

**2018-2019 CALENDAR FOR AFT PROFESSIONAL STAFF 4th and 5th YEAR REAPPOINTMENT
AND 1ST MULTI-YEAR CONTRACT CONSIDERATION
Notify Date (by the President) – December 21st**

July 2018 (September 2018 for ten (10) month employees)

AFT professional staff who have been employed at the College for three (3), four (4) or five (5) years as of September 2018 shall complete, with their supervisors, the Annual Performance Assessment System (APAS) Form for the appraisal period of July 1, 2017 – June 30, 2018 (September 1, 2017 – June 30, 2018 for ten (10) month employees) and prepare the APAS Form for the next appraisal period, July 1, 2018 – June 30, 2019 (September 1, 2018 – June 30, 2019 for ten (10) month employees). Division Goal(s) and/or Unit Goal(s), Employee Outcomes, Achievement Targets, and Measures for the July 1, 2018 – June 30, 2019 (September 1, 2018 – June 30, 2019 for ten (10) month employees) appraisal period should be discussed and established at this time. Note: the APAS for the next appraisal period should be prepared as close to July 1st (September 1st for ten (10) month employees) as possible to ensure that job expectations for the year are clear for both employee and supervisor.

Note: APAS Forms should not be submitted to Employee Relations at this time. The complete, evaluated 2017-2018 APAS and prepared 2018-2019 APAS shall be submitted to Employee Relations on or before November 9, 2018, in accordance with this calendar as part of the reappointment application.

Friday, September 14 (on or before)

AFT professional staff employees shall submit a written request for 4th or 5th Year Reappointment or 1st Multi-Year contract consideration to the appropriate supervisor. Requests shall include a complete, evaluated APAS for appraisal period July 1, 2017 - June 30, 2018 (September 1, 2017 – June 30, 2018 for ten (10) month employees); a prepared, unevaluated APAS for appraisal period July 1, 2018 – June 30, 2019 (September 1, 2018 – June 30, 2019 for ten (10) month employees); a one page written self evaluation, including: a summary of the past year(s) accomplishments and achievement of goals; an analysis of professional contributions and potential for continued development; a statement of professional goals and objectives; a current dated resume; and a current dated job description.

Friday, September 14 (on or before)

Optional: Professional staff employees meet with their supervisors to identify at least three (3) employees serving with the candidate in a regular and continuing functional working relationship from whom supervisors will request written evaluations. The list must satisfy the supervisor's need for relevant feedback.

Tuesday, September 18 (on or before)

Written peer evaluations (if requested) are submitted to the appropriate supervisor.

Friday, September 21 (on or before)

Supervisors completing the APAS shall review and consult with their managers regarding their assessment of the professional staff they supervise prior to the individual meetings with employees.

Friday, October 5 (on or before)

Supervisors shall hold formal assessment meetings with their employees regarding the APAS for the appraisal period July 1, 2017 – June 30, 2018 (September 1, 2017 – June 30, 2018 for ten (10) month employees). The request for reappointment is reviewed and discussed at this time. Results and/or Analysis, Action Plans and Supervisor Comments should be assessed on the APAS. In addition, the Division Goals and/or Unit Goals, Employee Outcomes, Achievement Targets, and Measures shall be prepared for the next appraisal period of July 1, 2018 – June 30, 2019 (September 1, 2018 – June 30, 2019 for ten (10) month employees), if this has not already been done. Job descriptions should be dated and may be revised if necessary.

Friday, October 5 (on or before)

Supervisors shall inform each professional staff member of their recommendations and evaluations in writing on the APAS forms.

Friday, October 12 (on or before)

Supervisors shall forward all documents to the administrative officer next in line, including a copy of the APAS forms for the next appraisal period, July 1, 2018 – June 30, 2019 (September 1, 2018 – June 30, 2019 for ten (10) month employees).

Friday, October 26 (on or before)

Administrative officers shall note their recommendations in writing on the APAS forms for appraisal period July 1, 2017 – June 30, 2018 (September 1, 2017 – June 30, 2019 for ten (10) month employees). If a recommendation for non-reappointment is made, the administrative officer must notify the candidate in writing and the candidate may request a meeting. All documents shall be forwarded to the division head.

Friday, November 9 (on or before)

Division heads shall note their recommendations in writing on the APAS forms for appraisal period July 1, 2017 – June 30, 2018 (September 1, 2017 – June 30, 2018 for ten (10) month employees). If a recommendation for non-reappointment is made, the division head must notify the candidate in writing and the candidate may request a meeting. All documents shall be forwarded to the Office of Employee Relations.

Wednesday, November 14 (on or before)

The President forwards all nominations and supporting documentation for reappointment to the appropriate BOT Committee for review and recommendation.

Monday, December 17 (Tentative)

The appropriate BOT Committee shall meet to discuss the nominations for 4th and 5th year reappointment and 1st multi-year contract consideration.

Friday, December 21 (on or before)

The President shall notify all applicants for reappointment of the action taken by the President (for non-reappointment) and the Board of Trustees for reappointment.

At every level of review if there is a negative recommendation, candidates must be notified in writing and may request a meeting with the person making the recommendation. This meeting will be held prior to the recommendation being submitted to the administrator next in line. It is the option of the candidate to request the presence of a union representative at the meeting as an observer/advisor only. At least 48 hours prior notice of the scheduled meeting will be given to the candidate unless waived by him/her. Candidates may also respond in writing and such information will be attached to the APAS packet and included in the candidate's personnel file.

Notify by December 21, 2018 (CURRENT AGREEMENT as modified by LOCAL AGREEMENT)