

GUIDELINES PERFORMANCE-BASED PROMOTIONS, PROFESSIONAL STAFF

Article XVI, Section D of the master contract provides for performance-based promotions for full-time members of the professional staff. It is expected that members of the professional staff will perform their duties and responsibilities at a high level on a consistent basis; performance-based promotions will be granted to a member of the professional staff for extra-ordinary performance that exceeds the normal expectations of his/her position over a sustained period of time. Listed below are examples of the categories that will be considered when evaluating members of the professional staff for performance-based promotions:

- 1) A consistent record of extraordinary performance in the full range of the professional responsibilities over a sustained period of time as evidenced by documentation by the candidate and supervisory comments and evaluations
- 2) Evidence of significant professional and creative contribution that advance the mission of the office units, divisions, or college, or the University as identified in the articulated goals of the University
- 3) A consistent and demonstrable record of positive working relationships within the office unit, department, college and/ or the University that contributes to the productive working environment of the University

PROCEDURES FOR CONSIDERATION FOR PERFORMANCE-BASED PROMOTIONS

Professional Staff who wish to apply for a performance-based promotion must send a request for consideration to their first level, out-of-unit supervisor **no later than December 15**. Included in this request must be the following:

- 1) A letter detailing the accomplishments of the professional staff member and how he/she feels these accomplishments meet or exceed the examples of the criteria above
- 2) Copies of the three (3) most recent performance evaluations from the supervisor
- 3) A minimum of three (3) letters of recommendation from individuals serving in a functional, working relationship with the candidate
- 4) A current position description

The first level, out-of-unit supervisor will consult with his/her supervisor regarding the request. Consultation will continue through all supervisory levels, with final determination regarding the performance-based promotion made by the President. The professional staff member will be provided a copy of any/all written recommendations regarding his/her candidacy. In addition, candidates will have the right to provide written comment to his/her supervisor(s) at any point in the review process. Final determinations on performance-based promotion will be made by February 15. If granted, the performance-based promotion will take effect the following July 1.