

MEMORANDUM OF AGREEMENT
PERFORMANCE-BASED PROMOTIONS,
PROFESSIONAL STAFF

Effective Fall 2024

The Rowan University Administration and the AFT Union Local 2373 agree that the following will apply to Professional Staff effective on the date signed below. This Agreement remains in effect until either party wishes to renegotiate the procedures herein.

SIGNATURE ON FILE

Date: September 25, 2024

Theresa Drye, Chief Human Resource
Officer / Vice President

SIGNATURE ON FILE

Date: September 20, 2024

Jonathan Foglein, Negotiator
Rowan AFT Local 2373

PERFORMANCE-BASED PROMOTIONS, PROFESSIONAL STAFF

Memorandum of Agreement

Article XVI, Section D of the master contract provides for performance-based promotions for full-time members of the professional staff, which states as follows:

D. Performance-Based Promotions

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 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 applicants 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 his or her 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 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.

1. Eligibility

Full-time professional staff who meet the criteria for the performance-based promotions as stated below are eligible to be considered, either by application by the individual or nomination by his/her immediate supervisor, for such promotions.

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

- 1.1 Be a full-time permanent Professional Staff employee.
- 1.2 Not have received a Performance-Based Promotion within the last five (5) years.
- 1.3 Not have received a reclassification within the last three (3) years
- 1.4 Be self-nominated or be nominated by a Supervisor or colleague who is familiar with the candidate's work.
- 1.5 Not have submitted a request for Performance-Based Promotion that was denied, withdrawn after being sent to the Dean/Vice President/Provost pursuant to section 4.2, or alternatively resolved under section 4.3.2 within the last two (2) years, and in no event, have submitted three requests which have been denied, withdrawn after being sent to the Dean/Vice President/Provost pursuant to section 4.2, or alternatively resolved under section 4.3.2 in the past ten (10) years. For purposes of this section only, a request for Performance-Based Promotion that has been halted by Human Resources under section 4.11 will not count as a request in tabulating the number of submissions made by an applicant. For further clarification, any withdrawn request will count toward the limits set forth by this section unless it has been withdrawn prior to being sent to the Dean/Vice President/Provost (per section 4.1.4).

2. Criteria

A candidate for a performance-based promotion must clearly demonstrate and provide evidence of present and consistent exceptional performance and meritorious contributions through all three of the following paragraphs. In situations where professional development opportunities may not have been reasonably available to the applicant, the candidate must clearly demonstrate present and consistent exceptional performance and meritorious contributions.

2.1 Performance – Candidate’s present and consistent performance over a full range of professional responsibilities for and on behalf of the University over a significant period of time as documented by self-appraisal, department recontracting committee, peer evaluations and supervisor evaluations.

2.2 Professional Development – Candidate’s present and consistent achievement and demonstration of professional development or recognition that brings credit to oneself, the University, and/or the person’s professional field.

2.2.1 Establishing a record of continued professional development or academic accomplishment appropriate to the candidate’s professional field that has resulted in the development and successful implementation of a new or improved procedure or process at the University and/or expertise to the department/unit, division/college, University, or profession/discipline.

2.3 Contributions – Candidate’s present and consistent demonstration of contributions to a positive work environment that strengthens teamwork, supports colleagues, and improves the efficiency and effectiveness of the department/office, thus contributing to the University’s mission and vision. The following are examples of such contributions which may be taken into consideration in fulfilling this requirement, but do not necessarily represent an exhaustive list. It should also be noted that listing these following examples does not indicate that all three must be explicitly demonstrated by an applicant.

2.3.1 Involvement in activities well beyond those called for by the candidate’s normal job duties, which may include but is not limited to participation in special events and/or representation of the University in other forums, presentations at conferences, service as an officer in a state or national professional organization.

2.3.2 Initiation of new projects in the candidate’s area of responsibility, which resulted in demonstrable improvement in the quality and delivery of services.

