



KEAN

**AFT Professional Staff Performance-Based Promotion Application**

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Current Multi-Year Contract Dates: \_\_\_\_\_

Department: \_\_\_\_\_

Employee ID No.: \_\_\_\_\_

**Applicant Certification**

I, \_\_\_\_\_, have reviewed the Procedure for Performance Based Promotions Letter of Agreement (“LOA”). I certify that I am eligible for a performance-based promotion pursuant to Section II of the LOA. Moreover, I certify that the Performance-Based Promotion File (“File”) that I am submitting contains the required documents listed below. The File is complete and is being submitted in electronic format to [aftpromotions@kean.edu](mailto:aftpromotions@kean.edu) for review.

**Composition of Performance-Based Promotion File:**

- Service History Record
- Executive Summary
- Resume
- Self-Evaluation
- Performance Evaluation
- Support Letters
- Additional Items

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_