

## **Performance-Based Promotions Program for AFT Professional Staff**

- I. Article XVI, section D. of the July 1, 2007 – June 30, 2011 Agreement between the Council of New Jersey State College Locals, AFT, AFL-CIO and the State of New Jersey provides for Performance-Based Promotions for Full-time 12-month or 10-month Professional Staff who meet or exceed the criteria for such promotions which consist of advancement to the next higher title in the employee's title series. This process is separate and apart from the reclassification procedure set forth in Article XVI, section F of the Agreement, and the annual and across the board salary adjustments mandated by Article XXI, sections A-F and H.

### **II. Criteria for Performance-Based Promotions**

For the five year period immediately preceding the candidate's application, the candidate must clearly demonstrate and provide evidence of consistent exceptional performance and meritorious service through one or more of the following:

- A. Consistent exceptional performance and meritorious service in support of the achievement of the College's goals/mission.
- B. Consistent exceptional performance and meritorious service which contributed to 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.
- C. Consistent exceptional performance and meritorious service in the area of professional development, meaning professional development which is related to the candidate's position and is evidenced by presentation at conferences and/or service as an officer in a state or national professional organization and/or the initiation of new projects and/or accepting additional unpaid responsibility for short-term special projects, and which development also leads to advanced skills and ability and enhances College operations.
- D. Consistent exceptional performance and meritorious service (not necessarily job-related) that contributes to the campus life or the community.

### **III. Number of Opportunities and Guidelines**

#### **A. Opportunities**

The President shall determine and announce to the College community the number of promotional opportunities for AFT Professional Staff. Promotions made in any fiscal year shall be subject to budgetary consideration and other limitations as determined by the College President and the College Board of Trustees.

#### **B. Guidelines**

1. The calendar for promotions shall be developed by the College in consultation with the AFT Local 2274.
2. The effective date for a promotion will be July 1<sup>st</sup> of the year following the award.
3. Promotions will be to the next higher title in the employee's title series (e.g. Professional Services Specialist 3 to Professional Services Specialist 2). The next higher title for Program Assistant will be to Professional Services Specialist 4.
4. There is no probationary period in the new title.

### **IV. Eligibility for Performance-Based Promotions**

To be eligible for a promotion, a Professional Staff member shall meet the following requirements.

- 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, and be employed by the College for at least eight consecutive years (in the same title) at the time that the award is granted. A year is defined as 12 consecutive months.
- B. Not be a member of the promotions review process.

- C. Not have received a promotion within the last five years.
- D. Not have received a reclassification within the last three years.
- E. Be self nominated or be nominated by a supervisor or colleague who is familiar with the candidate's work.
- F. If not promoted, and the candidate meets the eligibility and promotion criteria, the candidate shall be eligible to apply at the subsequent Professional Staff promotion cycle.

#### V. Application and Procedures

- A. An eligible full-time Professional Staff member and/or the employee's non-bargaining unit Supervisor may submit an application for promotion in accordance with the following procedures:
- B. The application shall include:
  - 1. Current job description;
  - 2. A self-assessment statement, no more than three pages, which illustrates how the candidate meets the criteria for promotion as described above;
  - 3. Supporting documentation which demonstrates that the employee meets the criteria set forth above;
  - 4. The five most recent performance appraisals from the employee's personnel file, including the last multi-year appraisal;
  - 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.
- C. It is the candidate's responsibility to ensure the completeness of the application. Achievement shall be supported by documentation. It is the candidate's responsibility to ensure that written documentation exists for all claims of accomplishment. Hearsay and undocumented claims of achievement cannot be accepted. The candidate shall not have the right to submit additional information beyond the supervisor's level of review.
- D. The application shall be submitted to the employee's immediate Supervisor who shall review the application to determine whether in his/her opinion, the employee meets the above criteria. The Supervisor should consult with the candidate and make suggested revisions to the application. However, as noted above, the application shall be the sole responsibility of the candidate.
- E. The supervisor forwards the application and his/her recommendation to the AFT Professional Staff Promotion Review Committee (hereinafter "the Committee") via the Office of Employee Relations by the prescribed date. 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 the supervisor's recommendation is negative or qualified, the candidate may submit to the Committee a response to that recommendation which shall be included in his/her application package.
- F. The Committee reviews all applications and forwards a ranked list of all meritorious qualified candidates to the Vice Presidents Council. The Vice Presidents Council consists of the Provost, the Chief Planning Officer and the Vice President for Institutional Advancement.
- G. The Vice Presidents Council reviews all applications, the recommendation of the Supervisor and the Committee and forwards a ranked list of all meritorious qualified candidates to the President.
- H. The President makes the final decision. The President may consult with the respective Vice President, the Vice Presidents Council or any others before making a final decision.
- I. The candidate must receive a copy of any materials that is added to the application packet after it has been submitted to the immediate supervisor.

