

- C. : The candidate must provide evidence of service outside of the candidate's position responsibilities, which measurably benefit the University, the surrounding community, or the candidate's profession.

Candidates must prepare a PBPF which, minimally, will, include the following:

- A. This section should provide dates of employment in each prior title held at the University and an official job description that is provided by the immediate supervisor or a

at two (2) Board of Trustee meetings per year, the May and December board meetings. Candidates and Evaluators must complete the following steps:

- A. The candidate will submit his/her/their PBPF by the established deadline. It is the candidate's responsibility to ensure the completeness of the file and to ensure that written documentation exists for all claims of accomplishments. For all contents that are the responsibility of the university, HR must add those items no later than three (3) business days prior to the final submission deadline to provide the candidate the opportunity to review and confirm; failure of the University to include these items shall not be held against the candidate and an extension shall be granted to the candidate to allow their file to be reviewed in the same cycle.
- B.
 - i) The candidate's immediate supervisor shall then review the PBPF to determine whether in their opinion, the employee meets the above criteria.
 - ii) A Professional Staff Peer Review Committee shall meet to review the merits of each PBPF. Recommendations, stemming from a simple majority vote by members of the committee, shall be uploaded to the electronic system. The committee shall include as part of its recommendation a written statement as to how the candidate's performance meets each of the criteria for promotion along with the final vote count of the committee. Committee members can elect to vote by secret ballot, they must not abstain from voting, the ballot can only have a yes/no option, and the number of votes cast must equal the number of voters.
 - iii) The appropriate Dean/Director or appropriate Intermediate Supervisor, in accordance with the Addendum: Staff Evaluation by Interim Managers (2016), will review each PBPF.
 - iv) The appropriate Divisional Executive will then review each PBPF.
 - v) The President shall review each completed PBPF and then determine if the promotion is warranted. 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. If a promotion and change in title, if applicable, is approved, the effective date will be the next January 1 for promotions approved at the December BOT meeting or July 1 for those approved at the May BOT meeting.

The candidate shall have the opportunity to submit a written response to the assessment and recommendation issued at each stage in the process noted in the section above. Said response must be provided to HR and uploaded by HR to the electronic system within three (3) working days of receipt of the assessment and recommendation. If received within the specified timeline, the candidate's response must be reviewed and considered by the next-level reviewer and shall become a part of the candidate's application packet. Unless the candidate submits a written request to their supervisor to withdraw the application, the application shall continue through the entire process to the presidential level.

Nothing herein is grievable except that applicants may initiate a grievance at Step One concerning their application based on an allegation that, after a timely filing of their application, the promotional procedure was violated or that there was a breach of the rights of the applicant as set forth in Article II of the Master Agreement. Such a claim if sustained, will result in the reprocessing of the application on an expedited basis.

- A. The committee shall consist of five (5) professional staff members who are on multi-year contracts. The members of the committee shall be chosen in an election open to all professional staff members in the AFT bargaining unit, in an election conducted by the Union.
- B. At least two weeks prior to the election, the SFT Vice President for Professional Staff shall solicit nominations. Staff may self-nominate or be nominated by peers.
- C. The University shall set up the online election system through the University portal. The SFT Vice President for Professional Staff shall have access to the online system to review the ballots and ultimately certify the election results.
- D. There shall be no more than one (1) member from any department or office. There shall be no more than three (3) members from any one institutional division. If two or more are elected from any one department/office and four or more from any one division, then the next highest vote getter(s) outside of the department/office or division will be named the winner(s) of the election.
- E. Committee members shall serve for two (2) years except the first year of the committee's existence, when two (2) members shall be selected by lottery to serve a one-year term and three (3) members shall be selected by lottery to serve two-year terms, to stagger appointments and preserve committee continuity.
- F. Committee members shall not apply for a performance-based promotion during their designated terms of office.
- G. Committee members are eligible for election for up to two (2) consecutive terms and may run for additional terms after a break of at least one (1) term.