

Kean University
Union, NJ


LETTER OF AGREEMENT # 115

PERFORMANCE BASED PROMOTION FOR PROFESSIONAL STAFF

The Kean University Administration and the Kean University Federation of Teachers have agreed that in terms of the Performance Based Promotion for Professional Staff, the program will be in effect beginning in the fall of 2009.


This Letter of Agreement for Performance Based Promotion for Professional Staff will expire on 06-30-2011.

Kean University


Philip Connelly
Executive VP of Kean University

8/11/08
Date

Kean Federation of Teachers


Charles P. Kelly
KFT Negotiations Chair

8/11/09
Date

Performance Based Promotion for Professional Staff

Article XVI (D) of the State-wide Agreement between the State of New Jersey and the Council of New Jersey State Colleges Locals, AFT, AFL-CIO provides as follows: Full-time professional staff employees who meet or exceed the criteria for performance-based promotion are eligible to be considered for such promotions, which consist of advancement to the next higher title in the employee's title series. The next higher title for Program Assistants will be Professional Services Specialist IV. The criteria for performance-based promotion will be established by the College/University President and provided in written form for the understanding of all affected employees. An eligible full-time professional staff employee and/or the employee's out-of-unit supervisor may submit written application setting forth justification for promotion to the College/University President or designee thereof. The College/University President shall determine whether a promotion shall be granted.

Letter of Agreement X Performance Based Promotion

Effective July 1, 2004, individuals serving in the following in-unit titles-Professional Service Specialist I, Assistant Director I, and Administrative Assistant I – shall be covered under the Performance-Based Promotion set forth in Article XVI of the agreement. Employees serving in these titles who receive Performance-Based Promotions shall receive a two-range increase but remain in the same title.

Performance-Based Promotion Program

The President of the University shall establish on a yearly basis, whether or not Performance Based Promotions will be granted. His announcement will be made by early spring of each year.

Once an announcement has been made, a deadline for submitting applications for Performance Based Promotions shall be issued.

I. Eligibility

To be eligible for a Performance-Based Promotion, a Professional Staff Member must:

- A. be a full-time Professional Staff employee on a multi-year contract as defined in Appendix I, Article 1, Section A of the Agreement.
- B. not have received a Performance-Based Promotion within the last four (4) years.
- C. not have received a reclassification within the last two years to apply in the fall of 2008, and thereafter, not have received a reclassification within the last four years.
- D. if not promoted, and the candidate meets the eligibility and promotion criteria, the candidate shall be eligible to reapply the following year.

II. Criteria

A Professional Staff member must present evidence/documentation in support of the following merit-based on four criteria:

- (1) Length of service at the University and in the current position:
- (2) Job Performance:
- (3) Professional Growth:
- (4) Contributes to building an effective and positive work environment that strengthens teamwork, mentors and supports colleagues, achieving a service-oriented approach to the work of the unit.

A. That he/she exceed (be exceptional):

- 1. in the performance of his/her professional responsibilities as related to his/her job description and generic job specifications;

2. in advancing, through his/her contributions/accomplishments, the mission and vision of the department/unit, division/college and University, in support of the University's goals.

B. That he/she meet (be effective):

1. in contributing to a positive work environment that strengthens teamwork, supports colleagues, and achieves a service-oriented approach to the work of the department/unit, division/college, or University, thus contributing to the University's goals.

III. Application Procedures

An eligible full-time Professional Staff member and/or the employee's non-bargaining-unit supervisor may submit an application on the required application checklist for Performance-Based Promotions for Professional Staff in accordance with the following procedures:

A. The applicant must develop a portfolio that includes:

1. a job description and job specification that shall be supplied by the Supervisor at the applicant's request within fourteen (14) days,
2. a self-assessment statement addressing the four criteria listed above,
3. three consecutive performance appraisals from the employee's personnel file including the current appraisal from the non-bargaining-unit supervisor and the last multi-year appointment appraisal, and
4. substantiating documentation, supplied by the candidate and/or supervisor, supporting the criteria listed above.

B. The non-bargaining unit supervisor shall review and transmit the application with his/her recommendation to the appropriate Vice President in accordance with established deadlines.

C. The appropriate Vice President shall review and transmit the application with his/her Recommendation to the Professional Staff Promotion Committee in accordance with established deadlines.

IV. Professional Staff Promotion Committee

A. Composition

1. The Professional Staff Promotion Committee shall be comprised of all Vice Presidents of the University, and the Director of Human Resources.
2. The Executive Vice President of Administration and Finance will be the Chair of the Committee.

V. Professional Staff Promotion Committee Review Procedures

(Review must take place within 60 days of application. The eligible fulltime professional staff member will be notified by the President or Committee within 60 working days as to whether or not a performance based promotion has been granted. If the promotion has been denied, the President shall set forth his reasons in writing to the applicant.)

- A. Prior to the Professional Staff Promotion Committee completing its review of applications, the committee may ask the prospective candidate to appear before the committee to address his/her application.
- B. After considering all applications for performance-based promotions of Professional Staff, the Professional Staff Promotion Committee shall complete its work and shall provide the President of the University with a list of recommended individuals at least equal to the number of available performance-based promotional opportunities.

VI. Presidential Review

- A. The President shall review the candidate's applications and the recommendations submitted by the Professional Staff Promotion Committee in making his decisions in the matter of professional staff promotions.
- B. The President shall meet with the Professional Staff Promotion Committee to discuss his/her recommendations, before submitting the recommendations to the Board of Trustees.

VII. Board of Trustees

- A. The Board of Trustees shall receive in writing the President's list of recommended candidates for performance-based promotion.
- B. The candidates shall be notified by the President of the University of his decision.
- C. The performance-based promotion decisions of the Board of Trustees are final and not subject to appeal.

