

2026-2027 AFT PROFESSIONAL STAFF PERFORMANCE-BASED PROMOTIONS CALENDAR

Friday, October 09, 2026 (on or before)

President announces to the College Community the number of Performance Based Promotional opportunities for American Federation of Teachers (AFT) Professional Staff.

Wednesday, November 04, 2026 (on or before)

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

Friday, November 13, 2026 (on or before)

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

Friday, December 04, 2026 (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 16, 2026 (on or before)

Supervisors shall review the 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 make suggested revisions to the application.

Friday, December 18, 2026 (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 (ER).

Wednesday, January 13, 2027 (on or before)

Supervisors (through ER) shall forward all applications and their recommendations to the AFT Professional Staff Performance Based Promotion Review Committee (herein after "the Committee). 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 10, 2027 (on or before)

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

2026-2027 AFT PROFESSIONAL STAFF PERFORMANCE-BASED PROMOTIONS CALENDAR

Wednesday, February 24, 2027 (TENTATIVE)

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 10, 2027 (on or before)

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

Tuesday, March 23, 2027 (on or before)

The President (through ER) shall notify all applicants (nominated or not nominated) for promotion of the decision taken by the President.

Tuesday, June 29, 2027 (on or before)

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

Tuesday, June 29, 2027 (on or before)

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

Wednesday, June 30, 2027 (on or before)

The President (through ER) notifies applicants of the decision of the Board of Trustees.