

**NEGOTIATED PROCEDURES FOR IMPLEMENTATION OF PERFORMANCE –
BASED PROMOTIONS
PROFESSIONAL STAFF**

I Preamble

Article XVI, Section E of the State Agreement between the State of New Jersey and the Council of New Jersey State College Locals, AFT, AFL-C IO which provides that:

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 highest title in the employee's title series. The next highest 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. An eligible full-time professional staff employee and/or the employee's out-of-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.

II. Eligibility

Any full-time professional staff member of the University who has met or exceeded the established criteria may apply for or be recommended by the employee's immediate supervisor for a performance-based promotion.

III. Procedures for Consideration for a Performance-Based Promotion

- 3.1 An eligible employee and/ or his/her immediate supervisor, on behalf of the eligible employee, may submit written application on forms which have been mutually agreed to by the union and the administration setting forth justification for promotion to the President or designee thereof. The forms will be available on the Human Resources website by October 31st. Justification shall entail a statement covering how the applicant meets each of the criteria established by the University including specific examples and any objective documentation. Attachments to the justification shall include a statement of the individual's current title, his/her employment history at the University, his/her current job description, and, in the case of the application being made by the eligible employee, a copy of the immediate supervisor's evaluation for performance-based promotion.
- 3.2 An eligible employee who is making application for a performance-based promotion shall request of his/her immediate supervisor a written evaluation for performance-based

promotion as required as an attachment to the application. The candidate shall forward the promotion application to the immediate supervisor for review before the supervisor makes his/her evaluation. Such evaluation shall include the immediate supervisor's professional judgment of the applicant's performance with respect to each of the criteria included in the University Policy on Performance-Based Promotion for Professional Staff; the areas in which the applicant might want to improve, if any, and, a recommendation with respect to the performance-based promotion. The evaluation shall be provided to the applicant within 20 working days of the request. The applicant shall have the opportunity to respond in writing to the immediate supervisor's evaluation and the immediate supervisor will respond again in writing to the applicant's response. Each of their responses shall be made within 10 working days. All such responses shall be appended to the application that will be forwarded to the President by the applicant.

- 3.3 The eligible full-time professional staff member will be notified by the President within 60 working days as to whether or not a performance-based promotion has been granted. If the promotion is denied, the President shall set forth her reasons in writing to the applicant.
- 3.4 The evaluation provided by the immediate supervisor and the decision letter of the President in this process will not be used in personnel actions other than this or subsequent applications for a performance-based promotion.
- 3.5 The procedures used for the consideration for a performance-based promotion shall be fairly and equitably applied.
- 3.6 An eligible member of the professional staff or his/her immediate supervisor, on behalf of the employee, may make application for a performance based promotion by January 20, 2012.
- 3.7 The effective date of the performance-based promotion shall be July 1, 2012 following the date of application.