

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 New Jersey. Both parties recognize that performance-based promotions are based on the performance of an individual employee in his/her/their current position and consist of advancement to the next higher title within the series unless otherwise stipulated in section I below. This procedure shall be fairly and equitably applied to all candidates and nominees. This current procedure is an update to the 2018 MOA and shall supersede that procedure.

I. 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 for a performance-based promotion, either by application by the individual or nomination by the individual's immediate supervisor. In accordance with the Master Agreement, successful promotions shall include a change in the employee's title series except for Professional Service Specialist I, Assistant Director I, and Administrative Assistant I, who shall receive a two-range increase in compensation but not a change in title pursuant to Letter of Agreement VI of the Master Agreement.

II. Initiating a Performance Based Promotion

Any eligible full-time professional staff employee may initiate the process by notifying Human Resources (HR) and submitting a written application according to the guidelines below and before the established deadline, setting forth a justification for promotion to the University President or designee thereof. Additionally, the employee's supervisor may nominate an employee and submit their written recommendation directly to HR no later than twenty (20) business days at which point the nominee has up to ten (10) business days to accept or decline and, if they accept, they may do so by following the process outlined below.

III. Criteria

Professional staff, currently serving in a multi-year appointment with the University, are eligible to submit a portfolio in support of their work and professional related activities in applying for a performance-based promotion. Candidates for a performance-based promotion, or supervisors making a nomination for such a promotion, must present documented evidence that the employee has achieved a consistent record over time that meets, or exceeds, the following established criteria:

- A. **Performance:** Documentation must include supervisory evaluations and other evidence that illustrate the candidate has performed assigned responsibilities in an exemplary manner. This may include evidence of competencies beyond those required for full execution of the candidate's position description.
- B. **Professional Achievement:** The candidate must provide evidence of significant contributions in areas related to the candidate's position and/or aligned to the mission of the University. Examples 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; expanded certifications or credentials that enhance a candidate's work performance; a record of presentation at professional conferences; publication in a professional journal, or completion of professional research.

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

IV. Composition of Performance-Based Promotion Files (PBFs)

Candidates must prepare a PBF which, minimally, will, include the following:

- A. **Service History Record:** This section should provide dates of employment in each prior title held at the University and an official job description that is provided by the immediate supervisor or a designee in HR and placed in the file by HR.
- B. **Executive Summary:** The Executive Summary is a one (1)-page document that should summarize all components of the application together in a concise, informative statement. The Executive Summary should be placed in the file by the candidate.
- C. **Resume:** A resume should briefly summarize a candidate's work history and relevant accomplishments. The Resume should be placed in the file by the candidate.
- D. **Self-Evaluation:** A self-assessment statement, of no more than eight (8) 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. The Self-Evaluation is placed in the file by the candidate.
- E. **Performance Appraisals:** The candidate's three (3) most recent performance appraisals and any additional appraisals approved by the candidate that demonstrate a consistent record over time. Performance Appraisals are placed in the file by HR.
- F. **Support Letters:** The University recognizes the value of peer input for promotional considerations and, therefore, the applicant may include, as a part of their promotion packet, recommendations from peers and/or others from the campus community who are familiar with their work. These must be dated within the last six months and attest to the applicant's achievements, as set forth in the criteria above. A minimum of three support letters will be solicited and shall be placed in the file by the candidate.
- G. **Additional Items:** At his or her discretion, an applicant may include other items that demonstrate achievement in activities related to their job responsibilities and evaluation criteria. These may include items that become available after the closing of their file and would be placed in the file by the candidate until the file is closed. Items added after a file has closed must be added by HR.

V. General Principles for Evaluators of Candidates:

- A. **Confidentiality:** All Reviewers shall hold confidential all matters pertaining to the candidate review process, including in the case of committees the names of the candidates, the materials contained in the PBFs, the nature of the discussion, and the numbers of the positive and/or negative votes. Reviewers will be given access to the results of each of the subsequent levels of review at the conclusion of the cycle and are expected to keep such information confidential.
- B. **Access to Files:** A fully electronic system is used for file submission and reviews.
- C. **Recommendations:** At each stage of the process below, evaluators shall make his/her/their recommendation in a letter that explains his/her/their reasons to the candidate and submit the letter to the candidate via the electronic system.

VI. Process for Performance-Based Promotion

The University will follow the Personnel Actions Calendar for Professional Staff Performance-Based 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. Candidates and Evaluators must complete the following steps:

A. **Submission of the PBPF:** The candidate will submit his/her/their PBPF by the established deadline. 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. For all contents that are the responsibility of the university, HR must add those items no later than three (3) business days prior to the final submission deadline to provide the candidate the opportunity to review and confirm; failure of the University to include these items shall not be held against the candidate and an extension shall be granted to the candidate to allow their file to be reviewed in the same cycle.

B. **Review of the PBPF:**

- i) The candidate's immediate supervisor shall then review the PBPF to determine whether in their opinion, the employee meets the above criteria.
- ii) 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 uploaded to the electronic system. 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 along with the final vote count of the committee. Committee members can elect to vote by secret ballot, they must not abstain from voting, the ballot can only have a yes/no option, and the number of votes cast must equal the number of voters.
- iii) The appropriate Dean/Director or appropriate Intermediate Supervisor, in accordance with the Addendum: Staff Evaluation by Interim Managers (2016), will review each PBPF.
- iv) The appropriate Divisional Executive will then review each PBPF.
- v) 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. If a promotion and change in title, if applicable, is approved, the effective date will be the next January 1 for promotions approved at the December BOT meeting or July 1 for those approved at the May BOT meeting.

VII. Candidate's Rights: The candidate shall have the opportunity to submit a written response to the assessment and recommendation issued at each stage in the process noted in the section above. Said response must be provided to HR and uploaded by HR to the electronic system within three (3) working days of receipt of the assessment and recommendation. If received within the specified timeline, the candidate's response must be reviewed and considered 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.

Nothing herein is grievable except that applicants may initiate a grievance at Step One concerning their application based on an allegation that, after a timely filing of their application, the promotional procedure was violated or that there was a breach of the rights of the applicant as set forth in Article II of the Master Agreement. Such a claim if sustained, will result in the reprocessing of the application on an expedited basis.

VIII. Professional Staff Peer Review Committee Composition:

- A. 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.
- B. At least 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.
- C. The University shall set up the online election system through the University portal. The SFT Vice President for Professional Staff shall have access to the online system to review the ballots and ultimately certify the election results.
- D. There shall be no more than one (1) member from any department or office. There shall be no more than three (3) members from any one institutional division. If two or more are elected from any one department/office and four or more from any one division, then the next highest vote getter(s) outside of the department/office or division will be named the winner(s) of the election.
- E. Committee members shall serve for two (2) years except the first year of the committee's existence, when two (2) members shall be selected by lottery to serve a one-year term and three (3) members shall be selected by lottery to serve two-year terms, to stagger appointments and preserve committee continuity.
- F. Committee members shall not apply for a performance-based promotion during their designated terms of office.
- G. Committee members are eligible for election for up to two (2) consecutive terms and may run for additional terms after a break of at least one (1) term.

Term

This Agreement shall remain in full force and effect from this date until June 30, 2023 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, 2023, or 30 days prior to June 30 of any succeeding year for which this Agreement is automatically renewed.

IN WITNESS THEREOF, the University and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this September 13, 2021

For: Stockton University



Harvey Kesselman, President

For: The Stockton Federation of Teachers



Emari DiGiorgio, President

Date: September 13, 2021

Date: 7 September 2021