

2018-2019 AFT PROFESSIONAL STAFF PERFORMANCE-BASED PROMOTIONS CALENDAR

Monday, September 17 (on or before)

President announces to the College Community the number of Performance Based Promotional opportunities for AFT Professional Staff.

Friday, September 21 (on or before)

Managers who supervise AFT Professional Staff shall review the eligibility list provided to them by the Office of Employee Relations ("Employee Relations") and confirm, to Employee Relations, the Professional Staff's eligibility for a Performance-Based Promotion.

Friday, October 5 (on or before)

Full-time Professional Staff employees on a multi-year contract, who, as of the time that the award is granted, have been employed at the College for at least eight (8) consecutive years in the same state title, may submit an application for a Performance Based Promotion. The application shall be submitted to the immediate supervisor or, an employee's non-bargaining unit supervisor may prepare an application for an eligible candidate.

The application shall include: (1) a current job description; (2) a self-assessment statement illustrating how the candidate meets the criteria for promotion; (3) supporting documentation that demonstrates the employee meets the criteria; (4) the five most recent performance appraisals from the employee's personnel file, including the last multi-year appraisal; and (5) at least one (1) support letters within the current contract period from members of the community attesting to exceptional and meritorious service as set forth in the application.

Friday, October 12 (on or before)

Supervisors shall review the applications to determine whether, in his/her opinion, the employee meets the criteria for a Performance Based Promotion. The Supervisor should consult with the Professional Staff employee and may make suggested revisions to the application.

Friday, October 19 (on or before)

Supervisors shall forward all applications and his/her recommendations to the AFT Professional Staff Performance Based Promotion Review Committee (herein after "the Committee") via the Office of Employee Relations. A copy of the recommendation shall be forwarded to the candidate and every manager in the chain of supervision, as applicable up to and including the respective Vice President.

If a supervisor's recommendation is negative or qualified, the candidate may submit a response to the Committee which shall be included in their application.

Friday, November 9 (on or before)

The Committee shall complete its review of all applications and forward a ranked list of all meritorious qualified candidates to the Vice Presidents Council.

Wednesday, November 28 (on or before)

The Vice Presidents Council shall review all applications, the recommendations of the Supervisor(s) and the Committee and forward a ranked list of all meritorious qualified candidates to the President.

Friday, November 30 (on or before)

The President may consult with the respective Vice President, Vice Presidents Council or any others prior to making a final decision.

Monday, December 3 (on or before)

The President forwards his nominations and supporting documentation to the appropriate Committee of the Board of Trustees.

Monday, December 3 (on or before) (on or before)

In the case of each applicant nominated for Performance Based Promotion, the President notifies each applicant of the action taken by the President

In the case of each applicant not nominated for Performance Based Promotion, the President notifies each applicant of the action taken by the President.

Monday, December 17 (on or before)

The Board of Trustees meets to vote on the Presidents nomination for Performance Based Promotion.

Friday, December 21 (on or before)

The President notifies applicants of the decision of the Board of Trustees.