Kean University AFT Professional Staff Performance-Based Promotions
Procedure Calendar Spring 2023

	Activity	To be completed on or before
1.	University notification sent from the Office Human Resources (HR) to all professional staff with finalized promotions calendar and application.	May 1, 2023
2.	Applicant may request copies of their job description and performance evaluations from HR via email at aftpromotions@kean.edu. Requests must be made at least (30) days prior to the deadline.	May 2023
3.	HR shall send the candidate a copy of the job description and performance evaluations within (10) days of receipt of the applicant's request.	
4.	Senate election to establish Professional Staff Committee	May 2023
5.	Effective Term Date for Professional Staff Promotions Committee	July 1, 2023
6.	Final Deadline for the candidate to submit completed Performance Based Promotion File (PBPF) to HR.	July 3, 2023
7.	Final date for HR to complete its review of a candidate's PBPF and forward the PBPF to the immediate supervisor.	July 17, 2023
8.	Deadline for the candidate's immediate supervisor to review the PBPF and submit their recommendation and PBPF to the Professional Staff Peer Review Committee. A copy of the recommendation shall be provided to the candidate and HR.*	August 1, 2023
9.	Deadline for the Professional Staff Peer Review Committee to complete the following a) review of the candidates PBPFs; b) submit their recommendations and final vote count to the Managerial Review Committee; and c) meet with Managerial Review Committee. A copy of the final vote count and recommendation shall be provided to the candidate and HR.*	September 11, 2023
10.	The Deadline for the Managerial Review Committee to review each PBPF and make recommendations to the President or designated Senior VP.**	October 3, 2023

Activity	To be completed on or before
11. Deadline for the President or designated Senior VP to review each completed PBPF and recommendations. The President forwards promotional recommendations to the Board of Trustees. A copy of the recommendation shall be provided to the candidate and HR. In the event that a professional staff member is denied a performance-based promotion, the President or the President's designee shall provide written reasons based on the established criteria for decision. The President's decision in this matter is final.	November 2, 2023
12. Deadline for President's office to submit recommendation and materials to Board.	November 2023
13. Board of Trustees Meeting.	December 2023
14. Effective date of promotion and title change.	January 2024
15. Claims of procedural violations must be reported within 21 days from the date on which the alleged violation occurred.	

*Composition of Performance Based Promotion File (PBPF) is contained in the Letter of Agreement, Section V.
**The candidate shall have the opportunity to submit a written response to the assessment and recommendation issued at each stage in the process. The candidate's written response should be electronically submitted to HR within five (5) working days of receipt of the assessment and recommendation. If received within the specified timeline, HR shall send the candidate's response to the next-level reviewer. The next-level reviewer must consider the candidate's written response.