

REVISED

2025-2026 AFT PROFESSIONAL STAFF PERFORMANCE-BASED PROMOTIONS CALENDAR

Monday, November 3, 2025 (on or before)

The 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 (“Employee Relations” (ER)) 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 ER.

Wednesday, December 17, 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 initiate the review of applications to determine whether, in their 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)

The President of the Union shall provide the names of the Professional Staff Promotion Review Committee (herein after “the Committee”) to ER.

Wednesday, January 14, 2026 (on or before)

Supervisors shall forward all applications and their recommendations to the Committee (via ER). 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).

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Wednesday, February 25, 2026 (on or before)

The MET, 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(s), MET, or any others prior to making a final decision.

Wednesday, March 25, 2026 (on or before)

The President shall notify (through ER) 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 (BOT).

April Board Meeting Date (on or before)

The BOT meets to vote on the President's nomination for Performance Based Promotion.

Monday, May 5 (on or before)

The President notifies applicants of the decision of the BOT.