

Memorandum of Agreement
Procedure for Performance-Based Promotions for Professional Staff

Preamble

Performance-based promotions for professional staff in the AFT bargaining unit are provided for in Article XVI.D of the current master agreement between the Council of NJ State College locals, AFT, AFL-CIO and the State of NJ.

The agreement states that 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 and provided in written form for the understanding of all affected employees. If not already locally negotiated, the procedures for consideration will be negotiated between the College/University and the local UNION. The procedures for consideration utilized in the College/University, if universally applicable, or in a division, department or similar unit in which the professional staff member is employed, shall be fairly and equitably applied to all candidates and nominees. The College/University recognizes the value of peer input and, therefore, the applicant may include, as a part of their promotion packet, recommendations from peers and/or others who are familiar with their work. In the event that a professional staff member is denied a performance-based promotion, the President or President's designee shall provide written reasons based on the established criteria for decision. An eligible full-time professional staff employee and/or the employee's out-of-unit supervisor may submit a written application setting forth a justification for promotion to the College/University President or designee thereof. The College/University President shall determine whether a promotion shall be granted.

This current procedure shall supersede the procedure titled "President's Criteria for Performance-Based Promotions Program for Full-Time Professional Staff Employees," approved on June 8, 2000.

Eligibility

Full-time professional staff employees on multi-year contracts, who meet or exceed the criteria for performance-based promotion as stated below are eligible to be considered, either by application by the individual or nomination by the individual's immediate supervisor, for such promotions.

Criteria

Professional staff, currently serving in a multi-year appointment with the University, are eligible to submit information concerning their work and professional related activities as in applying for a performance-based promotion. Candidates for a performance-based promotion must present documented evidence they have achieved a consistent record over time that meets, or exceeds, the following established criteria.

A-Performance: The candidate must provide evidence of extraordinary, cooperative, team-oriented performance in all assigned responsibilities. Documentation must include supervisory evaluations that illustrate the candidate has performed assigned responsibilities in an exemplary manner, while working cooperatively with colleagues.

B-Competence: The candidate must provide evidence of competencies beyond those required for full execution of the candidate's position description. Such competencies must provide benefit to the University.

C-Professional Achievement: The candidate must provide evidence of significant contributions to professional organizations related to the candidate's position, or aligned to the mission of the University. Examples would include, but are not limited to: awards or commendations; election, or appointment, to a professional organization board or committee related to the candidate's scope of responsibilities; a record of presentation at professional conferences; being published in a professional journal, or completion of professional research.

D-Service: The candidate must provide evidence of consistent acts of service outside of the candidate's position responsibilities, which measurably benefit the University, the surrounding community, or the candidate's profession.

Process for Applying for Performance-Based Promotion

1. Candidates must prepare a Performance-Based Promotion File (PBPF). It is the candidate's responsibility to ensure the completeness of the file and to ensure that written documentation exists for all claims of accomplishments. The promotion file will, minimally, include following areas:
 - A. **Service History Record:** This section should provide dates of employment in each prior title held at the University and an official job description. This is placed in the file by the University.
 - B. **Self-Evaluation:**

A self-assessment statement, of no more than nine (9) pages, which contains a brief description of the major emphasis of the position and illustrates how the candidate meets the criteria for promotion, and any supporting documentation, which demonstrates that the employee meets the criteria. Any appendices are not counted toward the page limit. This is placed in the file by the staff candidate.
 - C. The candidate's three (3) most recent performance appraisals. These are placed in the file by the University.
 - D. Support letters dated within the current contract period from members of the community attesting to exemplary and meritorious service to the institution and its students, as set forth in the criteria above. Three to five support letters will be solicited from peers familiar with the candidate's work. These are placed in the file by the staff candidate.
 - E. **Executive Summary:** This 1-page document should summarize all parts of the application together in a concise, informative statement. This is placed into the file by the staff candidate once the remaining parts of the file are completed.
2. The PBPF shall be submitted to the employee's immediate supervisor. The supervisor shall review the PBPF to determine whether in their opinion, the employee meets the above criteria. The supervisor forwards each PBPF with their recommendation to the appropriate Dean/Director or appropriate Intermediate Supervisor as determined by the appropriate Divisional Vice President/Cabinet Member and by the Professional Staff Peer Review Committee.

