

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*
(Please print name)
materials hereby submitted as my application 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**

*Alicia Franqui, Associate Vice President of HR
Office of Human Resources,
Hepburn Hall Room 105
201-200-2335*