**APPLICATION FOR PERFORMANCE-BASED PROMOTION**

# FOR PROFESSIONAL STAFF

**Instructions:**

* Please review the policy and negotiated procedures prior to completing this form.
* Interested candidates are required to complete each section of this application and attach the required supporting documentation for submission by the designated deadline to the Division of Human Resources for review.
* Human Resources will forward all completed submissions to the University President for final approval.
* Please refer to the associated timeline for deadlines and notification of information.

## CANDIDATE INFORMATION

|  |  |
| --- | --- |
| **Name:** | **Title (Business/Generic):** |
| **Department:** |
| **Division:** | **Date of Last Performance-Based Promotion (if any):** |

1. **REQUIRED MATERIALS**

## A. WRITTEN STATEMENT

## Prepare a statement addressing how you believe you meet each of the criteria set forth in the University Policy on AFT Professional Staff, Performance-Based Promotions. Please append your statement to this application and include specific examples and any objective documentation supporting your application.

## B. JOB DESCRIPTION

Please attach a current job description.

### C. EMPLOYMENT HISTORY

## Please attach an addendum sheet detailing your employment history at the University. Include your name, current title, and department, then list each position held at the University and the dates of employment for each.

## D. EVALUATION FORM

 A copy of your immediate supervisor’s evaluation for Performance-Based Promotion.

1. **OPTIONAL MATERIALS**

## RECOMMENDATIONS

## You may include recommendations from peers and/or others who are familiar with your work

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**Applicant’s Signature**  **Date**

**SUPERVISOR EVALUATION FOR**

**PERFORMANCE-BASED PROMOTION**

# FOR PROFESSIONAL STAFF

**Instructions:**

* Please review the policy and negotiated procedures prior to completing this form.
* Interested candidates are required to obtain and submit a written evaluation from their immediate supervisor as a part of their submission by the designated deadline to the Division of Human Resources for review.
* Human Resources will forward all completed submissions to the University President for final approval.
* Please refer to the associated timeline for deadlines and notification of information for candidates/supervisors.

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| **Name of Employee:** | **Title (Business/Generic):** |

1. **SUPERVISOR EVALUATION**

Please review the above named candidate’s submission for the AFT Performance-Based Promotion and provide, in your professional judgement, your evaluation, of the applicant’s performance with respect to each of the criteria included in the University policy on the AFT Professional Staff Performance-Based Promotions; the areas in which the applicant might want to improve, if any, and, a recommendation with respect to the performance-based promotion.

1. **DISPOSITION OF APPLICATION**

|  |  |
| --- | --- |
|  |  Date |
| Supervisor of Eligible Employee ❒ Recommended ❒ Not Recommended |
|  |  Date |
| University President Signature ❒ Approved ❒ Not Approved |