



APPLICATION FOR PERFORMANCE-BASED PROMOTION FOR PROFESSIONAL STAFF

The applicant should complete and forward this application to the unit supervisor who is not a member of the bargaining in accordance with the attached calendar.

I. EMPLOYEE INFORMATION

Name	Current State Title
Department	Division
Date of Last Reclassification	Date of Last Performance-Based Promotion
Effective Date of 1 st Multi Year Contract	

II. REQUIRED MATERIALS

A. WRITTEN STATEMENT

Prepare a self-assessment statement addressing how each of the following criteria is met:

- That the professional staff member exceed (be exceptional):
 1. in the performance of his/her professional responsibilities as related to his/her job description and generic job specifications;
 2. in advancing, through his/her contributions/accomplishments, the mission and vision of the department/unit, division/college and University, in support of the goal of student success.
 3. in contributing through his/her service and other activities to the purpose and function of the University and the community it serves.
- That the professional staff member meet (be effective):
 1. in contributing to a positive work environment that strengthens teamwork, supports colleagues, and achieves a service-oriented approach to the work of the department/unit, division/college, or University, thus contributing to the University's goal of student success,
 2. in establishing a record of continued professional development or academic accomplishment that has resulted in the improvement in the delivery of service and/or expertise to the department/unit, division/college, University, or profession/discipline.

B. SUPPORTING DOCUMENTATION

Please attach any supporting evidence/documentation in support of the merit-based criteria.

C. JOB DESCRIPTION AND STATE JOB SPECIFICATION

Please attach a current job description and job specification.

D. THREE PERFORMANCE APPRAISAL FORMS

Please attach copies of three performance appraisals from the personnel file including the current appraisal and the last multi-year appointment appraisal.

Applicant's Signature

Date