

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 positions available.

<http://www.njcu.edu/dept/hr> 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,