## **VI. Routing List**

- A. Applicant
- B. Supervisor (Cc recommendation to VP and every manager in the chain of supervision)
- C. All College Performance Based Promotion Review Committee
- D. Vice Presidents Council
- E. President

## **VII. Professional Staff Performance Based Promotion Review Committee**

### **A. Composition**

1. If a promotion opportunity is available, the Committee shall be comprised of five (5) AFT Unit Professional Staff, elected by the AFT Executive Committee at the December membership meeting. Eligible Committee members must currently serve in a multi-year contract and can not apply for promotion during this cycle. In addition, there shall be one non-voting union representative, one non-voting representative of the administration appointed by the President, and one non-voting affirmative action representative appointed by the President (5 voting and 3 non-voting). Names or elected Committee members will be forwarded to the Office of Employee Relations by the President of AFT Local 2274 no later than December 21<sup>st</sup> of each year. Committee membership shall comport with all College Policies including #429, Nepotism, and #458, The Code of Professional Responsibility.
2. Committee members shall serve no more than two consecutive promotion cycles without the possibility of repeating until they have been off the Committee for two promotion cycles.

### **B. Election of Officers**

The Committee, by majority vote, shall elect a Chair and Vice-Chair.

### **C. Recording Secretary**

The Committee by majority vote shall elect one of its voting members to be its Recording Secretary. The secretary shall record and produce minutes of the Committee procedures, all procedural questions discussed, and all actions taken.

### **D. Ex-officio Administration Representative**

1. This member shall provide all members of the Committee with a copy of the promotion procedures prior to or at the first meeting of the Committee and shall provide the Committee with the due date for its final report. The administrative representative shall place candidate files in the Employee Relations Conference Room for review by Committee members. The administrative representative shall report to the Chair prior to Committee deliberations (see below) as to whether all members of the Committee have affirmed in writing that they examined all pertinent promotion materials.
2. The administrative representative shall also assist the Committee Chair, Vice-Chair, and Recording Secretary with scheduling and Committee correspondence. All communications sent from the administrative representative's office regarding Committee business, including notices of meetings and room scheduling, shall be sent in the name of the Committee Chair and shall be reviewed and approved by the Chair or Vice-Chair prior to forwarding. The Committee Chair shall place all records of Committee deliberations and votes for storage in the care of the administrative representative. These files are confidential and are for Committee use only.

#### **E. Union Representative**

1. The Union representative shall be a non-voting participant of the Committee and her/his role will be to monitor the process to see that both the spirit and the letter of the contract be respected. If the AFT representative perceives a possible violation of the contract, s/he should ask the Chair of the Committee to temporarily suspend the proceedings. S/he should then make clear to the Committee her/his objections. If mutual agreement cannot be reached because the Committee and the AFT representative disagree as to the perceived infraction, the AFT representative must file a grievance on behalf of the local within three days of the alleged violation.

#### **F. Affirmative Action Representative**

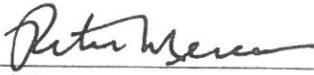
1. The Affirmative Action representative shall be a non-voting participant of the Committee and her/his role shall be limited to ensuring compliance with all EEO Regulations, Affirmative Action Requirements, and Workplace Compliance as outlined in College Policies & Procedures.

**MEMORANDUM OF AGREEMENT**  
**Performance-Based Promotions**

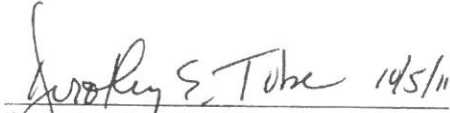
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The Union and the College agree on this 13 day of October 2011, to modify Article XVI, Section D. (attached) to implement Article XVI, Section D. of the CURRENT AGREEMENT.

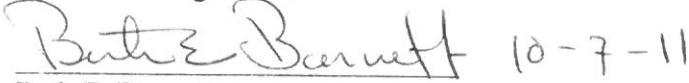
**For Ramapo College of New Jersey**



Peter P. Mercer  
President

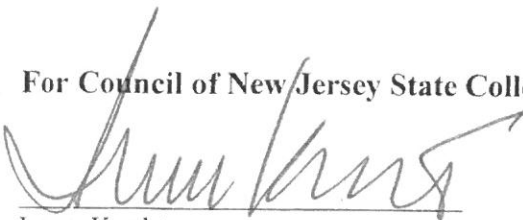
 10/5/11

Dorothy Echols Tobe  
Chief Planning Officer

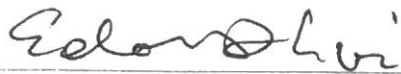
 10-7-11

Beth E. Barnett  
Provost/Vice President for Academic Affairs

**For Council of New Jersey State College Locals, AFT, AFL-CIO Local 2274**



Irene Kuchta  
President, AFT Local 2274



Edouard Eloi  
Vice President, AFT Local 2274