3. A Professional Staff Peer Review Committee shall meet to review the merits of each PBPF. Recommendations, stemming from a simple majority vote by members of the committee shall be forwarded to the appropriate Divisional Vice President/Cabinet Member. The committee shall include as part of its recommendation a written statement as to how the candidate's performance meets each of the criteria for promotion. The confidentiality of the candidate's file is the responsibility of the Professional Staff Peer Review Committee and others who officially review the file.
4. The appropriate Dean/Director or appropriate Intermediate Supervisor will review each PBPF and then forward it and their recommendation to the appropriate Divisional Vice President/Cabinet Member.
5. The appropriate Divisional Vice President/Cabinet Member will review each PBPF and then forward it and a written statement with their recommendation to the President.
6. The candidate shall have the opportunity to submit a written response to the assessment and recommendation issued at each stage in the process noted above. Said response must be received by the next-level reviewer within three (3) working days of receipt of the assessment and recommendation. If received within the specified timeline, the candidate's response will be reviewed and taken into account by the next-level reviewer and shall become a part of the candidate's application packet. Unless the candidate submits a written request to their supervisor to withdraw the application, the application shall continue through the entire process to the presidential level.
7. The President shall review each completed PBPF and then determine if the promotion is warranted. In the event that a professional staff member is denied a performance-based promotion, the President or the President's designee shall provide written reasons based on the established criteria for decision. The President's decision in this matter is final. In the case of granting a promotion, the effective date will be July 1, following the date of application of the calendar year in which granted.
8. The University will follow the Personnel Actions Calendar for Professional Staff reappointments for use in the process for professional staff promotions. Specifically, the calendar for professional staff promotions will be followed for consideration at two (2) Board of Trustee meetings per year: the May and December board meetings.

Professional Staff Peer Review Committee Composition

1. The committee shall consist of five (5) professional staff members who are on multi-year contracts. The members of the committee shall be chosen in an election open to all professional staff members in the AFT bargaining unit, in an election conducted by the Union.
2. Two weeks prior to the election, the SFT Vice President for Professional Staff shall solicit nominations. Staff may self-nominate or be nominated by peers.
3. The University shall set up the online election system through the University portal. The SFT Vice President shall have access to the online system to review the ballots and ultimately certify the election results.
4. There shall be no more than one (1) member from any department or office. There shall be no more than two (2) members from any one institutional division. If two are elected from any one

department/office or division, then the next highest vote getter(s) will be named the winner(s) of the election.

5. The committee shall serve for three (3) years except the first year of the committee's existence, when one member shall be selected by lottery to serve a one-year term and two members shall be selected by lottery to serve two-year terms.
6. Committee members shall agree not to apply for a performance-based promotion during their designated terms of office.
7. Committee members shall not be eligible for election to successive terms.

Term

This Agreement shall remain in full force and effect from this date until June 30, 2026 unless modified by changes in the Master Agreement or unless a new MOA replaces this one. The Agreement shall automatically be renewed from year to year thereafter, unless either party shall give to the other party written notice of its desire to terminate, modify, or amend this Agreement. Said notice shall be given the other party in writing no later than 30 days prior to June 30, 2026, or 30 days prior to June 30 of any succeeding year for which this Agreement is automatically renewed.

IN WITNESS THEREOF, the College and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 12th day of October 2018.

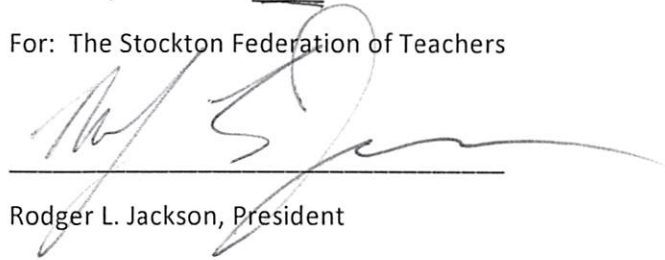
For: Stockton University



Harvey Kesselman, President

10-22-18

For: The Stockton Federation of Teachers



Rodger L. Jackson, President