

President's Criteria for Performance-Based Promotions Program for Full-Time Professional Staff Employees

EXHIBIT B

The Richard Stockton College of New Jersey President's Criteria for Performance-Based Promotions Program For Full-Time Professional Staff Employees Criteria Established in Accordance With Article XVI(E) of the Agreement Between the State of New Jersey and Council of New Jersey State College Locals, AFT, AFL-CIO (State Colleges/Universities Unit) 1999-2003 (June 8, 2000)

Article XVI(E) of the State-wide Agreement between the State of New Jersey and the Council of New Jersey State College Locals, AFT, AFL-CIO provided 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.

As required by the above article, the President of the College hereby establishes the following criteria for implementation of the performance-based promotion program for full-time professional staff employees at Richard Stockton College of New Jersey:

Any member of the full-time professional staff of the College (as defined in the AFT Contract) may apply for or be recommended for a performance-based promotion if he or she has satisfied all of the College's expectations regarding his or her responsibilities at the College and meets or exceeds all of the following criteria:

1. He or she must submit documentation that he or she has performed his or her full range of assigned professional responsibilities for and on behalf of the College at the level of excellence over a significant period of time, and such excellence shall consist of marked superiority, both in terms of quality and quantity of performance appropriate to the person's position of employment.
2. He or she must presently exhibit and must have consistently demonstrated, over a significant period of time, a cooperative effort to achieve the goals and objectives of the College and shall have demonstrated significant accomplishment in his or her position of employment. 11 Performance Based Promotions Program June 8, 2000 Page Two
3. He or she must presently exhibit and must have consistently achieved and demonstrated professional development and recognition in his or her professional field by having achieved an appropriate level of

academic background related to his or her professional field and by undertaking other professional contributions and activities appropriate to the person's position of employment (e.g., through publication in a juried journal in his or her professional field, by election to an officer position in a professional organization directly related to his or her professional field, community leadership based on one's professional skills, application of one's professional skills in a public service role with exemplary impact or by developing and successfully implementing a new or improved procedure or process at the College).

4. He or she shall act in a professional capacity which brings credit to himself or herself, the College and to his or her professional field.

An eligible full-time professional staff employee and/or the employee's out-of-unit supervisor may submit written application setting forth his or her justification for promotion to the College President. The President of the College will consider the application of any qualified fulltime member of the professional staff for a performance-based promotion, provided he or she complies with the following requirements.

1. The employee or out-of-unit supervisor shall submit a written application directly to the President of the College, which application shall contain a complete written statement as to how the employee believes he or she can meet or exceed each of the criteria set forth above.

2. The written statement submitted by the employee or out-of-unit supervisor shall be accompanied by any and all documentation supporting the application, including but not limited to current curriculum vitae, job description, complete employment history in the position, all supervisory evaluation reports while in the position, letters of recommendation, copies of publications and other relevant documentary evidence.

3. Documentary material submitted in support of the application shall not include material which does not relate to the professional responsibilities of the employee for and on behalf of the College and/or the criteria set forth above. Such unrelated material shall not be considered by the President of the College.

4. If the application is submitted by the out-of-unit supervisor, upon receipt of the application the President, before considering the application, shall cause a notice to 12 Performance Based Promotions Program June 8, 2000 Page Three be sent to the employee that he or she has received the application and that the employee shall have ten working days within which to review the application file and add any additional supporting material that he or she deems necessary and appropriate. After the ten days has expired, the President shall consider the application. If the application is submitted by the employee, the file will be considered complete upon submission.

5. Except as provided in paragraph 5 above, the applicant or out-of-unit supervisor shall not submit additional material for consideration by the President after the application has been submitted to the President for his or her consideration.

6. Each application will be considered on its own individual merits, and not in comparison with other applications which may be submitted for consideration.

7. There is no deadline for the submission of applications, and the President of the College will consider and decide on each application within a reasonable time after it is submitted.

8. If the President of the College approves the application, he or she will make a positive recommendation to the Board of Trustees.

9. If approved by the Board of Trustees, the performance-based promotion will be effective at the beginning of the fourth pay period following the Board's action.

Approved by the President on June 8, 2000