

MONTCLAIR STATE

UNIVERSITY

Division of Human Resources

APPLICATION FOR PERFORMANCE-BASED PROMOTION FOR PROFESSIONAL STAFF (Fiscal Year 2021)

Instructions:

- Please review the policy and negotiated procedures found on the [HR website](#) 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.
- Please refer to the following timeline for deadlines and notification of information:

December 7, 2020	Application Forms Available on the Human Resources Website
February 16, 2021	Application Due
May 17, 2021	Notification to the Professional Staff Member
July 1, 2021	Effective Date of the Performance-Based Promotion (if granted)

Criteria:

The University has established the following criteria for selection of successful candidates for performance-based promotion for professional staff. An applicant for a performance-based promotion must meet all of the following criteria:

1. Excellent performance in the full range of the individual's professional responsibilities over a significant period of time.
2. Extraordinary and measurable accomplishments/outcomes of a specific nature related to the individual's responsibilities in his/her work unit in support of the achievement of the overall goals of the University.
3. Significant contributions to building an effective work environment that strengthens teamwork, mentors/coaches and support colleagues, and achieves a service-oriented approach to the work of the unit and for the University.

I. CANDIDATE INFORMATION:

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

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RE: APPLICATION FOR PERFORMANCE-BASED PROMOTION FOR PROFESSIONAL STAFF (Fiscal Year 2021)

II. 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.

III. OPTIONAL MATERIALS

A. RECOMMENDATIONS

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

Applicant's Signature

Date

MONTCLAIR STATE UNIVERSITY

Division of Human Resources

SUPERVISOR EVALUATION APPLICATION FOR PERFORMANCE-BASED PROMOTION FOR PROFESSIONAL STAFF (Fiscal Year 2021)

Instructions:

- Please review the policy and negotiated procedures found on the [HR website](#) 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 application.

Criteria:

The University has established the following criteria for selection of successful candidates for performance-based promotion for professional staff. An applicant for a performance-based promotion must meet all of the following criteria:

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2. Extraordinary and measurable accomplishments/outcomes of a specific nature related to the individual's responsibilities in his/her work unit in support of the achievement of the overall goals of the University.
3. Significant contributions to building an effective work environment that strengthens teamwork, mentors/coaches and support colleagues, and achieves a service-oriented approach to the work of the unit and for the University.

Name of Employee:	Title (Business/Generic):
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I. SUPERVISOR EVALUATION

Please review the above-named candidate's submission for the AFT Performance-Based Promotion and attach a memo summarizing 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.

II. DISPOSITION OF APPLICATION

Date

Supervisor of Eligible Employee

☐ Recommended

☐ Not Recommended

Date

University President Signature

☐ Approved

☐ Not Approved