
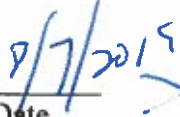
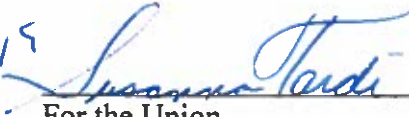
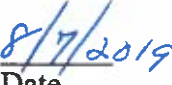


Agreement

To promote amicable employee-employer relations, AFT Local 1796 (the Union) and William Paterson University (the University) agree to implement the attached revised and updated Professional Staff Appraisal Form and AFT Professional Staff Retention Policy and Procedure. The form will be posted and implemented online as soon as possible following the execution of this agreement.

The parties agree to the substance and form of this agreement.

			
_____ For the University	_____ Date	_____ For the Union	_____ Date

_____	_____	_____	_____
For the University	Date	For the Union	Date

AFT PROFESSIONAL STAFF RETENTION POLICY AND PROCEDURE

This Policy and Procedure shall apply to full-time non-teaching professional staff who have never received multi-year contracts, or are eligible for a multi-year contract renewal, and part-time professional staff with more than three (3) years service who are (a) employed in regular, recurrent positions, (b) work at least half-time, and (c) employed on either a one-year contract or on at least a second half-year contract occurring during any two (2) consecutive academic years.

I. Eligibility for Multi-Year Contracts

Each member of the professional staff not holding faculty rank or concurrent academic rank who is a member of the State College/University bargaining unit shall be eligible for a multi-year appointment or reappointment contract in accordance with the provisions of Chapter 163 of the Laws of 1973. After completion of five years of probationary service, employees not holding faculty rank shall be considered for a multi-year contract. All multi-year contracts granted effective July 1, 2017 or thereafter shall be for three (3) years, unless the employee is on a four-year or five-year contract as of June 30, 2017.

For employees who are currently serving in a four-year contract as of June 30, 2017 their next two succeeding contracts, if granted, shall be for four (4) years. Subsequently, all contracts granted shall be for three (3) years.

For employees who are serving in a five-year contract as of June 30, 2017 their next two succeeding contracts, if granted, shall be for five (5) years. The contract after that shall be for four (4) years. Subsequently, all contracts granted shall be for three (3) years.

When a member of the professional staff is offered a multi-year appointment or reappointment contract, he or she shall be provided with the information described in Article XIII.B of the Agreement.

The fiscal year is from July 1 to June 30. Contracts for professional staff members shall be concurrent with the fiscal year. In order for the initial term of employment to qualify as a full fiscal year for purposes of the multi-year contract probationary period, employment under the contract must begin no later than December 31.

II. Criteria for Reappointment

A. The reappointment of professional staff shall be based on:

1. Professional performance of the professional staff
2. Institutional and programmatic needs

B. Professional performance shall include:

1. Attainment of agreed upon objectives.

Job responsibilities as described in job description which includes other job related criteria as shared with the employee in a written job description at the time he or she is first offered employment. Thereafter, the other job related criteria shall be developed with his or her supervisor prior to the next performance cycle.

2. Knowledge of professional assignment area
3. Thorough preparation for assuming responsibilities

4. Effective communication
5. Respect and consideration for co-workers and clientele
6. Service and/or other activities which contribute to the purposes and functions of the University and the community which it serves

C. Institutional and Programmatic Needs

The reappointment of the professional staff must be consistent with the needs and purposes of the University as stipulated in the long-range institutional goals.

III. Process

A. Role of Board of Trustees and President

Reappointments shall be made by the Board of Trustees upon the recommendations of the President. It is the purpose of these processes to provide the Board and the President with pertinent data on the basis of which to make such determinations.

B. Retention Policy and Collective Bargaining Agreement

The evaluation of professional staff shall be conducted in accordance with the provisions of this policy statement and the relevant provisions of the Collective Bargaining Agreement between the Council of New Jersey State College Locals, NJSFT-AFT/AFL-CIO and the State of New Jersey.

C. Timetable

By October 1 of each year, the President of the University, in consultation with the Local Union, shall establish and publish the schedule of times for the initiation/completion of the basic steps in the review and evaluation of professional staff eligible for multi-year appointment or reappointment contracts. Such schedule shall not violate any provision of the Agreement.

Each candidate for reappointment shall be provided with a timetable indicating the dates of the steps in the retention procedure. The timetable shall provide a reasonable opportunity for the candidate to present a written statement and/or materials for inclusion in the retention folder, prior to the beginning of the evaluation by the immediate supervisor.

D. Evaluation Forms

The AFT Professional Staff Performance Appraisal Form, agreed to by the Union and Administration in February 2019, is available on-line through the University's website and should be used for all professional staff appraisals. The form must be printed out and the hard copy signed by all parties involved. The only official form to be submitted is the signed hard copy. The forms are not to be submitted online.

E. Evaluation by Supervisors

1. Definition of Immediate Supervisor

For the purposes of evaluating professional staff, the immediate supervisor shall be construed as that employee, including Department Chairpersons, who is first reached in the normal chain of command leading from the candidate pursuant to functional working relationships.

2. Scope of Review

Owing to the nature of professional staff employment, it must be understood that the regular and continuous employment relationship between the employee and his/her immediate supervisor provides a climate for the sustained observation and assessment of the professional staff. A principal purpose of the annual process is to formalize, and share with the candidate for reappointment, conclusions which have been drawn during the regular working relationship.

The entire professional performance record of a member of the professional staff shall be considered at the time such employee is being considered for a multi-year appointment or reappointment contract. The candidate may include any additional material which he/ she deems appropriate. All items presented by the candidate for appointment or reappointment to a multi-year contract shall be considered in the evaluation process.

3. Additional Evaluations

Each member of the professional staff who is eligible for a multi-year appointment or reappointment contract may be evaluated by employees, who may be in or out of the bargaining unit, who serve in a regular and continuing functional working relationship to the candidate. Employees serving in a functional working relationship shall be those identified by the immediate supervisor of the candidate, after consultation with the candidate. The candidate's immediate supervisor shall request such identified employees to provide a written appraisal of the candidate's ability, performance, contributions, and potential. Where the candidate and the immediate supervisor, after consultation, disagree as to which employees serve in a functional working relationship to the candidate, the immediate supervisor and the candidate each will identify employees, if any, who serve in a functional relationship and the immediate supervisor will request written appraisals from all employees so identified.

All evaluations of the candidate prepared by him or herself and by employees serving in functional working relationships shall be submitted to the candidate's immediate supervisor, who shall see that the evaluation material is placed in the candidate's personnel file in accordance with the provisions of Article XXIX of the Agreement. The candidate's personnel file shall be available to the supervisor and other administrative officers for use in making their recommendations.

4. Interviews/Completion of Parts I-V of Performance Appraisal Form

- a. The supervisor will call an initial meeting to review Part 1A (the online job description/responsibilities), a draft of the employee's Parts 1 B and C , and to arrange a second meeting.
- b. Consistent with the calendar, the supervisor will provide a draft of Parts I B and C, and Parts II A and B.
- c. During the second meeting, in addition to reviewing Parts I & II, the supervisor and employee will finalize performance objectives for upcoming evaluation period .
- d. Following the second meeting, the supervisor will complete the Goals and Objectives for upcoming appraisal period and complete the ratings (Part III).
- e. If overall performance is a concern or if there are areas in need of improvement after coaching a Performance Improvement Plan (PIP) should be implemented. (Participation in the EAP coaching program is highly recommended to ensure successful completion of the PIP). If employee is not successful on a PIP, then the employee can be disciplined up to and including termination in accordance with N.J.S.A. 18A:60-14, N.J.S.A.18A: 6-18, and the Agreement between the State of NJ and the AFT, Article K If employee is

entering the final year of a multi-year contract, a PIP may be recommended pursuant to Appendix I.B. of the AFT contract.

