

2025-2026 AFT PROFESSIONAL STAFF PERFORMANCE-BASED PROMOTIONS CALENDAR

Monday, November 3, 2025 (on or before)

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

Wednesday, November 5, 2025 (on or before)

The Office of Employee Relations (OER) will provide Managers who supervise AFT Professional Staff a list of employees who meet the eligibility requirements for promotion.

Friday, November 14, 2025 (on or before)

Managers who supervise AFT Professional Staff shall review and confirm the eligibility list provided to them by OER.

Friday, December 5, 2025 (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 five (5) consecutive years 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, no more than three (3) pages, illustrating how the candidate meets the criteria for promotion; (3) supporting documentation that demonstrates the employee meets the criteria; (4) the five (5) most recent performance appraisals from the employee's personnel file, including the last multi-year appraisal; and (5) support letters within the current contract period from members of the community attesting to exceptional and meritorious service as set forth in the application. The applicant shall submit no more than five (5) letters.

Wednesday, December 17, 2025 (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, December 19, 2025 (on or before)

President of the Union shall provide the names of the AFT Promotional Staff Promotions Review Committee to the Office of Employee Relations.

Wednesday, January 14, 2026 (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.

Wednesday, February 11, 2026 (on or before)

The Committee shall complete its review of all applications and forward a ranked list of all meritorious qualified candidates to the Mission Element Team (MET).

2025-2026 AFT PROFESSIONAL STAFF PERFORMANCE-BASED PROMOTIONS CALENDAR

Wednesday, February 25, 2026 (on or before)

The MET , AFT Professional Staff Promotions Review Committee, President's Representative, Chief of Staff, VP People Operations and Employee Resources (POER), Employee Relations (ER), 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.

Wednesday, March 11, 2026 (on or before)

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

Wednesday, March 25, 2026 (on or before)

The President shall notify (through OER) all applicants for promotion of the action taken by the President.

April Resources Committee (TBD) (on or before)

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

April Board Meeting Date (on or before)

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

Monday, May 5 (on or before)

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