

Memorandum of Agreement #52 - The College of New Jersey -
Performance-Based Promotions for AFT Professional Staff
November 15, 2000

I. Purpose

This policy establishes the criteria and process by which the President may award performance-based promotions to AFT Professional Staff in recognition of sustained meritorious work performance and exceptional contributions made to The College of New Jersey campus community. (The State-Union Agreement Article XVI. E.)

II. Eligibility

Full-time Professional Staff employed by The College of New Jersey for five (5) or more years shall be eligible to apply for performance-based promotions.

Professional Staff who are promoted under this policy shall be required to complete three (3) additional years of service at The College in order to be eligible for subsequent performance-based promotions.

III. Criteria for Performance-Based Promotions

Consideration for performance-based promotions shall be given to Professional Staff who demonstrate through their application materials both a record of sustained meritorious work performance in assigned areas of responsibility, and exceptional and measurable contributions to the campus community-at-large in support of the overall mission of The College. In this context:

A. Sustained meritorious work performance shall be defined as exceptional achievement above and beyond the normal requirements and expectations associated with the applicant's current position, and shall be measured in part by a minimum of three (3)* formal evaluations with ratings of 215 or higher within the most recent five year period. Particular consideration will be given to completed projects in the applicant's area of responsibility which result in demonstrable improvement in the quality and delivery of services; and

*In instances where an AFT applicant's 1998 evaluation was not completed on the revised (current) evaluation instrument, a minimum of two (2) formal evaluations with ratings of 215 or higher shall be accepted for eligibility. This exception shall apply to fiscal year 2000-2001 only.

B. Exceptional and measurable 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 intradepartmental teamwork, improve the quality of the campus work environment, and/or enhance positive relations within a diverse community.

IV. Procedures for Application

During the month of April* each year, eligible employees may submit to their

immediate supervisors written application setting forth justification for a performance-based promotion. Each application must provide detailed information addressing separately how the applicant meets each of the criteria specified above, and must have attached a copy of the applicant's current job description; copies of her/his five (5) most recent performance evaluations; and any additional relevant documentation. (Supplemental documentation may include additional performance evaluations.)

*In fiscal year 2000-2001 applications and nominations may additionally be submitted by January 8, 2001 for a September 1, 2000 effective date.

The immediate supervisor shall evaluate the application against the criteria specified above and issue a written assessment and recommendation to the appropriate Executive Staff member. The written assessment shall indicate whether the application and supportive documentation demonstrate that the applicant meets the specified criteria. A copy of the written assessment and recommendation shall be issued simultaneously to the applicant.

The Executive Staff member shall review the application and supportive documentation, as well as the assessment and recommendation of the immediate supervisor. Based on a review of these documents and her/his independent assessment, the Executive Staff member shall prepare a written statement indicating concurrence or non-concurrence with the immediate supervisor's assessment and recommendation, and shall issue a corresponding recommendation to the appropriate Cabinet member. A copy of the Executive Staff member's written statement and recommendation shall be issued simultaneously to the applicant.

The Cabinet member shall review the application and supportive documentation, as well as the assessment and recommendation of the Executive Staff member. Based on a review of these documents and her/his independent assessment, the Cabinet member shall prepare a written statement indicating concurrence or non-concurrence with the Executive Staff member's assessment and recommendation, and shall issue a corresponding recommendation to the President. A copy of the Cabinet Officer's written statement and recommendation shall be issued simultaneously to the applicant.

The applicant shall have opportunity to submit a written response to the assessment and recommendation issued at each stage in the process noted above. Said response must be received by the next-level officer within five days of receipt of the assessment and recommendation. If received within the specified timeline, the applicant's response will be reviewed and taken into account by the next-level officer and shall become a part of her/his application packet. Unless the applicant submits a written request to her/his supervisor to withdraw the application, the application shall continue through the entire process to the presidential level.

The President shall render a decision on each application based on a review of the application materials and the Cabinet member's recommendation. The President's decision shall be final. In the event that the President overrules a positive recommendation of a Cabinet member, she/he will provide a written statement to the applicant indicating the reasons for non-concurrence.

Applicants will be notified by the President within 60 calendar days of the application's submission as to whether or not a performance-based promotion has

been awarded. If awarded, the effective date of the promotion shall be the immediately following July 1 (for 12 month employees) or September 1 (for 10 month employees).

Professional Staff awarded performance-based promotions shall have their new salaries determined by applying the procedure prescribed in Article XXII. C. 1. of the State-Union Agreement.

A timetable specifying deadlines for the above referenced procedure will be established and mutually agreed upon by AFT Local 2364 and authorized officers of The College of New Jersey.

Performance-based promotions shall be limited to the next higher title in the employee's current title series. The next higher title for Program Assistants will be Professional Services Specialist IV. (Article XVI E.)

This agreement will be reviewed by both parties two (2) years after adoption or at any other time requested by either party.

Ralph Edelbach Date
Date
President, AFT Local 2364

Jose Valentin
Treasurer, AFT Local 2364

Stephen Briggs Date
Date
Provost and V. P. for Academic Affairs

Robert Drake
Associate Vice President