F. Opportunity to Examine and Respond to Materials

The candidate will have the opportunity to review and respond to the evaluator's signed/dated Performance Appraisal Form and all materials in the retention folder. He or she shall be given reasonable time to complete this review/response and Part V of the evaluation. The retention folder will be returned to the immediate supervisor by the candidate.

G. Transmission to Higher Administrators

The evaluation will be transmitted by the immediate supervisor to the next higher level of administrators, who, in turn, will transmit them to the next higher level. This procedure will be continued until the folders are forwarded to the Division Vice President and/or President

H. Reappointment Recommendations

Reappointment recommendations shall be based on the employee's entire employment record and last performance evaluation on file. Recommendations shall be based in accordance with parameters described in Section II.

Reappointment recommendations shall be made by February 15 for employees in their first, second, part-time, and multi-year reappointment timelines; and October 15 for employees on their third, fourth and fifth year contracts.

If at any level a non-reappointment or a reappointment with reservations/conditions is noted, the folder must be resubmitted to the candidate for review and response. Each higher-level administrator shall have an opportunity to review the folder and add his or her recommendation as appropriate. The Office of Human Resources will provide all recommendations to the President.

I. Review Procedure

1 . A candidate who has received a negative recommendation from a supervisor may request an interview with the next higher-level supervisor to address the record. The candidate shall have the option to invite other persons from the collective bargaining unit to attend the meeting. If this option is to be exercised, the candidate shall notify the supervisor of this intention. Upon the exercise of this option, the supervisor shall also have the right to bring others of his or her choice to the meeting. The last date for requesting such a meeting shall be announced to the candidates and published in the timetable at the commencement of the academic year.

2. A candidate who has been notified by the President of his or her intention not to recommend reappointment may request an interview with the President. If a candidate requests such an interview with the President, he or she shall have the option to invite other persons from the collective bargaining unit to attend the meeting. If the option to invite others to the meeting is exercised by the candidate, he or she shall so notify the President of this intention. Upon the exercise of such an option by the candidate, the President shall also have the right to include others of his or her choice in the meeting. The purpose of said interview shall be to afford the candidate a personal opportunity to comment on the record and/or to supply additional information prior to the President formulating his or her final recommendation to the Board of Trustees. The last date for

requesting such an interview shall be announced to the candidates and published in the timetable at the commencement of the academic year.

3, Any professional staff candidate for reappointment may submit to the Board of Trustees, in writing, new evidence or information or argumentation of inadequate consideration. The deadline for providing this information shall be announced and published in the timetable at the commencement of the academic year.

J. Grievances

Grievances involving alleged violations of this policy and procedure must be filed within forty five (45) days from the date upon which such claimed violation took place or forty five (45) days from the date on which the candidate should have reasonably known of its occurrence.

K. Professional Staff Reclassification

If, as a result of the review of criteria with the immediate supervisor, an employee believes that a substantial change in job responsibilities has occurred, he or she may apply to the first level non-unit supervisor for a position reclassification review.

Rev. December 2018

Agreed Feb.2019

AFT PROFESSIONAL STAFF
PERFORMANCE APPRAISAL FORM

Name : _____ Title : _____ Department: _____

Appointment Date : _____ Evaluation Period : _____ Appraisal Date : _____

Part I: (To be completed by Employee)

A. Job Description and Responsibilities:

I certify that I have reviewed my job responsibilities with my supervisor and my job description is current.

Job Descriptions may be viewed online at: <https://wpunj.edu/human-resources/employee-services/job-descriptions-.html>

Note: Any changes to a job description must be approved by Human Resources

B. Employee Self-Assessment of Performance Related to Achievement of Established Objectives:

Based on the objectives established for this evaluation period with your supervisor, list each objective and comment on your level of accomplishment. Describe progress made toward attainment; provide specific measurable outcomes to support achievements. If a particular objective was not attained or only partially attained, you should provide a detailed explanation. In preparing your assessment, consider the attainment of agreed upon objectives, job responsibilities which includes other related job criteria, knowledge of professional assignment area, and effective communication, respect, and service. (Please refer to AFT Professional Staff Policy and Procedure Section II.B.)

When determining objectives, consider a University Goal that your department can influence; a specific department goal that aligns with the organizational goal; a specific objective that contributes to the team goal. Consider developing SMART objectives: Specific, Measurable, Actionable or Attainable, Realistic or Reachable, Timely.

Objective Rating Standards

Exceeded Expected Results: Produced outstanding results and/or exceeded expectations well beyond specified outcomes. Exceeded targeted metrics (deadlines, quality, budget, quantity, etc.)

Fully Achieved Expected Results: Successfully produced the specified outcomes. Consistently achieved targeted metrics (deadlines, quality, quantity, budget, etc.)

Partially Achieved Results: Did not meet all expectations for performance of this objective; partially achieved specified outcomes and/or produced results inconsistently. Did not meet some targeted metrics (deadlines, budget, quantity, quality, etc.)

Did Not Meet Results: Did not meet expectations for performance of this objective; failed to meet many of the required results. Missed targeted metrics (deadlines, quality, quantity, budget, etc.). Delivered minimum results.

University/Division/Department Goal	Objective # 1	Action Steps	Timeframes/Measures
Describe how this objective ties to a specific University/Division/Department Goal	Describe objective – identify specific outcome.	Describe strategy and list specific steps.	Describe what success will look like and how it will be evaluated.
	Interim Results (Employee Comments) <i>Describe objective progress at interim period. Are you on target with this objective? Discuss your strategy and specific steps needed thus far to achieve this objective.</i>		
	Interim Results (Supervisor Comments) <i>Describe objective progress at interim period. Is employee on target with this objective? Discuss steps needed to achieve timely completion of this objective.</i>		
	Final Results (Employee Comments) <i>Describe objective progress and assessment. How did you perform on this objective? Discuss your strategy and specific steps you took to achieve this objective. Describe your level of success with this objective.</i>		
	Final Results (Supervisor Comments) <i>Describe objective progress and assessment. How did employee perform on this objective? Describe level of success with this objective. Select an overall achievement rate for this objective below.</i>		
	Objective Rating: Choose an item.		

University/Division/Department Goal	Objective # 2	Action Steps	Timeframes/Measures
Describe how this objective ties to a specific	Describe objective – identify specific outcome.	Describe strategy and list specific steps.	Describe what success will look like and how it will be evaluated.

University/Division/Department Goal			
	Interim Results (Employee Comments)		
	<i>Describe objective progress at interim period. Are you on target with this objective? Discuss your strategy and specific steps needed thus far to achieve this objective.</i>		
	Interim Results (Supervisor Comments)		
	<i>Describe objective progress at interim period. Is employee on target with this objective? Discuss steps needed to achieve timely completion of this objective.</i>		
	Final Results (Employee Comments)		
<i>Describe objective progress and assessment. How did you perform on this objective? Discuss your strategy and specific steps you took to achieve this objective. Describe your level of success with this objective.</i>			
Final Results (Supervisor Comments)			
<i>Describe objective progress and assessment. How did employee perform on this objective? Describe level of success with this objective. Select an overall achievement rate for this objective below.</i>			
Objective Rating: Choose an item.			

University/Division/Department Goal	Objective # 3	Action Steps	Timeframes/Measures
Describe how this objective ties to a specific University/Division/Department Goal	Describe objective – identify specific outcome.	Describe strategy and list specific steps.	Describe what success will look like and how it will be evaluated.
	Interim Results (Employee Comments)		
	<i>Describe objective progress at interim period. Are you on target with this objective? Discuss your strategy and specific steps needed thus far to achieve this objective.</i>		
	Interim Results (Supervisor Comments)		

	<i>Describe objective progress at interim period. Is employee on target with this objective? Discuss steps needed to achieve timely completion of this objective.</i>
	Final Results (Employee Comments) <i>Describe objective progress and assessment. How did you perform on this objective? Discuss your strategy and specific steps you took to achieve this objective. Describe your level of success with this objective.</i>
	Final Results (Supervisor Comments) <i>Describe objective progress and assessment. How did employee perform on this objective? Describe level of success with this objective. Select an overall achievement rate for this objective below.</i>
	Objective Rating: Choose an item.