VIII. Implementation

- A. The procedures shall be fairly and equitably applied to all applicants.
- B. Applications shall be considered annually. An announcement by the President shall be made regarding effective dates.
- C. Promotions shall be to the next title in series, such as: Program Assistant to PSS IV, Assistant Director IV to Assistant Director III, or Administrative Assistant III to Administrative Assistant II, as prescribed in Article XVI, Section D of the Agreement.

**APPLICATION FOR PERFORMANCE-BASED PROMOTION
FOR PROFESSIONAL STAFF**

The applicant should complete and forward this application his/her supervisor. Any missing information will be returned to the applicant.

I. EMPLOYEE INFORMATION

<u>Name</u>	<u>Current State Title</u>
<u>Department</u>	<u>Division</u>
<u>Date of last Reclassification</u>	<u>Date of last performance-based Promotion</u>
<u>Effective Date of 1st Multi Year Contract</u>	

II. REQUIRED MATERIALS

A. Written Statement

Prepare a self- assessment statement addressing how each of the following criteria is met:

- ☐ That the professional staff member exceed (be exceptional):
1. in the performance of his/her professional responsibilities as related to his/her job description and generic job specifications;
 2. in advancing, through his/her contributions/accomplishments, the mission and vision of the department/unit, division/college and University in support of the University' goals.
 3. in contributing to a positive work environment that strengthens teamwork, supports colleagues, and achieves a service-oriented approach to the work of the department/unit, division/college, or University, thus contributing to the University's goals.

B. SUPPORTING DOCUMENTATION

Please attach any supporting evidence/documentation in support of the merit-based criteria.

C. JOB DESCRIPTION AND STATE JOB SPECIFICATION

Please attach a current job description and job specification.

D. THREE PERFORMANCE APPRAISEL FORMS

Please attach copies of three performance appraisals form the personnel file including the current appraisal and the last multi-year appointment appraisal.

To the best of my knowledge, the information contained in this application is true and accurate.

Applicant's Signature

Date

For Administrative use only:

Committee Recommendation

Decision: _____ Approved: _____ Not Approved: _____ Date _____

V.P Administration and Finance _____
(Signature)

Date: _____

Guide to Applying for a Performance Based Promotion

Threshold for Applications: Applicants for Professional Staff Promotions must have earned an above satisfactory score on 3 previous years' annual evaluations.

PS Member Demonstrates	Criterion	Particular Consideration Given To	Include In Your Narrative/Explanation	Examples of Support Evidence
Job Performance and Professional Growth - Sustained meritorious work performance in assigned areas of responsibility	Exceptional achievement above and beyond the normal requirements and expectations associated with the applicant's current position	<p>COMPLETED PROJECTS</p> <ul style="list-style-type: none"> ➤ in the applicant's area of responsibility that result in ➤ demonstrable improvement in the quality and delivery of services 	<ul style="list-style-type: none"> Name specific projects/activities. Connect them to the relevant part of your job description. Explain how your work performance is above and beyond the normal expectation of your job. Explain how your work performance improves quality or delivery of services under your responsibility. 	<ul style="list-style-type: none"> ✓ Letters of appreciation from colleagues and clients noting your specific activity ✓ Summaries of feedback about services ✓ Sample materials you created: documents, computer programs, service systems, videos, etc. ✓ Statistics showing service growth, improvement in quality
Contributes building an effective and positive work environment that strengthens teamwork, mentors and supports colleagues, and that achieves a service oriented approach to the work of the unit. - Exceptional and measurable contributions to the campus community-at-large in support of the overall mission of The University	in advancing, through his/her contributions/accomplishments, the mission and vision of the department/unit, division/college and University, in support of the University's goals	<p>ACTIVITIES that</p> <ul style="list-style-type: none"> ➤ directly support the work of colleagues and/or ➤ promote inter- and intra-departmental teamwork and/or ➤ improve the quality of the campus work environment and/or ➤ enhance positive relations within a diverse community 	<ul style="list-style-type: none"> Name specific projects/activities. Explain how they are supplemental to and not part of your normal job. Explain how they (a) contribute to the University's community mission (b) support the University's overall mission (c) are exceptional (d) are measurable 	<ul style="list-style-type: none"> ✓ Letters of appreciation from colleagues and clients noting your specific activity or service ✓ Sample materials you created: documents, computer programs, service systems, videos, etc. ✓ Workshop programs ✓ Summaries of participant feedback about your service or activity ✓ Statistics showing service growth, improvement in quality

Consider the following about your audience:

1. You're writing an argument to convince **first** your immediate supervisor, **and then** the supervisors up the line, that you deserve a promotion. Think about this like you are writing a proposal for a grant: assert what you want (approval for a promotion) and convincingly argue why the evidence you submit meets the criteria established
2. All the people who will read your application are busy, so help them quickly understand how your argument and evidence connect to each other and to the criteria for promotion. Write clearly and directly. Select and organize your evidence so that it is easy for readers to refer to. Explicitly connect every piece of evidence to the point it supports; **DON'T EXPECT THAT THE READER WILL MAKE THE CONNECTIONS.**
3. Those who read your application may not be familiar with the particulars of your job, especially as it has unfolded during the previous 3 years. Provide brief background or context so that readers understand the relevance of the specific examples and details in your application.
4. A single page abstract or cover page that summarizes (a) your reasons for applying and (b) the plan of application that follows will let the readers decide what to focus on and what to skim as well as what they might want to reread as they evaluate your proposal for promotion. If your application contains multiple pages of explanation and evidence, include a table of contents. You may also want to group categories of evidence in appendices at the end of the application.