



**NEW JERSEY CITY UNIVERSITY  
EVALUATION FOR ANNUAL REAPPOINTMENT  
PROFESSIONAL STAFF**

**CRITERIA**

The criteria by which the candidate is to be evaluated in his/her professional staff position are: (1) ability; (2) performance in relation to his/her job description; (3) contributions; (4) potential.

**PROCEDURES**

1. The immediate supervisor shall initiate the evaluation process by meeting with the candidate to discuss: (1) the criteria for evaluation and job description; (2) the preparation of the candidate's statement; (3) the schedule of due dates.
2. Following receipt of the candidate's statement, the immediate supervisor will present a copy of his/her report and recommendations to the candidate. The candidate will sign the supervisor's report indicating that he/she has read the materials being presented to the next step.
3. The candidate shall be informed in writing of the recommendations at each step of the evaluation process and have the opportunity to respond in writing.
4. Candidates who receive a negative recommendation may request a conference with the University official making the recommendation at which time the official will explain his/her recommendation.
5. Unit employees who are notified of non-reappointment, at the written request of the employee, shall be provided with written reason for such decisions by the President of the University.
6. Employees covered by the AFT contract should refer to Article XIII – Appointment and Retention of Employees.

Attachments:           Evaluation Form  
                              Candidate's Statement  
                              Supervisor's Report  
                              Schedule of Due Dates

**NEW JERSEY CITY UNIVERSITY**  
**REPORT ON CANDIDATE FOR REAPPOINTMENT - ADMINISTRATION**

Candidate's Name: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Date of Initial Appointment: \_\_\_\_\_ Highest Degree: \_\_\_\_\_

.....  
Supervisor's Report:  
(see attached form)

\_\_\_\_\_ Recommended

\_\_\_\_\_ Not Recommended

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

.....  
Candidate for Reappointment:

I have read the reappointment recommendation of my immediate supervisor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

.....  
Dean/Director:

I \_\_\_(recommend) \_\_\_(do not recommend) the reappointment of the above candidate. The candidate has been notified in writing of my recommendation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

.....  
Vice President:

I \_\_\_(recommend) \_\_\_(do not recommend) the reappointment of the above candidate. The candidate has been notified in writing of my recommendation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

.....  
President:

I \_\_\_(recommend) \_\_\_(do not recommend) the reappointment of the above candidate. The candidate has been notified in writing of my recommendation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NEW JERSEY CITY UNIVERSITY**

**Supervisor's Report**

Candidate's Name: \_\_\_\_\_

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

Attach this report to the reappointment form.

The candidate must sign the reappointment form indicating that he/she has read this report.

**NEW JERSEY CITY UNIVERSITY**

This page is intended to give the candidate an opportunity to discuss his/her performance in relation to his/her job description, contributions and career goals, and to present any other materials relevant to the evaluation.

**Candidate's Statement**

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Candidate's Name

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Date

Attach this statement to reappointment form and any supporting documents.