University/Division/Department Goal	Objective # 4	Action Steps	Timeframes/Measures
Describe how this objective ties to a specific University/Division/Department Goal	Describe objective – identify specific outcome.	Describe strategy and list specific steps.	Describe what success will look like and how it will be evaluated.
	Interim Results (Employee Comments) <i>Describe objective progress at interim period. Are you on target with this objective? Discuss your strategy and specific steps needed thus far to achieve this objective.</i>		
	Interim Results (Supervisor Comments) <i>Describe objective progress at interim period. Is employee on target with this objective? Discuss steps needed to achieve timely completion of this objective.</i>		
	Final Results (Employee Comments) <i>Describe objective progress and assessment. How did you perform on this objective? Discuss your strategy and specific steps you took to achieve this objective. Describe your level of success with this objective.</i>		
	Final Results (Supervisor Comments)		

	<p><i>Describe objective progress and assessment. How did employee perform on this objective? Describe level of success with this objective. Select an overall achievement rate for this objective below.</i></p>
	<p>Objective Rating: Choose an item.</p>

University/Division/Department Goal	Objective # 5	Action Steps	Timeframes/Measures
Describe how this objective ties to a specific University/Division/Department Goal	Describe objective – identify specific outcome.	Describe strategy and list specific steps.	Describe what success will look like and how it will be evaluated.
	<p>Interim Results (Employee Comments)</p> <p><i>Describe objective progress at interim period. Are you on target with this objective? Discuss your strategy and specific steps needed thus far to achieve this objective.</i></p>		
	<p>Interim Results (Supervisor Comments)</p> <p><i>Describe objective progress at interim period. Is employee on target with this objective? Discuss steps needed to achieve timely completion of this objective.</i></p>		
	<p>Final Results (Employee Comments)</p> <p><i>Describe objective progress and assessment. How did you perform on this objective? Discuss your strategy and specific steps you took to achieve this objective. Describe your level of success with this objective.</i></p>		
	<p>Final Results (Supervisor Comments)</p> <p><i>Describe objective progress and assessment. How did employee perform on this objective? Describe level of success with this objective. Select an overall achievement rate for this objective below.</i></p>		
	<p>Objective Rating: Choose an item.</p>		

Additional comments regarding this year's objectives:

C. Noteworthy Achievements:

Discuss any noteworthy achievements unrelated to your objectives during this rating period.

Part II: (To be completed by supervisor)

A. Supervisor's Overall Assessment

In narrative form, discuss your overall assessment of the employee's performance during the evaluation period based upon levels of achievement related to this year's objectives. Review objectives for upcoming year. Finalize your assessment by rating the employee according to the scale on the next page.

In preparing your assessment, consider the attainment of agreed upon objectives, job responsibilities and other related job criteria, knowledge of professional assignment area, and effective communication, respect, and service. (Please refer to AFT Professional Staff Policy and Procedure Section II.B.)

If overall performance is a concern or if there are areas in need of improvement after coaching a Performance Improvement Plan (PIP) should be implemented. (Participation in the EAP coaching program is highly recommended to ensure successful completion of the PIP).

B. Learning or development opportunities for upcoming rating period.

Discuss any developmental needs and suggest ways the employee can meet those needs. Include any assistance and/or resources you may provide/recommend.

Part III: Overall Performance Rating

Check the Most Applicable Performance Rating

___ Exceeds Expected Results

- Outstanding performance almost without exception.
- Consistently demonstrates exceptional results and behaviors above what is expected of the position.
- Completed objectives or objectives thoroughly, completely, and on or ahead of schedule.

___ Fully Effective/ Achieves Expected Results

- Solid performance. Fulfills all results, behaviors and position requirements.
- Occasionally generates results above those expected of the position.
- Completed objectives or objectives in a manner that was expected of the position.

___ Still Developing/ Inconsistently Achieves Results **

- Performance is strong in some areas and needs improvement in other areas.
- Additional development and improvement in results and/or behaviors is necessary in targeted areas.
- Partially completed/did not complete the objectives or objectives as established.
- EAP Performance Coaching recommended.
- This rating is acceptable for those employees who are in their role less than a year.

- If employee has rated in this category for the second consecutive rating period, a PIP is required and an Administrative Referral to the EAP is strongly recommended to ensure successful completion of the PIP.

** If employee is entering the final year of a multi-year contract, a PIP may be recommended pursuant to Appendix I.B. of the AFT contract. (Contact Human Resources for further guidance)

Check box if less than a year in role

Does Not Fully Meet Expected Results**

- Results in important areas are not being met.
- Significant development and improvement in results and/or behaviors is necessary.
- Performance Improvement Plan Required. Administrative Referral to the EAP recommended to ensure successful PIP completion.

** If employee is entering the final year of a multi-year contract, a PIP may be recommended pursuant to Appendix I.B. of the AFT contract. (Contact Human Resources for further guidance)

Too New To Be Rated

- Employee is new to role (within first three (3) months of employment).

Supervisor Signature: _____ Title : _____ Date: _____

Part IV: Employee Review:

I have read and reviewed this performance appraisal and a performance-based discussion with my immediate supervisor took place.

Check one below:

I am in general agreement with the overall performance appraisal.

I am in general disagreement with the overall performance appraisal.

Comments:

Signature: _____ Title : _____ Date: _____

ONCE THE APPRAISAL HAS BEEN SIGNED BY THE APPROPRIATE SENIOR UNIVERSITY OFFICER, THE EMPLOYEE SHOULD RECEIVE A COPY OF THE COMPLETED APPRAISAL FORM AND THE ORIGINAL SHOULD BE FORWARDED TO THE OFFICE OF HUMAN RESOURCES.

THIS SECTION (PREVIOUSLY PART IV) HAS BEEN REMOVED AND WILL BE INCLUDED IN NEXT YEAR'S OBJECTIVES

To be completed by employee in consultation with supervisor, based upon departmental/University goals.

A. Performance Objectives for the next evaluation period

Establish strategic objectives for the upcoming evaluation period with input from your supervisor. List objectives in order of importance. Describe specific actions required to enhance growth or to achieve the objective, what will be observed, assessed and/or measured to determine progress toward objective achievement, and target date for completion. Most employees will have 3-5 objectives during an annual evaluation cycle. Objectives should be SMART, specific, measurable and attainable in a given year. Where possible, objectives should be aligned with the goals of your unit or division, and align with the strategic goals and dashboard indicators of the University. Objectives should not be descriptions of your regular responsibilities or general activities.

Objective #1:

Objective #2:

Objective #3:

Objective #4:

Objective #5:

B. Supervisor Approval of Performance Objectives for the next evaluation period

I have reviewed the objectives with the employee. I certify that they have been approved by the Division Vice President.

