

2025-2026 AFT PROFESSIONAL STAFF ASSESSMENT ONLY CALENDAR (REVISED)

July 2025 (September 2025 for ten (10) month employees)

AFT professional staff employees serving in multi-year contracts and their supervisors should complete the Annual Performance Appraisal System (APAS) form for the **previous** appraisal period of July 1, 2024 - June 30, 2025 (September 1, 2024 - June 30, 2025 for ten (10) month employees) and initiate the APAS form for the **current** appraisal period of July 1, 2025 - June 30, 2026 (September 1, 2025 - June 30, 2026 for ten (10) month employees).

NOTE: This calendar applies to the professional staff employees in multi-year contracts who are NOT undergoing reappointment. Core Goal(s) and/or Unit Goal(s), Employee Outcomes, Achievement Targets, and Measures should be discussed and established and the APAS form should be initiated and prepared at the start of the new performance year as soon as possible to ensure job expectations are clear for both employee and supervisor.

NOTE: APAS forms should NOT be submitted to the Office of Employee Relations at this time. The evaluated (completed) 2024-2025 APAS form and the newly initiated, unevaluated (proposed) 2025-2026 APAS form that establishes upcoming performance year Core Goal(s) and/or Unit Goal(s), Employee Outcomes, Achievement Targets, and Measures shall be submitted to the **Office of Employee Relations** (er@ramapo.edu) on or before **Friday, November 14, 2025**, in accordance with the calendar dates listed below. **All** reappointment applications and supporting documentation **MUST** be submitted in **DIGITAL** format and all documents **MUST** be signed.

Friday, September 19, 2025 (on or before)

AFT professional staff employees serving in **multi-year contracts** shall submit his/her/their **APAS self-appraisal** to the appropriate supervisor for the **previous** appraisal period of July 1, 2024 through June 30, 2025 (September 1, 2024 – June 30, 2025 for ten (10) month employees).

Friday, September 26, 2025 (on or before)

Supervisors completing APAS forms shall review and consult with their Managers regarding the outcome of their assessment of the employees they supervise prior to the individual meetings with employees.

Friday, October 10, 2025 (on or before)

Supervisors shall hold formal assessment meetings with their employees regarding the outcome of the APAS for the **previous** appraisal period of July 1, 2024 - June 30, 2025 (September 1, 2024 - June 30, 2025) for ten (10) month employees). At this time, the **Results and/or Analyses, Action Plans and Supervisor Comments** should be assessed and documented on the APAS form. In addition, prepare and develop **the Core Goals and/or Unit Goals, Employee Outcomes, Achievement Targets and Measures** for the **current** appraisal period of July 1, 2025 - June 30, 2026 (September 1, 2025 - June 30, 2026 for ten (10) month employees). As required, **job descriptions** should be reviewed and may be revised.

NOTE: Supervisors shall document their comments/recommendations in writing on the APAS forms.

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Friday, October 17, 2025 (on or before)

Supervisors shall forward/submit the **evaluated (completed)** APAS forms from the **previous** period of July 1, 2024 - June 30, 2025 (September 1, 2024 - June 30, 2025 for ten (10) month employees) along with copies of current job descriptions and prepared, **unevaluated (newly initiated)** APAS forms for the **current** appraisal period of July 1, 2025 - June 30, 2026 (September 1, 2025 - June 30, 2026 for ten (10) month employees) , to the Administrative Officer next in line.

Friday, October 31, 2025 (on or before)

Administrative Officers shall document their comments/recommendations in writing on the APAS forms for the **previous** appraisal period of July 1, 2024 - June 30, 2025 (September 1, 2025 - June 30, 2026 for ten (10) month employees) . If a negative comment/recommendation is made, the Administrative Officer must notify the employee in writing and the employee may request a meeting.

Administrative Officers forward the **evaluated (completed)** APAS forms, current job descriptions, and the **unevaluated (newly initiated)** APAS forms for the **current** appraisal period of July 1, 2025 - June 30, 2026 (September 1, 2025 - June 30, 2026 for ten (10) month employees) , to the Core Head.

Friday, November 14, 2025 (on or before)

Core Heads shall document their comments/recommendations in writing on the APAS forms for the **previous** appraisal period of July 1, 2024 - June 30, 2025 (September 1, 2024 - June 20, 2025 for ten (10) month employees). If a negative comment/recommendation is made, the Core Head must notify the employee in writing and the employee may request a meeting.

Core Heads shall forward the **evaluated (completed)** APAS forms for the **previous** appraisal period of July 1, 2024 - June 30, 2025 (September 1, 2024 - June 20, 2025 for ten (10) month employees), job descriptions, and the **unevaluated (newly initiated)** APAS forms for the **current** appraisal period of July 1, 2025 - June 30, 2026 (September 1, 2025 - June 30, 2026 for ten (10) month employees) to the **Office of Employee Relations (er@ramapo.edu)**. **ALL** signed and completed APAS forms received by the **Office of Employee Relations** are placed in the employees' personnel files.

NOTE: At every level of review, professional staff employees must be notified in writing if there is a negative comment/recommendation and he/she/they may request a meeting with the supervisor making the comment/recommendation. The meeting shall be held before the comment/recommendation is submitted to the Administrative Officer (s) next in line. Professional staff employees have the option of requesting 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 employee unless waived by him/her/they. Professional staff employees may also respond to negative comments/recommendations in writing, which will be attached to their APAS form and included in his/her/their personnel file.