AFT Staff Performance Based Promotion Timeline	
Dates	**Actions**
12/7/2022	By this date, AFT leadership announces the Professional Staff Promotion Committee (PSPC) member names to AFT professional staff.
1/11/2023	By this date, **President** (or her designee) informs the PSPC of the maximum number of available performance-based promotions that may be awarded for the 2023–2024 fiscal year.
1/18/2023	By this date, **PSPC** announces to the unit the maximum number of performance-based promotions that may be awarded for the fiscal year.
2/8/2023	By this date, **professional staff member** intending to submit an application for performance-based promotion requests to open a case in Faculty Process.
3/8/2023	By this date, **professional staff member** submits application to their immediate supervisor for the supervisor's assessment and recommendation. The application portfolio will be submitted electronically using TCNJ's online application review tool known as "Faculty Process." The application shall include documents in the appropriate format as described in MOA #118. • Immediate supervisor'*s* review begins.
3/22/2023	By this date, **immediate supervisor** submits their assessment and recommendation letter (also online using "Faculty Process"). The supervisor's letter will be shared with the employee applicant.
3/29/2023	By this date, **professional staff member** is responsible for advancing their portfolio to the next level of administrative review, which is the division vice president. If necessary, the applicant may submit a written response to the immediate supervisor's assessment and recommendation. Alternatively, the applicant can withdraw their application. • *Division vice president's review begins*.
4/19/2023	By this date, **applicant's divisional vice president** evaluates application portfolio, including the immediate supervisor's assessment and recommendation, and submits the VP's written recommendation. This advances the full application file to the PSPC for its review and assessment. • *PSPC's review begins*.
5/10/2023	By this date, **PSPC** makes recommendations to Provost, with a list of recommended applicants equal to the number of available promotions. • *Provost's review begins.*
5/31/2023	By this date, **Provost** meets with PSPC to discuss his recommendations for promotion(s). If the Provost agrees with the recommendations of the PSPC, the Provost informs the President (or her designee) of the Provost's recommended candidates equal to the number of available promotions. If the Provost's recommendations differ from that of the PSPC, a consensus determination is made if possible. • *President's review begins.*
6/14/2023	By this date, **President** (or her designee) reviews the applications and recommendations, and makes her promotion decisions.
6/20/2023	Board of Trustees receives list of recommended applicants
6/21/2023	By this date, **Provost** notifies non-awarded applicants of the outcome of their applications.
6/28/2023	By this date, **President** notifies awarded applicants. Promotions are effective on July 1 for 12-month employees and on September 1 for 10-month employees.