AFT Professional Staff Reappointment Recommendation

Name : _____ **Title:** _____ **Department:** _____

Appointment Date : _____ **Evaluation Period :** _____ **Reappointment Cycle :** _____

Recommendation of Supervisor

- Recommend reappointment at this time.
- Recommend reappointment with reservations/conditions (supportive explanation required). PIP Required (Administrative Referral to EAP Recommended).
- Cannot recommend reappointment for an Employee on a Multi-Year Contract– Terminal PIP recommended (See Appendix I. B. of AFT Agreement)
- Cannot recommend reappointment for an Employee on a Multi-Year Contract– Terminal PIP not recommended. Supportive explanation required. (See Appendix I. B. of AFT Agreement)
- Cannot recommend reappointment for an employee not in a Multi-Year Contract (supportive explanation required)

Comments:

Signature: _____ Title : _____ Date: _____

Recommendation of Intermediate Supervisor (if applicable)

- Recommend reappointment at this time.
- Recommend reappointment with reservations/conditions (supportive explanation required). PIP Required (Administrative Referral to EAP Recommended).
- Cannot recommend reappointment for an Employee on a Multi-Year Contract– Terminal PIP recommended (See Appendix I. B. of AFT Agreement)
- Cannot recommend reappointment for an Employee on a Multi-Year Contract– Terminal PIP not recommended. Supportive explanation required. (See Appendix I. B. of AFT Agreement)
- Cannot recommend reappointment for an employee not in a Multi-Year Contract (supportive explanation required) Comments:

Signature: _____ Title : _____ Date: _____

Review by Senior Vice President or Division Vice President:

Comments:

Signature: _____ Title : _____ Date: _____



LOCAL 1796 WILLIAM PATERSON UNIVERSITY

HUNZIKER HALL - ROOM 100
300 POMPTON ROAD, WAYNE NJ 07470-2103
973.720.2988 - FAX: 973.720.2057
email: AFT@wpunj.edu
www.wpunj.edu/aft/

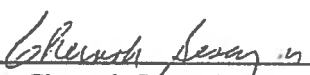
SUSANNA TARDI, Vice Presiden/
Chief Negotiator

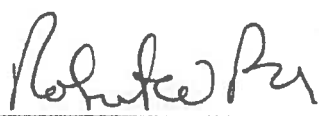
Given technological problems and the extended winter break, the Union (AFT Local 1796) and the Administration agree to extend the Professional Staff Retention Calendar as follows:

Submission to the Dean or Director is due January 17, 2002

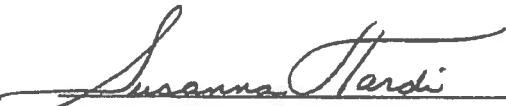
For The Administration

For The Union


Chernoh Sesay, Provost


Robert W. Bing, President, AFT Local 1796


Stephen Hahn, Associate Provost


Susanna Tardi, VP/Chief Negotiator

12-18-01
Date

12/18/01
Date

**William Paterson University
Multi Year Contract Procedure**

In order to promote amicable employer-employee relations, AFT local 1796 and William Paterson University hereby agree to the attached multi-year contract policy and procedure.

The parties agree to the form and substance of this agreement.

For the University [Signature] 12-14-04
Date

For the ~~University~~ ^{University} [Signature] 12-15-04
Date

For the Union Susanna Tardi 12-15-04

For the Union [Signature] 12-15-04

AFT PROFESSIONAL STAFF RETENTION POLICY AND PROCEDURE

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I. Eligibility for Multi-Year Contracts

Each member of the professional staff not holding faculty rank or concurrent academic rank who is a member of the State College/University bargaining unit shall be eligible for a multi-year appointment or reappointment contract in accordance with the provisions of Chapter 163 of the Laws of 1973. After completion of five years of probationary service, employees not holding faculty rank shall be considered for a multi-year contract. Each initial appointment to a multi-year contract shall be for three (3) full fiscal years. Subsequent reappointments shall be for four (4) years, and then five (5) years. All subsequent contracts shall be for five (5) full fiscal years. When a member of the professional staff is offered a multi-year appointment or reappointment contract, he or she shall be provided with the information described in Article XIII.B of the Agreement.

The fiscal year is from July 1 to June 30. Contracts for professional staff members shall be concurrent with the fiscal year. In order for the initial term of employment to qualify as a full fiscal year for purposes of the multi-year contract probationary period, employment under the contract must begin no later than December 31.

II. Criteria for Reappointment

A. The reappointment of professional staff shall be based on:

1. Professional performance of the professional staff
2. Institutional and programmatic needs

B. Professional performance shall include:

1. Knowledge of professional assignment area
2. Thorough preparation for assuming responsibilities
3. Effective communication
4. Respect and consideration for co-workers and clientele
5. Service and/or other activities which contribute to the purposes and functions of the University and the community which it serves
6. Other job related criteria as shared with the employee, which shall be presented to each first year employee in a written job description at the time he or she is first offered employment. For part-time, second, third, fourth and fifth year employees, such criteria shall be developed by the employee together with his or her immediate supervisor, and shall be provided to

the employee, in writing, prior to the beginning of his or her second, third, fourth or fifth year, or next part-time contract.

C. Institutional and Programmatic Needs

The reappointment of the professional staff must be consistent with the needs and purposes of the University as stipulated in the long-range institutional goals.

III. Process

A. Role of Board of Trustees and President

Reappointments shall be made by the Board of Trustees upon the recommendations of the President. It is the purpose of these processes to provide the Board and the President with pertinent data on the basis of which to make such determinations.

B. Retention Policy and Collective Bargaining Agreement

The evaluation of professional staff shall be conducted in accordance with the provisions of this policy statement and the relevant provisions of the Collective Bargaining Agreement between the Council of New Jersey State College Locals, NJSFT-AFT/AFL-CIO and the State of New Jersey.

C. Timetable

By October 1 of each year, the President of the University, in consultation with the Local Union, shall establish and publish the schedule of times for the initiation/completion of the basic steps in the review and evaluation of professional staff eligible for multi-year appointment or reappointment contracts. Such schedule shall not violate any provision of the Agreement.

Each candidate for reappointment shall be provided with a timetable indicating the dates of the steps in the retention procedure. The timetable shall provide a reasonable opportunity for the candidate to present a written statement and/or materials for inclusion in the retention folder, prior to the beginning of the evaluation by the immediate supervisor.

D. Evaluation Forms

The Professional Staff Performance Appraisal Form (PSPAF), agreed to by the Union and Administration in February 2007, is available on-line through the University's website and should be used for all professional staff appraisals. The form must be printed out and the hard copy signed by all parties involved. The only official form to be submitted is the signed hard copy. The forms are not to be submitted online.

E. Evaluation by Supervisors

1. Definition of Immediate Supervisor

For the purposes of evaluating professional staff, the immediate supervisor shall be construed as that supervisory, management-level person not included in the State College/ University negotiating unit who is first reached in the normal chain of command leading from the candidate.

2. Scope of Review

Owing to the nature of professional staff employment, it must be understood that the regular and continuous employment relationship between the employee and his immediate supervisor provides a

climate for the sustained observation and assessment of the professional staff. A principal purpose of the annual process is to formalize, and share with the candidate for reappointment, conclusions which have been drawn during the regular working relationship.

The entire professional performance record of a member of the professional staff shall be considered at the time such employee is being considered for a multi-year appointment or reappointment contract. The candidate may include any additional material which he/ she deems appropriate. All items presented by the candidate for appointment or reappointment to a multi-year contract shall be considered in the evaluation process.

3. Additional Evaluations

Each member of the professional staff who is eligible for a multi-year appointment or reappointment contract may be evaluated by employees, who may be in or out of the bargaining unit, who serve in a regular and continuing functional working relationship to the candidate. Employees serving in a functional working relationship shall be those identified by the immediate supervisor of the candidate, after consultation with the candidate. The candidate's immediate supervisor shall request such identified employees to provide a written appraisal of the candidate's ability, performance, contributions, and potential. Where the candidate and the immediate supervisor, after consultation, disagree as to which employees serve in a functional working relationship to the candidate, the immediate supervisor and the candidate each will identify employees, if any, who serve in a functional relationship and the immediate supervisor will request written appraisals from all employees so identified.

All evaluations of the candidate prepared by him or herself and by employees serving in functional working relationships shall be submitted to the candidate's immediate supervisor, who shall see that the evaluation material is placed in the candidate's personnel file in accordance with the provisions of Article XXIX of the Agreement. The candidate's personnel file shall be available to the supervisor and other administrative officers for use in making their recommendations.

