prefix Review Committee (DPRC) review of documentation for academic staff recommended for the Distinguished prefix, the following minimum materials are to be provided (electronically, as a PDF) as a single packet:

1. A one- or two-page personal statement by the candidate indicating why he or she is qualified for the Distinguished prefix.
2. A cover letter from the candidate's supervisor(s) or departmental chair(s), including an indication of the vote of the Executive Committee or equivalent, if applicable. Because the most important consideration for the nomination is the extraordinary qualities of the candidate, this letter should describe the distinctive capabilities, performance and contributions of the individual including the candidate's contributions to the department, unit or program.
3. The current job description ~~(this should include any changes submitted with previous rate and title change requests)~~ and a copy of the latest rate and title change request.
4. A detailed, current résumé or curriculum vitae.
5. A minimum of three and a maximum of five letters of recommendation from those who can speak to the talents of the individual and evaluate his or her performance. At least two letters must come from individuals who work from outside the work unit as defined in Section I. The letters should be submitted to the designee in the candidate's department/unit who is compiling the packet of materials (department chair, unit head/supervisor, or department administrator). Confidential letters may be submitted electronically, but must be on letterhead and include a signature. The letters should be in sealed, signed envelopes marked as confidential. In addition, If relevant, a limited number of past unsolicited letters of commendation from clients, patients, students, or outside agencies may be included.

VI. SAMPLE PACKET

~~An~~ Exemplary sample packets ~~is~~ are available for examination in the Office of the Secretary of the Academic Staff, 270 Bascom Hall.

VII. NOMINATION AND REVIEW PROCEDURE

- A. The candidate's materials should be forwarded to the appropriate department or unit office. Packets may be submitted at any time during the year. However, candidates are asked to consult with the Office of the Secretary of the Academic Staff regarding specific deadlines to ensure a timely review.
- B. Following review by the candidate's supervisor(s), departmental chair or unit head, the packet, together with a cover letter from the supervisor, shall be forwarded electronically to the appropriate chief HR officer for the candidate's division.
- C. The chief HR officer shall submit the complete packet electronically with a cover letter to the ~~Office of~~ the Secretary of the Academic Staff Office (OSASSOAS) and ensure that a rate/title change request has been submitted. The ~~OSAS-SOAS~~ will forward the packet electronically to the members of the Distinguished Prefix Review Committee (DPRC) and will notify the candidate that the packet has been forwarded to the committee.
- D. The DPRC will review the packet and send its recommendation to the chief HR officer with a copy to the ~~Academic Personnel Office~~Office of Human Resources (APOOHR) and the ~~OSAS-SOAS~~. The chief HR officer will notify the dean/division director.
- E. The dean or director will accept or reject the recommendation within 20 working days of receipt and will notify the candidate, with copies to the chief HR officer, ~~the APO OHR,~~ OSAS-SOAS, and the candidate's department(s) or unit(s) in writing.

1. If the DPRC finds that a **candidate meets the criteria** for the Distinguished prefix and the dean or director agrees with the recommendation of the DPRC, the candidate receives the Distinguished prefix.
 2. If the DPRC finds that a **candidate meets the criteria** for the Distinguished prefix and the dean or director does **NOT** agree with the recommendation of the DPRC, the candidate does not receive the Distinguished prefix, and the dean or director shall notify the candidate in writing of the reasons for the decision with copies to the chief HR officer, the chancellor, the APOOHR, the OSAS-SOAS, the DPRC, and the candidate's department(s) or unit(s).
 3. If the DPRC finds that a **candidate does NOT meet the criteria** for the Distinguished prefix, but the dean/director **affirms** that the candidate **does** meet the criteria, the candidate receives the Distinguished prefix. The dean/director shall explain the reasons in writing to the chair of the DPRC with copies to the chancellor, the candidate, the chief HR officer, the APOOHR, the OSAS-SOAS, and the candidate's department(s) or unit(s).
 4. If the DPRC finds that a **candidate does NOT meet the criteria** for the Distinguished prefix and the dean or director agrees, the candidate does NOT receive the Distinguished prefix. The dean/director shall notify the candidate in writing with copies to the chief HR officer, the APOOHR, the OSAS-SOAS, and the candidate's department(s) or unit(s).

VIII. APPEAL PROCESS

- A. If the DPRC finds that a **candidate meets the criteria** for the Distinguished prefix and the dean or director does **NOT** agree and **does not grant the prefix**, the candidate may appeal

under the grievance procedure outlined in ASPP Chapter 7, but the grievance commences at Step 2 (appeal to dean or director).

- B. If the DPRC finds that a **candidate does NOT meet the criteria** for the Distinguished prefix and the dean or director agrees:
1. The candidate may ask the DPRC to reconsider the candidate's qualifications; the candidate must provide additional information to the DPRC; and the candidate may ask to make a 10-minute presentation to the Committee in defense of their qualifications.
 2. If the DPRC then finds that the candidate still does not meet the criteria, the candidate may then appeal only as follows to the Academic Staff Appeals Committee:
 - a. The scope of review is limited to the question of whether the DPRC's decision was based in any significant degree upon one or more of the following factors, with material prejudice to the individual candidate:
 - i. Factors proscribed by applicable state or federal law regarding unfair employment practices were present.
 - ii. The procedures required by the DPRC were not followed.
 - iii. Available information provided by the candidate bearing on the quality of the candidate's qualifications was not considered by the DPRC.
 - iv. Unfounded, arbitrary or irrelevant assumptions of fact were made by the DPRC about the candidate's qualifications.
 - b. The burden of proof in such an appeal shall be on the candidate.
 - c. The Academic Staff Appeals Committee shall present written findings of fact and recommendations to the chancellor or designee and copies to the appropriate dean or director, chief HR officer, the ~~OSAS-SOAS~~, and the ~~APQOHR~~, and to the candidate. The chancellor or designee shall implement the recommendation or give the candidate written reasons for modifying the recommendation. The chief HR officer, the dean/director, the ~~APQOHR~~, the ~~OSAS-SOAS~~, and the candidate's department(s) or unit(s) will be copied on the modified recommendation. The decision of the chancellor or designee shall be final.