2.3.3 Accepting additional unpaid responsibility for short-term special projects which enhances University operations.

3. Performance-Based Promotion: Candidate File

3.1 The candidate’s file demonstrating eligibility for a performance-based promotion shall be comprised of the following materials, in this order:

3.1.1 Performance-Based Promotion Application Form (this form is found on the last page of this Memorandum of Agreement). This must be affixed as the first (cover) page of the completed application/file.

3.1.2 The candidate’s current job description. This document shall be supplied by the University at the candidate’s request within ten (10) business days.

3.1.3 A self-assessment statement, not to exceed four (4) pages, addressing each of the eligibility criteria outlined above as well as the employee’s past three (3) performance evaluations, to the degree that these performance evaluations are not already included in other parts of the candidate’s file.

- 3.1.4 One complete copy of the candidate's most recent recontracting packet, which shall include the recontracting evaluation criteria, job description, self-assessment, and current and previous evaluations by their supervisor, recontracting committee, peers, or other evaluations as appropriate, as well as all supporting documentation.
 - 3.1.5 At least three (3) letters of recommendation from individuals serving in a functional, working relationship with the candidate and who can attest to the candidate's job performance as it relates to the eligibility criteria. The letters of recommendation may be from either in- or out-of-unit constituents both from on- and off-campus and must include at least one managerial employee.
 - 3.1.6 Optional: up to three (3) additional pieces of relevant substantive documentation or supportive materials.
- 3.2 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.

4. Performance-Based Promotion: Application Review Procedure

- 4.1 The first level, out-of-unit supervisor will receive the application form, file, and its supporting materials from the candidate and subsequently review the documents.
 - 4.1.1 After reviewing the materials, the supervisor will sign the application signifying review and indicate whether they recommend or do not recommend the candidate for performance-based promotion. The supervisor will attach a general written explanation as to why they do or do not recommend the performance-based promotion.
 - 4.1.2 The supervisor will make a good faith effort to complete these activities in an expedient and efficient manner.
 - 4.1.3 The candidate shall receive the entire application file, including the supervisor's assessment, and shall have the opportunity to attach a written response to the assessment if applicable.
 - 4.1.4 Within three (3) business days from receipt of the application and file materials by the candidate from the supervisor, the candidate will forward the application materials to the head of the Division (*i.e.*, the relevant Vice President, Dean or Provost), as appropriate for the candidate's current position within the University reporting structure.
- 4.2 The appropriate Dean/Vice President/Provost will receive the application, file and supporting materials and review the documents.
 - 4.2.1 After reviewing the materials, the Dean/Vice President/Provost will sign the application signifying review and indicate whether they recommend or do not recommend the candidate for performance-based promotion. The Dean/Vice President/Provost will attach a general written explanation as to why they do or do not recommend the performance-based promotion.
 - 4.2.2 The Dean/Vice President/Provost will make a good faith effort to complete these activities in an expedient and efficient manner.
 - 4.2.3 The candidate shall receive the entire application file, including the Dean/Vice President/Provost's assessment, and shall have the opportunity to attach a written response to the assessment if applicable.
 - 4.2.4 Within three (3) business days from receipt of the application and file materials by the candidate from the Dean/Vice President/Provost, the candidate will forward the application materials to the President or designee.
- 4.3 The President or designee will receive the application, file and supporting materials and review the documents in order to make a final determination as to whether the promotion shall be granted.