4. Interviews/Completion of Parts I-V of PSPAF

A. Before making a recommendation, the supervisor will complete Part I of the PSPAF (Professional Staff Performance Appraisal Form) and schedule an interview (meeting) with the candidate (employee) at a mutually convenient time. The purpose of this interview is to discuss Part I, II, III, and IV of the PSPAF.

B. Sufficient time shall be given for Parts II & III to be completed by the candidate and Part IV to be completed by the supervisor. At the initial interview, a second meeting between the candidate and supervisor shall be scheduled. At the second meeting, Parts II, III & IV, of the PSPAF shall be discussed and Part V (a) & (b) shall be completed collaboratively by both supervisor and candidate, as appropriate. At this meeting, the candidate shall also supply any support material to be included in the retention folder.

5. Summary Evaluation/Recommendation

After the second meeting, the immediate supervisor shall complete Part VI of the PSPAF. This recommendation/evaluation will be based on the interviews, PSPAF Parts I-V, any support material, and all material in the retention folder supplied by the candidate. The retention folder (which includes a PSPAF) will be given to the candidate for review.

F. Opportunity to Examine and Respond to Materials

The candidate will have the opportunity to review and respond to the evaluator's signed/dated PSPAF and all materials in the retention folder. He or she shall be given reasonable time to complete this review/response and Part VII of the PSPAF. The retention folder (with completed PSPAF) will be returned to the immediate supervisor by the candidate.

G. Transmission to Higher Administrators

The retention folders will be transmitted by the immediate supervisors to the next higher level of administrators, who, in turn, will transmit them to the next higher level. This procedure will be continued until the folders are forwarded to the Provost or President. If at any level a non-reappointment or a reappointment with reservations/conditions is noted, the folder must be resubmitted to the candidate for review and response. Each higher-level administrator shall have an opportunity to review the folder and add his or her recommendation as appropriate. Once the Provost or President has signed and dated the PSPAF (Part X) a copy of the form shall be given to the candidate before it is filed with Human Resources.

H. Review Procedure

1. A candidate who has received a negative recommendation from a supervisor may request an interview with the next higher-level supervisor to address the record. The candidate shall have the option to invite other persons from the collective bargaining unit to attend the meeting. If this option is to be exercised, the candidate shall notify the supervisor of this intention. Upon the exercise of this option, the supervisor shall also have the right to bring others of his or her choice to the meeting. The last date for requesting such a meeting shall be announced to the candidates and published in the timetable at the commencement of the academic year.

2. A candidate who has been notified by the President of his or her intention not to recommend reappointment may request an interview with the President. If a candidate requests such an interview with the President, he or she shall have the option to invite other persons from the collective bargaining unit to attend the meeting. If the option to invite others to the meeting is exercised by the candidate, he or she shall so notify the President of this intention. Upon the exercise of such an option by the candidate, the President shall also have the right to include others of his or her choice in the meeting. The purpose of said interview shall be to afford the candidate a personal opportunity to comment on the record and/or to supply additional information prior to the President formulating his or her final recommendation to the Board of Trustees. The last date for requesting such an interview shall be announced to the candidates and published in the timetable at the commencement of the academic year.

3. Any professional staff candidate for reappointment may submit to the Board of Trustees, in writing, new evidence or information or argumentation of inadequate consideration. The deadline for providing this information shall be announced and published in the timetable at the commencement of the academic year.

I. Grievances

Grievances involving alleged violations of this policy and procedure must be filed within forty five (45) days from the date upon which such claimed violation took place or forty five (45) days from the date upon which the candidate should have reasonably known of its occurrence.

J. Professional Staff Reclassification

, as a result of the review of criteria with the immediate supervisor, an employee believes that a substantial change in job responsibilities has occurred, he or she may apply to the first level non-unit supervisor for a position reclassification review.

Memorandum of Agreement

To promote amicable employee-employer relations, AFT Local 1796 (the Union) and William Paterson University (the University) agree to implement an updated and revised Professional Staff Retention Policy and Procedure (attached). This Policy and Procedure document will replace an earlier version and be posted electronically as soon as possible following the execution of this agreement.

The parties agree to the substance and form of this agreement.

<u>Edwin B. White</u>	<u>12/2/08</u>	<u>Susanna Tardi</u>	<u>12.2.08</u>
For the University	Date	For the Union	Date

<u>[Signature]</u>	<u>12.2.08</u>	<u>[Signature]</u>	<u>12/2/08</u>
For the University	Date	For the Union	Date

Agreement

To promote amicable employee-employer relations, AFT Local 1796 (the Local) and William Paterson University (the University) agree to the attached Professional Staff Performance Appraisal Form.

This agreement sets no precedent nor will it be used for any such purpose.

The parties agree to the substance and form of this agreement.

[Signature] 2-27-07 [Signature] 2-27-07
For the University Date For the Union Date

[Signature] 2-27-2007 [Signature] 2/27/07
For the University Date For the Union Date



PROFESSIONAL STAFF
PERFORMANCE APPRAISAL FORM

Name _____ Title _____
Dept _____
Evaluation Period _____ Appraisal Date: _____

Instructions

The evaluation is divided into ten sections to be completed as follows:

Part I, Part IV, Part V (a), Part V (b), Part V (c) (at the employee's option), Part VI, Part VIII are to be completed by the Supervisor.

Part II, Part III, Part VII are to be completed by the Employee.

Part I. Summary of Job Responsibilities (Brief Job Description)

To be completed by the supervisor. List the major responsibilities associated with the position.

Part II: Accomplishments To be completed by the employee. Discuss your accomplishments given your actual job responsibilities in Part I and the goals and objectives from Part V(b) of last year's evaluation.

Part III: Employee Self Assessment To be completed by the employee. Please evaluate your overall strengths and areas in which you would like to see professional growth as an employee, in the context of your job responsibilities and stated goals and objectives. It is recommended that the narrative be no more than two pages.

Part IV: Rating Factors Used To be completed by the supervisor.

- O - OUTSTANDING (PERFORMANCE EXCEEDS THE EXPECTED QUALITY REQUIRED FOR THE POSITION)**
- C - COMPETENT (PERFORMANCE IS CONSISTENTLY UP TO OR SOMEWHAT ABOVE THE EXPECTED QUALITY REQUIRED FOR THE POSITION)**
- I - IMPROVEMENT NEEDED (PERFORMANCE IS AT MINIMUM STANDARDS: ADDITIONAL EFFORT IS NEEDED FOR IMPROVEMENT)**
- U - UNSATISFACTORY (PERFORMANCE IS INADEQUATE)**
- N - NOT APPLICABLE**

NOTE: One column in each category must be checked.

	O	C	I	U	N
1. ATTITUDE TOWARDS CO-WORKERS - Consider cooperativeness, receptivity, sincerity, dedication and motivation. COMMENTS:					
2. SERVICE PROFESSIONALISM - Consider cooperativeness, cheerfulness, tactfulness, and rapport. Consider manner in which the employee provides consistent, accurate, and timely service to prospective and current students, parents, and colleagues. COMMENTS:					
3. STAFF/STUDENT RELATIONS - Consider manner in which the employee engages, motivates, supervises, and effectively works with students. COMMENTS:					
4. DEPENDABILITY - Consider manner in which the employee works, applies himself/herself and completes assignments on time; attendance at meetings; promptness in reporting for and starting work. COMMENTS:					
6. QUALITY OF WORK/JOB PERFORMANCE - Consider the manner in which responsibilities of the job are met.					

