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. The checklist below will assist you in completing the application packet.

_____ 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?

_____

Print name

(PSPRC 12-13)