

FALL 2023 TIMELINE

AFT PROFESSIONAL STAFF PERFORMANCE REVIEWS - SINGLE & FIRST MULTI-YEAR

Week of August 14, 2023

Distribution of evaluation notices to immediate managerial supervisors and employees.

Ratee*: Employees eligible for multi-year reappointment begin self-evaluation.

Rater*: Completes review of evaluation materials and begins preparation in alignment with upcoming deadlines.

Friday, September 1st

Ratee: Deadline for multi-year eligible staff to submit self-evaluation components to immediate managerial supervisor.

Rater: The supervisor must meet with the employee **prior to September 15th** to review & discuss their evaluation.

Friday, September 15th

Rater: Deadline for the completion of the immediate managerial supervisor's review.

The immediate supervisor forwards the evaluation packet, in its entirety, to the next level of review.

****The employee may appeal a non-recommendation in writing within five (5) working days to the next level of review.**

**** Supervisors must consult with the Office of Human Resources in cases of non-recommendation.**

Friday, September 22nd

- Deadline for the completion of the Director/Department Head's review.

- Director/Department Head makes a recommendation & forwards the evaluation packet to the next level of review.

****The employee may appeal a non-recommendation in writing within five (5) working days to the next level of review.**

**** Director/Department Heads must consult with Human Resources in cases of non-recommendation.**

Friday, September 29th

- Deadline for the completion of the Dean's review (if applicable).

- The Dean makes a recommendation & forwards the evaluation packet to the Divisional Vice President for review.

****The employee may appeal a non-recommendation in writing within five (5) working days to the next level of review.**

****Deans must consult with Human Resources in cases of non-recommendation.**

Friday, October 6th

- Deadline for the completion of the Divisional Vice President's review.

- Divisional Vice President makes a recommendation & forwards the completed evaluation to Human Resources via email to AFTEvals@kean.edu.

****The employee may submit an appeal in writing directly to the President within five (5) working days.**

****Vice Presidents must consult with Human Resources in cases of non-recommendation.**

ALL evaluations reviewed through the VP level must be received in electronic format to AFTEvals@kean.edu by

FRIDAY, OCTOBER 13, 2023

Week of November 13th

Notifications of the President's nominations are sent to the candidates.

Saturday, December 2nd

Action by the Board Trustees.

Week of December 4th

Notifications of action taken by the Board of Trustees are sent to the candidates.

* **Ratee** refers to the employee being evaluated. **Rater** refers to the immediate supervisor who is conducting the evaluation.

**** If a professional staff employee considers a negative decision rendered at a given level of supervision to be arbitrary, discriminatory, or a violation of procedure, the employee may appeal that decision under the terms specified in the current AFT agreement to the next higher level of supervision, prior to the completion of the next level of review. All appeals must be filed in writing within 5 working days and copies must be sent to the Office of Human Resources.**

***** In circumstances where a particular supervisory level of review does not exist, the evaluation should move to the next level of review within the timeline.**

Questions? Contact us at AFTEvals@kean.edu.