

**2024-2025 AFT PROFESSIONAL STAFF 2nd AND 3rd YEAR REAPPOINTMENT AND PART-TIME
CONTRACT CONSIDERATION
Notify Date: April 1st**

2025

All AFT Professional Staff who started their employment at the College between July and December of 2024 or who have been employed at the College for one (1) year, as of September 2025, shall complete, with their supervisors, the Annual Performance Assessment System (APAS) for the previous appraisal period of July 1, 2024– June 30, 2025 (September 1, 2024 – June 30, 2025 for (10) month employees).

The APAS form for the **current** appraisal period, July 1, 2025 - June 30, 2026 (September 1, 2025 - June 30, 2026 for ten (10) month employees), Core Goal(s) and/or Unit Goal(s), Employee Outcomes, Achievement Targets, and Measures should be initiated, discussed, and established 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 sent to Employee Relations at this time. The complete, evaluated 2024-2025 APAS and in addition the prepared, unevaluated 2025-2026 APAS shall be submitted to Employee Relations on or before Friday, February 27, 2026, in accordance with this calendar as part of the reappointment application. All reappointment applications and supporting documentation MUST be submitted in DIGITAL format and all documents MUST be signed.

2026

Thursday, January 8, 2026 (on or before)

AFT professional staff employees who started their employment at the College between July and December of 2025 or have been employed with the College for one (1) year as of September 2025 shall submit a written request for contract consideration for a 2nd or 3rd year (i.e. 2nd or 3rd Year Reappointment) to the appropriate supervisor. Requests shall include a complete, evaluated APAS for the **previous** appraisal period July 1, 2024 - June 30, 2025 (September 1, 2024 - June 30, 2025 for ten (10) month employees), a one page written self-evaluation, including a summary of the past years' accomplishments including achievement goals; and 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. In addition, a prepared, unevaluated APAS for the **current** appraisal period, July 1, 2025 - June 31, 2026 (September 1, 2025 - June 30, 2026 for ten (10) month employees) shall be submitted with the request.

Optional: Professional staff employees shall meet with their supervisors to identify at least three (3) employees serving with the candidate in a regular and continuing, functional, working relationship from who supervisors will request written evaluations. The list must satisfy the supervisor's need for relevant feedback. A current job description should be included with each request.

Tuesday, January 13, 2026 (on or before)

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

Thursday, January 15, 2026 (on or before)

Supervisors completing the APAS shall review and consult with their Managers regarding the assessment of the professional staff member(s) prior to the individual meetings with employees.

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Friday, January 23, 2026 (on or before)

Supervisors shall hold formal assessment meetings with their employees regarding the APAS for the **previous** appraisal period July 1, 2024 - June 30, 2025 (September 1, 2024 - June 30, 2025 for ten (10) month employees). The request for reappointment is reviewed and discussed at this time. Results and/or Analysis, Action Plan, and Supervisor Comments should be assessed on the APAS. In addition, the Core Goal(s) and/or Unit Goal(s), Employee Outcomes, Achievement Targets, and Measures shall be prepared for the **current** appraisal period of July 1, 2025 - June 30, 2026 (September 1, 2025 - June 30, 2026 for ten (10) month employees, if this has not already been done. Job descriptions should be dated and may be revised if necessary. Supervisors shall inform professional staff of their recommendation and evaluation in writing on the APAS form.

Friday, January 30, 2026 (on or before)

Supervisors shall forward all documents to the Administrative Officer next in line, including a copy of the prepared APAS forms for the **current** appraisal period, July 1, 2025 - June 30, 2026 (September 1, 2025 - June 30, 2026 for ten (10) month employees).

Friday, February 13, 2026 (on or before)

Administrative Officers shall note their recommendations in writing on the APAS forms for the **previous** appraisal period July 1, 2024 - June 30, 2025 (September 1, 2024 - June 30, 2025 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 Core Head.

Friday, February 27, 2026 (on or before)

Core Heads note their recommendations in writing on the APAS forms for the **previous** appraisal period July 1, 2024 - June 30, 2025 (September 1, 2024 - June 30, 2025 for ten (10) month employees). If a recommendation for non-reappointment is made, the Core Head must notify the candidate in writing and the candidate may request a meeting. All documents shall be forwarded to the President via the Office of Employee Relations.

Friday, March 27, 2026 (on or before)

The President shall notify all applicants for reappointment of the action taken by the President.

Tuesday, April 14, 2026 (Tentative)

The President forwards all nominations and supporting documentation for reappointment to the appropriate Board of Trustees (BOT) Committee for review and recommendation. The appropriate BOT Committee shall meet to discuss the nominations for 2nd and 3rd Year Reappointment and Part-Time Contract Consideration.

Monday, April 27, 2026 (Tentative)

The BOT shall discuss and act on all nominations.

Friday, May 1, 2026 (on or before)

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

At every level 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 Administrative Officer 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. The candidate must be given at least forty-eight (48) hours prior notice of the scheduled meeting unless waived by the candidate. Candidates may also respond in writing and such information will be attached to the APAS packet and included in the candidate's personnel file.