

## **Performance-Based Promotions Program for AFT Professional Staff**

- I. Article XVI, section E. of the July 1, 2007 – June 30, 2011 Agreement between the Council of New Jersey State College Locals, AFT, AFL-CIO and the State of New Jersey provides for Performance-Based Promotions for Professional Staff who meet or exceed the criteria for such promotions which consist of advancement to the next higher title in the employee's title series. This process is separate and apart from the reclassification procedure set forth in Article XVI, section G of the Agreement, and the annual and across the board salary adjustments mandated by Article XXI, sections A-F and H.

### **II. Criteria for Performance-Based Promotions**

For the five year period immediately preceding the candidate's application, the candidate must clearly demonstrate and **provide evidence** of consistent exceptional performance and meritorious service through one or more of the following:

- A. Consistent exceptional performance and meritorious service in support of the achievement of the College's goals/mission as set forth within the Strategic Plan.
- B. Consistent exceptional performance and meritorious service which contributed to building an effective and positive work environment that strengthens teamwork, mentors and supports colleagues, and that achieves a service-oriented approach to the work of the unit.
- C. Consistent exceptional performance and meritorious service in the area of professional development, meaning professional development which is related to the candidate's position and is evidenced by, but not limited to, presentation at conferences and/or service as an officer in a state or national professional organization and/or the initiation or new projects and/or accepting additional unpaid responsibility for short-term special projects, and which development also leads to advanced skills and ability and enhances College operations.
- D. Consistent exceptional performance and meritorious service (not necessarily job-related) that contributes to campus life.

### **III. Number of Opportunities and Guidelines**

#### **A. Opportunities**

The President shall determine and announce to the College the number of Performance-Based Promotional opportunities for AFT Professional Staff. Promotions made in any fiscal year which shall be subject to budgetary consideration and limitations as determined by the President and the Board of Trustees.

## **B. Guidelines**

1. The calendar for Performance-Based Promotions shall be developed by the College in consultation with the AFT Local 2274.
2. The effective date for a Performance-Based Promotion will be July 1<sup>st</sup> of the fiscal year following the award.
3. Performance-Based Promotions will be to the next higher title in the employee's title series (e.g. Professional Services Specialist 3 to Professional Services Specialist 2). The next higher title for Program Assistant will be to Professional Services Specialist 4.
4. There is no probationary period in the new title.

## **IV. Eligibility for Performance-Based Promotions**

To be eligible for a Performance-Based Promotion, a professional staff member shall meet the following requirements.

- A. Be a full-time professional staff employee on a multi-year contract as defined in Appendix I, Article 1, Section A of the Agreement, and be employed by the College for at least eight consecutive years at the time that the award is granted. A year is defined as 12 consecutive months.
- B. Not have received a Performance-Based Promotion within the last five years.
- C. Not have received a reclassification within the last three years.

## **V. Application and Procedures**

- A. An eligible full-time professional staff member and/or the employee's non-bargaining unit Supervisor may submit an application for Performance-Based Promotion:
- B. The application shall include:
  1. Current job description
  2. A self-assessment statement, no more than three pages, which illustrates how the candidate meets the criteria for promotion as described above.
  3. Supporting documentation which demonstrates that the employee meets the criteria set forth above.

- 4.** The five most recent performance appraisals from the employee's personnel file.
  - 5.** Support letters dated within the current contract period from members of the community attesting to exceptional and meritorious service, as set forth in the application. The support letters are solicited, based on a mutually agreed upon list of names, by the supervisor, not the applicant.
- C.** It is the candidate's responsibility to ensure the completeness of the application and to ensure that written documentation exists for all claims of accomplishments. Achievement shall be supported by documentation. Hearsay and undocumented claims of achievement will not be accepted. No information or documentation may be added beyond the supervisor's level of review other than the recommendations described below.
- D.** The application shall be submitted to the employee's immediate supervisor who shall review the application to determine whether in his/her opinion, the employee meets the above criteria. The supervisor should consult with the candidate and may suggest revisions to the application. However, as noted above, the application shall be the sole responsibility of the applicant.
- E.** The supervisor forwards all applications and his/her recommendation for each applicant to the provost/division vice president. A copy of the recommendation shall be provided to the candidate. If the recommendation is negative or qualified, the candidate may submit a response to the supervisor's recommendation which shall be included in the application package.
- F.** The provost/division vice president reviews the forwarded applications and the recommendation of the supervisor and may consult with other managers before making a final decision.
- G.** The provost/division vice president shall review and discuss all applications and forward a ranked list of applicants to the president. An Affirmative Action representative and a representative of AFT Local 2274 shall attend such meeting as ex officio, non-voting members. The president may consult with the provost/division vice president and any others before making a final decision. The President's decision is final.
- H.** The applicant shall receive a copy of any material that is added to the application by the division vice president and/or the President.
- I.** If not promoted, and the candidate meets the eligibility and promotion criteria, the applicant shall be eligible to apply at the next promotion cycle.

The American Federation of Teachers, Local 2274 (AFT Local) and the Ramapo College of New Jersey (College) hereby acknowledge that this revised Performance-Based Promotions Program for AFT Professional Staff was adopted by the AFT Local at a duly convened meeting of its membership on date, and was approved by the College's Board of Trustees at its December 2010 meeting.