

AFT Staff Performance Based Promotion Timeline	
Dates	Actions
12/4/2024	By this date, AFT leadership announces the Professional Staff Promotion Committee (PSPC) member names to AFT professional staff.
1/8/2025	By this date, President (or their designee) informs the PSPC of the maximum number of available performance-based promotions that may be awarded for the 2024–2025 fiscal year.
1/15/2025	By this date, PSPC announces to the unit the maximum number of performance-based promotions that may be awarded for the fiscal year.
2/5/2025	By this date, professional staff member intending to submit an application for performance-based promotion requests to open a case in Faculty Process.
2/12/2025	By this date, PSPC emails Human Resources the list of the professional staff member(s) who submitted a request to open a case in Faculty Process for review of their employment standing. <ul style="list-style-type: none"> • <i>Human Resources review begins</i>
2/19/2025	By this date, Human Resources emails PSPC standing of candidate(s) and eligibility for performance based promotion.
3/5/2025	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. <ul style="list-style-type: none"> • <i>Immediate supervisor's review begins.</i>
3/19/2025	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.
3/26/2025	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. <ul style="list-style-type: none"> • <i>Division vice president's review begins.</i>
4/16/2025	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. <ul style="list-style-type: none"> • <i>PSPC's review begins.</i>
5/7/2025	By this date, PSPC makes recommendations to Provost, with a list of recommended applicants equal to the number of available promotions. <ul style="list-style-type: none"> • <i>Provost's review begins.</i>
5/28/2025	By this date, Provost meets with PSPC to discuss his recommendations for promotion(s). If the Provost agrees with PSPC recommendations, the Provost informs the President (or their 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. <ul style="list-style-type: none"> • <i>President's review begins.</i>
6/11/2025	By this date, President (or their designee) reviews the applications and recommendations, and makes their promotion decisions.
6/16/2025	By this date, President (or their designee) provides Board of Trustees and Human Resources list of recommended applicants
6/17/2025	By this date, Provost notifies non-awarded applicants of the outcome of their applications.
6/25/2025	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.