



**Professional Staff Peer Review Committee for Performance-Based Promotions:**

**Checklist**

*The performance-based promotion process is very competitive. There are usually more qualified applicants than the number of promotions available. It is therefore IMPERATIVE that all applicants follow the procedures and guidelines closely and provide a COMPLETE portfolio for evaluation.*

Professional staff promotion procedures are posted at the website of the Office of Employee Relations (<http://www.njcu.edu/dept/er>). The procedures are also available for pick-up in Hepburn Hall, Room 308.

You must familiarize yourself with these procedures, the timetable, and all items that must be included in your professional portfolio. **Remember that you must meet or exceed the established criteria listed below to be eligible for promotion.** The checklist below will assist you in completing the application packet.

**Please make sure to develop a portfolio that includes the following:**

- \_\_\_\_ Original Application Form/Cover Sheet
- \_\_\_\_ Official NJCU job description (in the Office of the Assistant to the President)
- \_\_\_\_ Statement of current title (in-house and AFT Titles)
- \_\_\_\_ Employment history at the University,
- \_\_\_\_ Candidate’s statement (self-assessment statement addressing the four criteria listed within the University’s official announcement)
- \_\_\_\_ Last two performance appraisals from his/her personnel file
- \_\_\_\_ Substantive documentation, supplied by the applicant, supporting the criteria listed in the University’s official announcement, e.g., specific examples of work and objective documentation. IN ADDITION,
- \_\_\_\_ Have you provided an original, plus 1 additional exact copy of your application packet?
- \_\_\_\_ Have you presented your documentation so that a reviewer who is not familiar with your area of expertise will be able to evaluate your professional activities completely and fairly?
- \_\_\_\_ Have you clearly labeled and organized each component of your portfolio?

I, \_\_\_\_\_ *certify that the statements, information, and supporting materials hereby submitted as my application* Print name *for promotion are accurate and complete to the best of my knowledge.*

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Send materials to: **Professional Staff Peer Review Committee**  
**Dennis Haggerty, Interim Director of HR**  
**Office of Human Resources, Hepburn Hall Room 105, 201-200-2335**