

AFT PROFESSIONAL STAFF REAPPOINTMENT CHECK-LIST (please refer to the appropriate reappointment calendar on the ER Website for due dates of the following materials <https://www.ramapo.edu/er/?AFT=open>)

NAME: _____ **UNIT:** _____

_____ **Request for Reappointment**

The request includes a one-page written self-evaluation. The self-evaluation is comprised of a summary of the past year's accomplishments including achievement of goals, an analysis of professional contributions and potential for continued development.

_____ **Complete evaluated APAS for fiscal year that closed June 30.**

_____ **Prepare APAS for current fiscal year (this should be done at time of hire for new employees)**

Supervisors are responsible for developing position responsibilities and expectations with every effort made to include the employee in this process.

_____ **PREPARED UNEVALUATED APAS FORM FOR CURRENT RATING CYCLE**

- ✓ Change appraisal period dates
- ✓ Prepare APAS using instructions;
- ✓ Create Action Plan, if applicable; and
- ✓ Forward with completed/evaluated APAS

_____ **Current Job Description**

Update and revise, if necessary. **Please date.**

_____ **Resume**

Update to reflect all activities to the present, dated on bottom.

_____ **Peer Evaluations**

May be added but are not required unless the immediate supervisor and/or the candidate think they are necessary to evaluate performance.

_____ **Supervisor (date forwarded _____)**

Supervisor notes recommendation in writing (either on the APAS or separately) and forwards all documents to the Administrative Officer next in line.

_____ **Administrative Officer Next in Line (date forwarded _____)**

Administrative Officer notes recommendation in writing (either on the APAS or separately) and forwards all documents to Division Head.

_____ **Division Head (date forwarded _____)**

Division Head notes recommendation in writing (either on the APAS or separately) and forwards all documents to the **Office of Employee Relations.**