	O	C	I	U	N
COMMENTS:					
7. INITIATIVE - INNOVATION AND CREATIVITY - In development of tasks, projects and objectives, consider manner in which the employee makes work improvements, offers suggestions, and lends assistance to co-workers. COMMENTS:					
8. RESPONSE TO SUPERVISION - Consider manner in which employee is responsive to authority, instruction, guidance, correction and discipline. COMMENTS:					
9. JUDGMENT/DECISION MAKING - Consider manner in which the employee identifies and analyzes problem areas and plans effective solutions. COMMENTS:					
10. COMMUNICATION - Consider manner in which the employee expresses ideas, opinions, and information clearly and accurately, both orally and in writing. COMMENTS:					
11. GROWTH POTENTIAL- Consider potential for future growth and advancement. COMMENTS:					
12. JOB KNOWLEDGE - Displays and applies knowledge of job and remains current in the field. COMMENTS:					
13. PRODUCTIVITY - Completion of assigned tasks and projects. Attains goals and Objectives. COMMENTS:					
14. SERVICE TO THE UNIVERSITY - Consider contributions or efforts beyond generally assigned responsibilities. COMMENTS:					

Part V: (a) Performance Development Plan (Required) To be completed by the supervisor. If the employee ratings indicate improvement needed (I) or unsatisfactory (U) the supervisor must address these areas in this section.

The employee's performance development plan should focus on specific structured strategies for performance improvement. The plan should be congruent with annual goals and objectives of his/her area/unit. Use additional space or attach a separate page if necessary. To be completed by the supervisor after consultation with the employee.

Part V: (b) Summary of Goals and Objectives for upcoming year (Required) To be completed by the supervisor.

Include goals, objectives, and timelines for completion for the upcoming evaluation period. Using the Student Success Plan as a context for this performance assessment, consider (a) goals and objectives of the unit, and (b) priority areas: *Academic Excellence, Information Technology, Diversity, and Student Success*. Use additional space if necessary. To be completed by the supervisor after consultation with the employee.

Part V: (c) Professional Growth/Career Development Plan (At the Employee's Option) To be completed by the supervisor in consultation with the employee.

The employee and the supervisor should discuss the employee's career development and professional growth goals and how the supervisor/University can assist the employees with these goals. The professional development plan should focus on the employee's personal professional development goals in relation to the plans for the area/unit or the employee's short-term/long-term career goals. This section should be completed by the supervisor and the employee at the employee's option. This section is solely for the benefit of the employee and therefore, the employee will not be assessed in this area in any upcoming evaluations.

Part VI: Recommendation of Evaluator To be completed by supervisor.

- Reappointment with highest commendation
- Reappointment with no reservations
- Reappointment with reservations/conditions- state reservations/conditions in Comments section below.
- Non reappointment- state rationale in Comments section below.
- Not applicable (For candidates on multi-year contracts and temporary employees not undergoing reappointment consideration)

Comments: (use additional space if necessary)

Signature _____ Date _____

Title _____

Part VII: Employee Review To be completed by the employee only after discussion with the supervisor has taken place.

This section is to be used to:

- (a) confirm receipt of the evaluation and confirm that discussion has taken place
- (b) make comments on Evaluator's Assessment

- I am in general agreement with overall performance assessment
- I am in general disagreement with overall performance assessment.

Comments: (use additional space, or attach a separate page, if necessary)

Signature _____ Date _____

Title _____

Part VIII: Recommendation of Intermediate Supervisor (If any)

- Reappointment with highest commendation
- Reappointment with no reservations
- *Reappointment with reservations/conditions- state reservations/conditions in Comments section below.
- *Non reappointment- state rationale in Comments section below.
- Not applicable (For candidates on multi-year contracts and temporary employees not undergoing reappointment consideration)

Comments: (use additional space if necessary)

Signature _____ Date _____

Title _____

Part IX: Review by Senior University Officer

- Reappointment with highest commendation
- Reappointment with no reservations
- *Reappointment with reservations/conditions- state reservations/conditions in Comments section below.
- *Non reappointment-state rationale in Comments section below.
- Not applicable (For candidates on multi-year contracts and temporary employees not undergoing reappointment consideration)

Comments: (use additional space if necessary)

Signature _____ Date _____

Title _____

* If recommendations or comments/rationale differ from those at the previous level of review, the form must be provided to the employee. The candidate's response, if any, should be forwarded to the next level of review for consideration.

Part X: Review by Provost/President

- Reappointment with highest commendation
- Reappointment with no reservations
- *Reappointment with reservations/conditions-state reservations/conditions in Comments section below.
- *Non reappointment- state rationale in Comments section below.
- Not applicable (For candidates on multi-year contracts and temporary employees not undergoing reappointment consideration)

Comments: (use additional space if necessary)

Signature _____ Date _____

Title _____

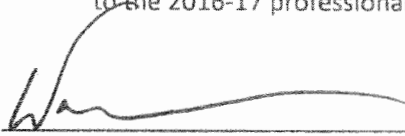
* If recommendations or comments/rationale differ from those at the previous level of review, the form must be provided to the employee. The candidate's response, if any, should be forwarded to the next level of review for consideration.

Agreement between William Paterson University and AFT Local 1796 regarding Professional Staff Promotions for 2016-17

In order to preserve and promote amicable employer-employee relations, the Administration and AFT Local 1796 agree to the following regarding the Professional Staff Promotion process for 2016-17, based on the following observations: (a) The University announced two opportunities for professional staff promotions for the 2016-17 cycle; (b) one of the applicants in a concurrent process was awarded a position reclassification; (c) the concurrent action of reclassification resulted in the nullification of the action of the committee in making a recommendation by vacating its effect.

Therefore,

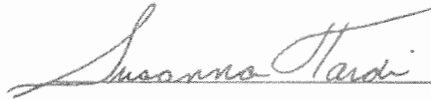
- 1) The Administration and AFT Local 1796 agree to a one-time reconvening of the Professional Staff Promotion Committee to review current applicants and recommend one applicant for a professional staff promotion.
- 2) Further, the parties agree that no additional applications will be considered.
- 3) And finally, the parties agree that this agreement does not set any precedent and applies solely to the 2016-17 professional staff promotion process.



For the University

4/27/17

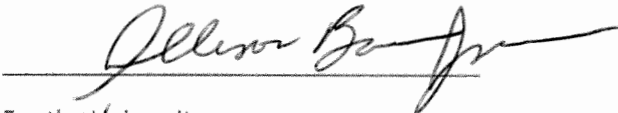
Date



For AFT Local 1796

4/25/17

Date



For the University

4-27-2017

Date



For AFT Local 1796

4/25/17

Date

8/15/00

PERFORMANCE-BASED PROMOTIONS FOR PROFESSIONAL STAFF

Article XVI (E) of the State-wide Agreement between the State of New Jersey and the Council of New Jersey State Colleges Local AFT, AFL-CIO provides as follows: Full-time professional staff employees who meet or exceed the criteria for performance-based promotion are eligible to be considered for such promotions, which consist of advancement to the next higher title in the employee's title series. The next higher title for Program Assistants will be Professional Services Specialist IV. The criteria for performance-based promotion will be established by the College/University President and provided in written form for the understanding of all affected employees. An eligible full-time professional staff employee and/or the employee's out-of-unit supervisor may submit written application setting forth justification for promotion to the College/University President or designee thereof. The College/University President shall determine whether a promotion shall be granted.

Performance-Based Promotion Program

As required by the above article, the President of the University after discussion with Local 1796 AFT hereby establishes the following criteria and in agreement with Local 1796, AFT provides the following procedures for implementation of the Performance-Based Promotion Program for full-time Professional Staff members of the AFT at William Paterson University.

I. Number of Opportunities

After consultation with the AFT, Local 1796, the President or his/her designee shall inform the Professional Staff Promotion Committee of the number of performance-based promotions available. This shall be announced to the University community by October 1st.

