

AFT Single and Multi-Year Contract Consideration Procedure for Professional Staff

1. Each candidate requesting reappointment will submit an application to his/her immediate supervisor. This request will include, but not be limited to, a written self-evaluation statement which will, at minimum, include: a review of past performance, activities and achievements, a description of current professional responsibilities, an analysis of professional contributions and potential for continued development, and a statement of professional goals and objectives. The candidate may include any additional information which he/she deems appropriate. Each candidate for reappointment will undergo a thorough and rigorous review of his/her qualifications for continued employment at the College.
2. During the first year of the five year probationary period, peer evaluations are not required unless the immediate supervisor and/or the candidate think they are necessary to evaluate performance.

During each of the remaining four years of the five year probationary period, at least three peer evaluations are required.

Following the five year probationary period, peer evaluations are only required during reappointment review for multi-year contracts if the immediate supervisor and/or the candidate think they are necessary.

Each candidate and the immediate supervisor should discuss the list of peer evaluators. Peers who are requested to provide evaluations should serve in a regular and continuing functional working relationship with the candidate. The supervisor must be satisfied that the selected peers will provide relevant feedback. In case of disagreement regarding the peers selected, the candidate and the supervisor each may identify other employees to include in the list. The **supervisor** will request written evaluations from all employees so identified. The candidate's updated job description will be included with each request for an evaluation.

3. Each candidate has an evaluation conference with his/her immediate supervisor. The candidate's application and any peer/colleague evaluations will be reviewed.
4. The immediate supervisor makes a recommendation in writing, which will include an evaluation of the candidate's professional performance, development and potential.

When there is a negative or qualified recommendation by a supervisor, that supervisor will notify the candidate in writing. Candidates receiving such recommendations may request and will receive a conference with the person making the recommendation.

It is the option of the candidate to request the presence of a Union representative at the conference as an observer/advisor only.

At least 48 hours prior notice of the scheduled conference is given to the candidate unless waived by him/her. This conference will be held prior to the recommendation being submitted to the administrator next in line.

5. The immediate supervisor forwards all documents including the application, the peer/colleague evaluations, his/her own recommendation to the administrator next in line for review and recommendation. When there is a negative or qualified recommendation, the process as described in (4) above will be repeated through each level of review up to and including the administrator reporting directly to the President.
6. The last administrator in line will forward his/her recommendation and all documents to the President for review.

7. If the President's decision is negative or qualified, the President will notify the candidate in writing. Candidates receiving such recommendations may request and will receive a conference with the President.

It is the option of the candidate to request the presence of a Union representative at the conference as an observer/advisor only.

At least 48 hours prior notice of the scheduled conference will be given to the candidate unless waived by him/her.

8. The President's nominations and all documents will be forwarded to the Board of Trustees, through its committees.
9. The Board of Trustees will vote on the President's nominations.
10. In the case of each applicant who was not nominated for reappointment, the President notifies the applicant of the action taken by the President.

In the case of each applicant nominated for reappointment, the President notifies the applicant of the action of the Board of Trustees.

GENERAL INFORMATION

1. Candidates are responsible for insuring that the application contains all materials believed essential to the review and evaluation process.
2. Immediate supervisors are responsible for the timely collection, organization and transmittal of materials used in the review and evaluation process described herein and for insuring that all established deadline dates are properly adhered to.
3. Candidates' personnel files, including all yearly evaluations, are cumulative and the entire, official performance and employment history of that professional staff member will be considered.

Personnel files are available to the appropriate supervisors and administrative officers for their use in making recommendations.

4. Candidates may respond in writing to all evaluation reports and recommendations. These responses are included in the material to be forwarded.
5. Self-Evaluation statements, supervisor evaluation reports, and written peer/colleague evaluations are consistent with the candidate's job description, which will be updated by the immediate supervisor in consultation with the candidate.
6. The immediate supervisor is that supervisory management level person not included in the bargaining unit who is first reached in the normal chain of command, leading from the candidate.
7. All materials generated by this process are placed in the candidate's personnel file.
8. Review of candidates eligible for multi-year contracts shall be comparable, although the review may differ in form, to that applicable to faculty eligible for reappointment with tenure. Review of candidates eligible for one year reappointments will be comparable to that of faculty eligible for annual reappointments.