

# AFT Professional Staff Performance Based Promotion Program

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## Purpose

After discussions regarding criteria between the College and AFT Local 2364, this Memorandum of Agreement establishes the criteria and provides the procedures for implementing the Performance Based Promotion Program for full-time AFT Professional Staff members. A promotion is based on eligibility and availability of The College of New Jersey institutional funds

The College and AFT Local 2364 shall negotiate a calendar to establish application process, dates and deadlines. The calendar shall be affixed hereto.

A performance-based promotion is defined as an advancement to the next higher title in the employee's title series.

Full-time professional staff employees who meet the criteria for performance-based promotion are eligible to be considered for such promotions.

The criteria for a performance-based promotion will be established by the College of New Jersey and provided in written form for the understanding of all eligible employees. The procedures for consideration will be negotiated between The College of New Jersey and the local UNION.

The procedures for consideration shall be fairly and equitably applied to all eligible applicants.

Claims of procedural violations must be reported to the President of the College by the applicant within twenty-one (21) calendar days from the date on which the alleged violation (s) took place or twenty-one (21) calendar days from which the applicant should have reasonably known of its occurrence. In the event of failure to report the alleged violation within the twenty-one (21) calendar day deadline, the matter may not be grieved.

The College of New Jersey recognizes the value of peer input. Therefore, the applicant may include, as a part of the application documents, recommendations from peer employees.

### I. Number of Promotion Opportunities

The President or her/his designee shall inform the Professional Staff Promotion Committee of the number of available performance-based promotions that may be awarded for the fiscal year. This shall be announced to the College community by dates pursuant to attached calendar. The President's/Designee's announcement shall activate the Performance-Based Promotion and Professional Staff Committee Process.

### II. Eligibility

To be eligible for a Performance-based Promotion, a Professional Staff Member shall:

1. Be a full-time Professional Staff member and shall be employed by The College of New Jersey for a minimum of five years.
2. Have attained an evaluation score of at least 215 for three (3) performance evaluations within the most recent five-year period
3. Not have received a Performance-based Promotion within the last three (3) years
4. Not be a member of the Professional Staff Promotion Committee

5. Not have received a formal disciplinary action for at least two years prior to the date of the application

### III. Criteria for Performance-Based Promotions

Performance-based promotions shall be awarded to Professional Staff who demonstrate a record of sustained meritorious performance in assigned areas of responsibility, and exceptional contributions to the campus community-at-large in support of the overall mission of The College.

Sustained meritorious work performance shall be defined as exceptional achievement beyond the normal requirements of the applicant's current position. Exceptional contributions to the campus community-at-large must be supplemental to one's normal duties and assigned areas of responsibility. Particular consideration will be given to activities which directly support the work of colleagues, promote inter- and intra-departmental teamwork, improve the quality of the campus work environment, and/or enhance positive relations within a diverse community.

A Professional Staff Member must present evidence/documentation in support of the following performance-based criteria:

A. That the applicant exceeds (be exceptional):

1. In the performance of the applicant's professional responsibilities related to their job description
2. In advancing, through the applicant's accomplishments, the strategic goals of the department/unit, division, and the College in support of student success
3. In contributing through the applicant's service and other activities to the purpose and function of the College and the community it serves.

B. That the applicant be exceptional:

1. In contributing to a positive work environment that strengthens teamwork, supports colleagues, and achieves a service-oriented approach to the work of the department, division/school, or College, thus contributing to the College's goal of student success.
2. In establishing a record of continued professional development or work related academic accomplishment<sup>1</sup> that has resulted in the improvement of delivery of service and/or expertise to the department/unit, division/school, College or profession/discipline.

### IV. Application Procedures

An eligible full-time Professional Staff Member and/or the employee's immediate supervisor may submit application for a Performance-based Promotion in accordance with the following procedures:

A. The applicant must develop a portfolio that includes:

1. A job description that shall be supplied by the College at the applicant's request within ten (10) days of the request.
2. A self-assessment statement addressing the criteria listed in Section III.
3. Three (3) performance evaluations with a rating of at least 215 within the most recent five-year period, including the most current review from the immediate supervisor and the last multi-year appointment review.
4. Documentation, to be supplied by the candidate, supporting the criteria listed above.

B. The immediate supervisor shall transmit the application including their recommendation to the candidate. If necessary, the applicant shall have the opportunity to submit a written response to the assessment and recommendation issued at each level of review according to the established calendar. Unless the applicant submits a written request to the supervisor to withdraw the application, the application shall continue through the entire process to the presidential level.

C. The applicant shall be responsible for transmitting their portfolio to the next and subsequent levels of managerial review according to the established calendar.

D. The appropriate Vice-President/Cabinet Member shall review and transmit the portfolio with their written recommendation to the Professional Staff Committee in accordance with the established calendar.

## V. Professional Staff Committee

### A. Composition

1. The Professional Staff Promotion Committee shall be comprised of seven (7) Professional Staff employees elected at large. Each representative must be: (1) members-in-good standing of Local 2364; (2) on multi-year contracts; (3) from different departments/divisions/units but that the Committee may have no more than 2 members from one department or three from a single division/unit.
2. Representatives must recuse themselves from voting if a conflict of interest arises. <https://ethics.tcnj.edu/>

### B. Election

1. The Committee shall be elected at the same time and in the same manner as the College Faculty Promotion Committee.
2. Following the election, the Local President or her/his designee shall convene the Professional Staff Promotion Committee at which time the Committee shall elect a chairperson who shall take office immediately.

## VI. Professional Staff Committee Review Procedures

1. After considering all applications for performance-based promotions of Professional Staff, the Professional Staff Promotion Committee shall provide the Provost with a list of recommended individuals equal to the number of available performance-based promotional opportunities.

## VII. Provost Review

1. The Provost shall review the candidates' applications with the appropriate Vice-President/Cabinet member, and meet with the Professional Staff Promotion Committee to discuss her/his recommendations including any that may differ from those of the Professional Staff Promotion Committee. The Provost shall transmit to the President, a list of candidates equal to the number of available performance-based promotional opportunities.

2. If the Provost's determination is different from that of the Professional Staff Promotions Committee, the Provost shall send to the President and to the Chairperson of the Professional Staff Promotion Committee the Committee's list as well as their own list and the reasons for the different recommendations.

3. If there are no differences in recommendations, the Provost shall transmit to the President the list of candidates equal to the number of available performance-based promotional opportunities.

## VIII. Presidential Review

1. The President shall review the candidates' applications and the recommendations submitted by the Provost and the Professional Staff Promotion Committee in making a decision for awarding professional staff performance-based promotions.

2. The President shall notify applicants of the decisions pursuant to the established calendar.

5. The President's decision shall be final.

## IX. Board of Trustees

1. The Board of Trustees shall receive in writing, the President's list of recommended **applicants** for performance-based promotion.

3. The President will notify the applicant of the decision within 60 days of the Board of Trustees quarterly meeting.

## X. Implementation

- A. The procedures herein shall be fairly and equitably applied to all applicants.

B. Performance-based promotions shall be awarded annually. The effective date of promotion for twelve (12) month employees shall be effective July 1. The effective date of promotion for ten (10) month employees shall be effective September 1.

C. Promotions shall be to the next State Generic Title in the applicant's title series. Promotion-based increases shall be calculated pursuant to Article XXII., Section C. 1. of the State-Union Agreement.

D. This Agreement shall be renewed from year to year unless either party provides written notice to the other of its wish to modify or amend this Memorandum of Agreement. Notice and demand to negotiate shall be provided by the moving party by no later than May 1.