II. Eligibility

To be eligible for a Performance-Based Promotion, a Professional Staff Member must:

- A. be a full-time Professional Staff employee on a multi-year contract as defined in Appendix I, Article 1, Section A of the Agreement.
- B. not be a member of the Professional Staff Promotion Committee.
- C. not have received a Performance-Based Promotion within the last four (4) years.
- D. not have received a reclassification within the last two years to apply in the Fall of 2000, and thereafter, not have received a reclassification within the last four years.

III. Criteria

A Professional Staff member must present evidence/documentation in support of the following merit-based criteria:

A. That he/she exceed (be exceptional):

1. in the performance of his/her professional responsibilities as related to their job description and generic job specifications;
2. in advancing, through his/her contributions/accomplishments, the mission and vision of the department/unit, division/college and University, in support of the goal of student success.
3. in contributing through his/her service and other activities to the purpose and function of the University and the community it serves.

B. That he/she meet (be effective):

1. in contributing to a positive work environment that strengthens teamwork, supports colleagues, and achieves a service-oriented approach to the work of the department/unit, division/college, or University, thus contributing to the University's goal of student success,
2. in establishing a record of continued professional development or academic accomplishment that has resulted in the improvement in the delivery of service and/or expertise to the department/unit, division/college, University, or profession/discipline.

IV. Application Procedures

An eligible full-time Professional Staff member and/or the employee's non-bargaining-unit supervisor may submit an application for Performance-Based Promotion in accordance with the following procedures:

A. The applicant must develop a portfolio that includes:

1. a job description and job specification that shall be supplied by the University at the applicant's request within ten (10) days,
2. a self-assessment statement addressing the five criteria listed above,
3. three performance appraisals from the employee's personnel file including the current appraisal from the non-bargaining-unit supervisor and the last multi-year appointment appraisal.

3

4 substantiating documentation, supplied by the candidate, supporting the criteria listed above.

B. The non-bargaining unit supervisor shall review and transmit the application with his/her recommendation to the appropriate Vice President by October 25th of each academic year.

C. The appropriate Vice President shall review and transmit the application with his/her recommendation to the Professional Staff Promotion Committee on or before November 1st of each academic year.

D. All written material collected and placed in the files of the Professional Staff Promotion committee concerning the qualifications of an applicant seeking a performance-based promotion shall be made available to the candidate on request.

V. Professional Staff Promotion Committee

A. Composition

1. The Professional Staff Promotion Committee shall be comprised of five (5) Professional Staff employees elected at large. Elected representatives must be on multi-year contracts and from different departments/units with at least one representative from Institutional Advancement or Finance and Administration.

2. The Union shall appoint a non-voting observer.

B. Election

1. The Committee shall be elected at the same time and in the same manner as the All University Faculty Promotion Committee.

2. Following the election, the President or his/her designee shall convene the Professional Staff Promotion Committee at which time the Committee shall elect a chairperson who shall take office immediately.

VI. Professional Staff Promotion Committee Review Procedures

A. Prior to the Professional Staff Promotion Committee completing its review of applications, a candidate for a performance-based promotion may request, and shall receive an appearance before the Committee to address his or her application.

B. After considering all applications for performance-based promotions of Professional Staff, the Professional Staff Promotion Committee shall complete its work and shall provide the Provost and Executive Vice President with a list of recommended individuals equal to the number of available performance-based promotional opportunities.

VII. Provost and Executive Vice President Review

A. The Provost and Executive Vice President shall review the candidates' applications, consult with the appropriate Vice Presidents, and meet with the Professional Staff Promotion Committee to discuss his/her recommendations including any that may differ from those of the Professional Staff Promotion Committee. The Provost and Executive Vice President will transmit to the President a list of candidates equal to the number of available performance-based promotional opportunities.

B. If the Provost and Executive Vice President's recommendations differ from those of the Professional Staff Promotion Committee, he/she shall send to the President and to the Chairperson of the Professional Staff Promotion Committee, the Committee's list as well as his/her own list and the reason(s) for the difference(s).

VIII. Presidential Review

A. The President shall review the candidate's applications and the recommendations submitted by the Provost and Executive Vice President and the Professional Staff Promotion Committee in making his/her decisions in the matter of professional staff promotions.

B. The President shall meet with the Professional Staff Promotion Committee to discuss his/her recommendations, including any that may differ from those of the Professional Staff Promotion Committee, before submitting the recommendations to the Board of Trustees.

C. Claims of violation of procedure by the Professional Staff Performance-based Promotion Committee must be reported to the President of the College/University by the individual grievant within fourteen (14) days from the date on which such claimed violation took place or fourteen (14) days from the date on which the individual grievant should have reasonable known of its occurrence. In the event of failure to report the occurrence within such fourteen (14) day period, the matter may not be raised in any later grievance contesting the validity of such committee's recommendation or any action based thereon.

IX. Board of Trustees

A. The Board of Trustees shall receive in writing the President's list of recommended candidates for performance based promotion.

B. The candidates shall be notified by the President of the University about the Board of Trustees' performance-based promotion decisions.

C. The performance-based promotion decisions of the Board of Trustees are final and not subject to appeal.

X. Implementation

A. The procedures shall be fairly and equitably applied to all applicants.

B. Applications shall be considered annually. Awarded performance-based promotions shall

takes effect beginning July 1, 2000 and each July 2 thereafter.

C. Promotions shall be to the next title in series, such as: Program Assistant to PSS IV, Assistant Director IV to Assistant Director III, or Administrative Assistant III to Administrative Assistant II, as prescribed in Article XVI, Section E of the Agreement.

D. In the first year of the program where only two performance appraisals may be available in the personnel file, these will meet the requirements for IV.A.3 herein.

E. The parties agree to discuss and/or negotiate, where appropriate, issues limited to the waiting period required after receiving a reclassification concerning the performance based promotions in January 2001. In December 2000, either of the parties shall notify the other in writing, of its desire to commence such discussions and/or negotiations where appropriate at least 30 days prior to the start of such negotiations and/or discussions.

Thereafter, either party may request to reopen negotiations in May of each year during the agreement on any procedures related to the agreement. Either of the parties shall notify the other in writing, of its desire to commence negotiations, at least 30 days prior to the start of such negotiations.

Agreed to this day August 18, 2000 By:

Linda J. Dye
Linda J. Dye
President
AFT Local 1796
William Paterson University

Arnold Speert 8/17/00
Arnold Speert
President
William Paterson University

Robert Murphy
Robert Murphy
Professional Staff Representative
AFT 1796
William Paterson University

Chernoh M. Sesay
Chernoh M. Sesay
Provost and Executive Vice President
William Paterson University

10/01/01

**Agreement
between William Paterson University
and AFT Local 1796**

in re:

**Number of Faculty Range Adjustments and
Performance Based Promotions Available
for the 2001-2002 Academic Year**

In view of the recent disruption of schedules due to terrorist acts in The United States, and in order to promote amicable employer-employee relations, the University and the Union agree to extend the date of the President's announcement of the number of available Faculty Range Adjustments and Performance Based Promotions from October 1, 2001 to October 8, 2001.

For the University:

Robert Asay

10/4/01
Date

For the Union:

Reuben
Susanna Hardie

10/4/01
Date

10/01/01

**Agreement
between William Paterson University
and AFT Local 1796**

in re:

**Number of Faculty Range Adjustments and
Performance Based Promotions Available
for the 2001-2002 Academic Year**

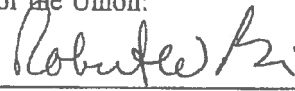
In view of the recent disruption of schedules due to terrorist acts in The United States, and in order to promote amicable employer-employee relations, the University and the Union agree to extend the date of the President's announcement of the number of available Faculty Range Adjustments and Performance Based Promotions from October 1, 2001 to October 10, 2001.

