

UW-Madison, School of Medicine and Public Health
Department of Family Medicine and Community Health

Process for Distinguished Prefix Title Request

The Distinguished Prefix title was created to recognize academic staff who have acquired extensive experience, advanced skills/knowledge, and a reputation beyond their school/college/division. The Distinguished Prefix title is not an automatic promotional step. It is an honor reserved for individuals who have demonstrated remarkable contributions to their profession. Currently, only some Category A academic staff in the Professional title series and Category B academic staff in the Instructional and Research title series are eligible for the Distinguished Prefix title (i.e., limited appointments and the program manager series are excluded). The School of Medicine and Public Health (SMPH) does not approve this prefix for CT or CHS faculty.

Please note that applications require approval from the Department of Family Medicine and Community Health (DFMCH) and from SMPH prior to submission to the campus Distinguished Prefix Review Committee.

Distinguished prefix applications should be addressed to the DFMCH HR Committee, in care of Mary Fendry at mary.fendry@fammed.wisc.edu, and should include the following:

- A one-or two page personal statement by the candidate indicating why he or she is qualified for the Distinguished prefix
- A cover letter from the candidate's supervisor(s)
- Current job description
- Detailed current resume or curriculum vitae
- Three to five letters of recommendation (at least two letters must come from individuals who work outside the work unit)

The packet must include documentation of exceptional performance, recognition for outstanding work beyond the work unit, and a reputation of excellence in the profession. Because the most important consideration for the nomination is the extraordinary qualities of the candidate, the supervisor's letter should describe the distinctive capabilities, performance and contributions of the individual including the candidate's contributions to the department, unit, or program.

The packet must contain an evaluation of the candidate's qualities beyond experience and expertise, such as: initiative, problem-solving ability, creativity, technical competence, productivity and quality of work, judgment, ability to communicate and interact effectively, leadership and management, supervisory, or organizational skills.

For more information and for details regarding the campus application process, please visit <http://acstaff.wisc.edu/personnel/distinguished-prefix>.

The Secretary of the Academic Staff office in 270 Bascom Hall has several sample application packets. Please email the office at soas@soas.wisc.edu to make an appointment to view the packets.

Applications will be initially reviewed by the DFMCH HR Committee. If the distinguished prefix is recommended by the HR Committee, the application will be sent to the Executive Team for review. If the distinguished prefix is recommended by the Executive Team, the application will be forwarded to the DFMCH Chair for review.

September, 2016