- 4.3.1 After reviewing the materials, the President or designee will sign the application signifying review and indicate whether they grant or deny the performance-based promotion.
- 4.3.2 If the President or designee denies the performance-based promotion, then the President or designee will provide written reasons based on the established criteria for the decision. In their sole discretion, the President or Designee (in consultation with HR) may offer an alternative option rather than a denial, and the candidate may elect this option with written notice to Human Resources within 10 calendar days of receipt. If not elected, then the outcome of the request for performance-based promotion is deemed a denial.
- 4.4 The candidate may withdraw their application at any time during the performance-based promotion application process, but each withdraw will be subject to the conditions set forth in section 1.5.
- 4.5 This performance-based promotion process is deemed confidential, and all individuals associated with this process are required to observe this confidentiality.
- 4.6 Those involved in the procedures for performance-based promotion shall endeavor in good faith to meet the timeframes outlined in the process. However, if these timeframes cannot in good faith be met, reasonable extensions will be provided at each step.
- 4.7 The President or designee will provide the names of the candidates (and their Division) who applied for Performance-Based Promotions to the President of the AFT, including both those candidates who were successful in the process and those who were not.
- 4.8 Awarded performance-based promotions shall take effect beginning July 1st of the corresponding year of application.
- 4.9 Promotions shall be to the next title in series, such as Program Assistant to Professional Services Specialist IV, Assistant Director IV to Assistant Director III, Professional Services Specialist III to Professional Services Specialist II, or Administrative Assistant III to Administrative Assistant II, subject to any alternatives that may be offered under 4.3.2.
- 4.10 Professional Staff awarded performance-based promotions shall have their new salaries determined by applying the procedure prescribed in Article XXII. C. 1. of the State-Union Agreement.
- 4.11 The professional staff performance-based promotion application process procedures shall be fairly and equitably applied to all candidates. For all applications, however, Human Resources will conduct a compensation and diversity review to determine if the requested performance-based promotion may result in disparate impact. If it is determined that disparate impact will result, the request may be halted or modified.
- 4.12 The ultimate decision of the President or designee as outlined in section 4.3 is final and shall not be subject to appeal or grievance. Within this Performance-based promotional process, an applicant may only grieve an overt procedural violation and may not grieve any substantive determinations made at any point. If the grievance is successful, the sole remedy is to re-start the process at the point of the grieved procedural defect.

Performance-Based Promotions for Professional Staff Calendar

<u>Action Taken On or Before</u>	<u>Date</u>
Candidate notifies their Supervisor, VP/Provost and AFT Office of intention to apply for promotion through email/Google form by 5:00 PM	December 1
Submission of Application (file) to first level out-of-unit supervisor	January 10
Submission of Application (file) to Dean/VP/or Provost	January 31
Submission of Application (file) to President	March 1
Candidate to receive President's decision	May 15
Candidate to receive approval by Board of Trustees for successful Performance-Based Promotion application (if applicable)	June

Performance-Based Promotion: Application Cover & Signature Approvals

Candidate Name: _____ Department: _____

Current Title: _____ Seeking Promotion to: _____

Years at Rowan University: _____ Years in Current Position: _____

Date(s) of any previous Performance-Based Promotion applications submitted by candidate, and ultimate outcome of any previously-submitted application (i.e., granted, denied, alternate resolution, or withdrawn): _____

Date application and file submitted to out-of-unit Supervisor: ____ / ____ / ____

The enclosed application for a performance-based promotion and supporting file has been submitted and reviewed by the following committees/persons:

First level, out-of-unit Supervisor Report

Candidate is: Recommended Not recommended (attach rationale)

Signature of Supervisor (received): _____ Date: ____ / ____ / ____

Signature of Supervisor (reviewed): _____ Date: ____ / ____ / ____

Candidate: I have read the decision of the Supervisor and attached my response if applicable.

Signature of Candidate: _____ Date: ____ / ____ / ____

Dean, Vice President or Provost Report

Candidate is: Recommended Not recommended (attach rationale)

Signature of Dean/VP/Provost (received): _____ Date: ____ / ____ / ____

Signature of Dean/VP/Provost (reviewed): _____ Date: ____ / ____ / ____

Candidate: I have read the decision of the Dean/VP/Provost and attached my response if applicable.

Signature of Candidate: _____ Date: ____ / ____ / ____

University President or designee

The above-named candidate has been **granted** **not granted** a professional staff performance-based promotion. (Attach rationale if not granted)

IF APPLICABLE, description of alternate resolution in lieu of denial: _____

Signature of President: _____ Date: ____ / ____ / ____