MONTCLAIR STATE UNIVERSITY

Division of Human Resources
Office: 973-655-4227
Fax: 973-655-7210

EMPLOYEE APPLICATION PERFORMANCE-BASED PROMOTION FOR PROFESSIONAL STAFF (Fiscal Year 2023)

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:

October 20, 2022	Application Forms Available on the Human Resources Website
January 27, 2023	Application Due
April 12, 2023	Determination Notice to the Professional Staff Member
July 1, 2023	Effective Date of the Performance-Based Promotion (if granted)

Criteria: (Revised May 28, 2021)

The Collective Negotiated Agreement provides for two promotion processes for Professional Staff employees and one reclassification process. Reclassification is a process whereby employees may be moved to a higher job title and salary when their responsibilities in their current position have subsequently changed. A Structural Promotion occurs when an individual is promoted to a newly created or vacant higher-level position. A Performance-Based Promotion is recognition of exceptional performance in an individual's current title, qualifying them for advancement to the next higher title in the employee's title series. The University has established the following criteria for Performance-Based Promotions:

- Consistently excellent performance in the full range of the individual's professional responsibilities;
- 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; and
- Significant contributions to building an effective work environment that strengthens teamwork, mentors and supports colleagues, and achieves a service-oriented approach to the work of the unit.

The assessment of a candidate's application for a performance-based promotion takes into consideration the unique responsibilities of the employee and his/her overall contributions related to the criteria. The amount of time candidates may have in their current positions is also considered in relationship to the scope of the candidates' accomplishments. For example, one candidate may present a record of consistently excellent performance over a long period of time, and another candidate may present one or more truly extraordinary accomplishments over a short period of time. Both candidates may qualify, but for different reasons based on the nature of their positions and the quality and importance of their contributions to the University.

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I. CANDIDATE INFORMATION:

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

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**

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SUPERVISOR EVALUATION
APPLICATION FOR PERFORMANCE-BASED PROMOTION FOR PROFESSIONAL STAFF (Fiscal Year 2023)

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: (Revised May 28, 2021)

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SUPERVISOR EVALUATION
APPLICATION FOR PERFORMANCE-BASED PROMOTION FOR PROFESSIONAL STAFF (Fiscal Year 2022)

Name of Candidate:	**Title (Business/Generic):**

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

Supervisor of Eligible Employee: Date:

□ Recommended □ Not Recommended