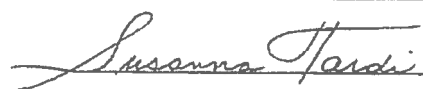
For the University:



10-9-01
Date

For the Union:





10/11/01
Date



LOCAL 1796 WILLIAM PATERSON UNIVERSITY

HUNZIKER HALL - ROOM 100
300 POMPTON ROAD, WAYNE NJ 07470-2103
973.720.2988 - FAX: 973.720.2057
email: AFT@wpunj.edu
ww2.wpunj.edu/aft/

SUSANNA TARDI, Vice President/
Chief Negotiator

N

Memorandum

Date: March 26, 2002
To: Allison Boucher, Director of Employee &
Labor Relations
From: Susanna Tardi, Vice President/Chief Negotiator
AFT Local 1796
Re: Professional Staff Performance Based Promotions Calendar

Due to Spring Break, Passover and Easter, the Union and the Administration agree to revise the Professional Staff Performance Based Promotion Calendar as follows:

- April 8** Professional Staff Performance Based Promotion Committee sends recommendations to the President and to the Provost and Executive Vice President
- April 11** Provost and Executive Vice President meets and consults with the Professional Staff Performance Based Promotion Committee about their recommendations
- April 15** the Professional Staff Performance Based Promotion Committee, President and Provost and Executive Vice President meet and consult about recommendations

The Professional Staff Performance Based Promotion Committee, the President and the Provost have reviewed and accept the above calendar.

For the University

For the Union


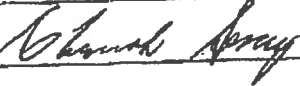


Sharon Asay
3/28/02
Date

Robert B...
Susanna Tardi
3/28/02
Date

William Paterson University

In order to promote amicable employer-employee relations, AFT local 1796 and William Paterson University agree to extend the date for the President to announce opportunities for Faculty Range Adjustments and Performance Based Promotions for Professional Staff until October 12, 2004.

This agreement does not constitute a precedent, nor will it be used as such for any purpose.

For the University	<u></u>	<u>9-29-04</u>
		Date
For the University	<u></u>	<u>9/30/04</u>
		Date
For the Union	<u></u>	<u>9/29/04</u>
		Date
For the Union	<u></u>	<u>9/29/04</u>
		Date

N

Agreement between William Paterson University (the University) and
AFT Local 1796 (Local 1796)
Regarding
Extension of Deadline for Announcement of Opportunities for
Faculty Promotion, Faculty Range Adjustments, Librarian Range Adjustments,
and Professional Staff Promotions
2008-2009

In order to promote amicable employer/employee relations the William Paterson University of New Jersey and AFT Local 1796 agree to extend the locally negotiated date of October 1, 2008, for the announcement of the number of promotional opportunities in the categories of Faculty Promotions, Faculty Range Adjustments, Librarian Range Adjustments, and Professional Staff Promotions to be considered in the Academic Year 2008-2009 for a period not to exceed 14 days, commencing on October 1, 2008;

Excluding the announcement of zero promotions at any rank through the normal process required by the NJ State/AFT Agreement on October 1, which shall announce zero faculty promotions through the normal process on that date.

Edmund Walsh

For the University

Suzanna Harde

For Local 1796

10/7/08

Date

10/7/08

Date

[Signature]

University

[Signature]

Local 1796

10-7-08

Date

10/7/08

Date

WILLIAM PATERSON UNIVERSITY RECLASSIFICATION REVIEW AGREEMENT

The University and Local 1796, AFT, have jointly agreed that the following guidelines shall govern reclassification review at the University.

I. Definition

A reclassification is defined as the change of an individual position from one class to another class.

II. Procedure

A. The member of the Professional Staff seeking reclassification "may apply to the first level non-unit supervisor for a position reclassification whenever there is a substantial increase in the job responsibilities" (Article XVI, Section G of the State-Union Agreement, 1999-2003). This procedure is inapplicable to reclassifications initiated by the University. Reclassifications may be made by the University for programmatic reasons or otherwise at any time in accordance with the State-Union agreement.

B. The submission of a reclassification packet by a member of the Professional Staff shall activate the reclassification process 90 day clock.

C. Reclassification packet

1. The reclassification packet shall include the following:

a. A cover memo justifying the request. The memo shall state the significant differences between the previous and current new duties and responsibilities, changes in use of new technologies, etc.

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description at time of hire or appointment to which shall be provided to the employee at his or her request within ten (10) days.

current job description, which shall be provided to the employee at his or her request within ten (10) days.

d. A copy of the employee's evaluation completed within the last year, which shall be provided to the employee at his or her request within ten (10) days.

FROM : The Life Residence
08/23/00 10:41

PHONE NO. : 973 857 0378

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- e. Copies of any supporting documentation identifying key projects, major accomplishments, curriculum vita and any other supporting documentation the employee wishes to include.
- f. An organizational table which should indicate the employee's position in relation to other members of his or her office up to and including the level of the first level non-unit supervisor.

2. The employee should submit the completed packet to the first level non-unit supervisor, and a copy of the cover memo should be sent to the Associate Vice President for Human Resources and AFT Local 1796 Union President.

III. 90 Day Review

A. First Level Non-Unit Supervisor Review

1. The first level non-unit supervisor shall review the packet with the employee within ten (10) working days of receipt of the application.
2. Subsequent to this review, the supervisor shall attach his/her written recommendation, recommending or not recommending, the reclassification request. If the supervisor approves the reclassification, a proposed job description, shall be attached. He/she shall forward a copy of his/her recommendation, including the proposed job description if applicable, to the applicant for review and response within five (5) working days of the meeting.
3. The applicant shall have five (5) working days to respond in writing to the supervisor, who in turn shall immediately submit the response with the application, including the proposed job description, if applicable, to the Associate Vice President for Human Resources.
(20 days on clock)

B. Associate Vice President for Human Resources' Review

1. The Associate Vice President for Human Resources shall review the packet for completeness and accuracy and make a recommendation to the supervisor and employee within twenty (20) working days of receiving the packet.
2. The employee shall have ten (10) working days to respond to the Associate Vice President for Human Resources' recommendation. The employee shall provide a copy of this response to the supervisor.

FROM : The Dye Residence

PHONE NO. : 973 857 0378

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3. At the conclusion of the above ten (10) day period, the Associate Vice President shall transmit the entire packet to the appropriate divisional Vice President or the Highest Administrator in Line before the Provost and Executive Vice President.
(50 days on clock)

C. Divisional Vice President or the Highest Administrator in Line before the Provost and Executive Vice President Review

The divisional vice president or the highest administrator in line before the Provost and Executive Vice President shall make a written recommendation to approve or deny the reclassification within (10) working days in writing and transmit it to the Provost/Executive Vice President, with a copy sent to the employee. If the recommendation is to deny the reclassification at this level, written reasons must accompany the recommendation. (60 days on clock)

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D. Provost and Executive Vice President Review

The Provost and Executive Vice President's recommendation to the President shall be provided in writing to the employee within ten (10) working days. (70 days on clock)

E. Decision of the President

1. The President shall review the packet and render a decision in writing to the employee within ten (10) working days.
2. If the reclassification is denied the applicant shall have five (5) working days to request reconsideration.
3. The President shall have five days (5) to make a final decision.
4. The President shall forward all positive recommendations to the Board of Trustees for action (90 days on clock)

F. Claims of violation of procedure at all levels as outlined herein must be reported to the President within 14 working days consistent with the terms applying to the reports of violation of procedure by any personnel committee in the Agreement between the State and the Council of New Jersey State College Locals, AFT, AFL-CIO for July 1, 1999 to June 30, 2003.

Agreed to this day _____

Linda J. Dye 8-29-00
 Linda J. Dye
 President
 AFT - Local 1796
 William Paterson University

by: _____

Arnold Speert
 Arnold Speert
 President
 William Paterson University

 Robert Murphy
 Professional Staff Representative
 AFT - Local 1796
 William Paterson University

 Chernoh M. Sesay
 Provost and Executive Vice President
 William Paterson University