

SPRING 2024 TIMELINE

AFT PROFESSIONAL STAFF PERFORMANCE EVALUATIONS - SINGLE & MULTI-YEAR

Week of January 29, 2024

Distribution of evaluation notices to immediate managerial supervisors and employees.

Ratee*: Employees eligible for multi-year reappointment begin self-evaluation.

Rater*: Completes review of evaluation materials and begins preparation in alignment with upcoming deadlines.

Friday, February 16th

Ratee: Deadline for multi-year eligible staff to submit self-evaluation components to immediate managerial supervisor.

Rater: The supervisor must meet with the employee **prior to March 1, 2024**, to deliver & discuss their evaluation.

Friday, March 1st

Rater: Deadline for the completion of the immediate managerial supervisor's review.

The immediate supervisor forwards the evaluation packet, in its entirety, to the next level of review.

****The employee may appeal a non-recommendation in writing within five (5) working days to the next level of review.**

**** Supervisors must consult with the Office of Human Resources in cases of non-recommendation.**

Friday, March 8th

▪ Deadline for the completion of the Director/Department Head's review.

▪ Director/Department Head makes a recommendation & forwards the evaluation packet to the next level of review.

****The employee may appeal a non-recommendation in writing within five (5) working days to the next level of review.**

**** Director/Department Heads must consult with Human Resources in cases of non-recommendation.**

Friday, March 15th

▪ Deadline for the completion of the Dean's review (if applicable).

▪ The Dean makes a recommendation & forwards the evaluation packet to the Divisional Vice President for review.

****The employee may appeal a non-recommendation in writing within five (5) working days to the next level of review.**

****Deans must consult with Human Resources in cases of non-recommendation.**

Friday, March 22nd

▪ Deadline for the completion of the Divisional Vice President/Sr. Vice President's review.

▪ Divisional Vice President/Sr. Vice President makes a recommendation & forwards the completed evaluation to Human Resources in electronic format to AFTevals@kean.edu.

****The employee may submit an appeal in writing directly to the President within five (5) working days.**

****Vice/Sr. Vice Presidents must consult with Human Resources in cases of non-recommendation.**

ALL evaluations reviewed through the VP/Sr. VP level must be received by the Office of Human Resources in electronic format to AFTevals@kean.edu no later than **Monday, April 1, 2024**

Week of April 22nd

Notifications of the President's nominations are sent to the candidates.

Monday, May 6, 2024

Action by the Board Trustees.

Week of May 13th

Notifications of action taken by the Board of Trustees are sent to the candidates.

* **Ratee** refers to the employee being evaluated. **Rater** refers to the immediate supervisor who is conducting the evaluation.

**** If a professional staff employee considers a negative decision rendered at a given level of supervision to be arbitrary, discriminatory, or a violation of procedure, the employee may appeal that decision under the terms specified in the current AFT agreement to the next higher level of supervision, prior to the completion of the next level of review. All appeals must be filed in writing within 5 working days and copies must be sent to the Office of Human Resources.**

***** In circumstances where a particular supervisory level of review does not exist, the evaluation should move to the next level of review within the timeline.**

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