



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 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: _____