

PERFORMANCE-BASED PROMOTIONS FOR PROFESSIONAL STAFF

Performance-based promotions for professional staff in the AFT bargaining unit are provided for in Article XVI, E of the 1992/2003 Agreement between the Council of State College Locals, AFT, AFL-CIO and the State of New Jersey.

Full-time professional staff employees who meet or exceed the criteria for performance based promotion are eligible to be considered for such promotions, which consist of advancement to the next higher title in the employee's title series. The next higher title for program assistants will be professional services specialist IV. The criteria for performance based promotion will be established by the College/University President and provided in written form for the understanding of all affected employees. Eligible full time professional staff employee and/or the employee's unit supervisor may submit written application setting forth justification for promotion to the College/University President or designee thereof. The College/University President shall determine whether a promotion shall be granted. (p. 25)

I. Eligibility

Full-time professional staff who meet or exceed the criteria for the performance-based promotions as stated below are eligible to be considered, either by application by the individual or nomination by his or immediate supervisor, for such promotions.

II. Criteria

An applicant for a performance-based promotion must meet or exceed the following established criteria to be eligible for promotion:

1. Performance of his/her full range of professional responsibilities for and on behalf of the University at the level of excellence over a significant period of time, and such excellence shall consist of marked superiority, both in terms of quality and quantity of performance appropriate to the person's position of employment.
2. Present and consistent demonstration, over a significant period of time, of a cooperative effort to achieve the goals and objectives of the University and demonstration of significant accomplishment(s) in his/her position.

3. Present and consistent achievement and demonstration of professional development and recognition in his/her professional field by having achieved an appropriate level of academic background related to his/her professional field AND by undertaking other professional contributions and activities appropriate to his/her position (e.g., through publication in a juried

evaluation/recommendation a written statement as to how the applicant's performance meets each of four criteria for promotion.

5. Simultaneously with the supervisor's review, the Professional Staff Peer Review Committee will also review the applicant's portfolio and forward the individual application with an evaluation/recommendation to the next level of supervision, dean or director, within thirty (30) days of closing date for receipt for all applications, with a copy to the applicant. The committee shall include as part of its recommendation a written statement as to how the applicant's performance meets each of the criteria for promotion.
6. Applicant will have the right to provide written comment to his/her supervisor(s) and the Committee at any point in the review process. Each response shall be made in writing within five (5) worki

Performance-Based Promotions
For
Professional Staff

Calendar

November 15	Announcement of Number of Promotions Available
January 31	Submission of Appliation (portfolio) to first level non-unit supervisor AND to the Professional Staff Peer Review Committee
February 28	Supervisor and Committee recommendation/report to Dean or Director
March 15	Dean or Director recommendation to the VP with copy to the candidate
March 31	VP recommendation to the President
April 15	President's decision to the candidate. President forwards recommended promotions to Board of Trustees which acts upon only those persons recommended for promotion by the President.
May/June	Board of Trustees act on President's recommendation. Decision of Board made known to the candidate in writing by US Postal Service to the candidate's home address.

New Jersey City University

Application for Performance Based Promotions for Professional Staff

Candidate's Name _____

Title and Department _____

Years in Position _____

Date of Initial Appointment _____

Candidate's portfolio/application:

- Job description
- Employment history at University
- Statement how candidate meets each of the four criteria (excellent performance in responsibilities over time, extraordinary accomplishments, significant contributions to work unit, record of continued professional development).
- Two performance appraisals from applicant
- Supporting documentation with examples of work

Candidate's portfolio application submitted to immediate supervisor and Professional Staff Peer Review Committee for review and recommendation.

- Professional Staff Peer Review Committee Report

_____ Recommended

_____ Not recommended

Signature of Chairperson Date

Candidate for Promotion:

I have read the promotion recommendation of the Committee.

Signature of Candidate Date

- Supervisor's Report (see attached form)

_____ Recommended

_____ Not recommended

Signature of Supervisor Date

- Candidate for Promotion:

I have read the promotion recommendation of my immediate supervisor.

Signature of Candidate Date

x Dean/Director

I recommend/do not recommend the promotion of the above named candidate. The candidate has been notified in writing of my recommendation.

Signature of Dean/Director

Date

x Vice President

I recommend/do not recommend the promotion of the above named candidate. The candidate has been notified in writing of my recommendation.

Signature of Vice President, Division

Date

x President

I have approved/not approved the promotion of the above named candidate. The candidate has been notified in writing of my decision.

Signature of President

Date

