

MOHAWK VALLEY COMMUNITY COLLEGE

PROFESSIONAL ASSOCIATION: NON-TEACHING PROFESSIONALS

Fiscal Year 2025-2026

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Mohawk Valley Community College does not discriminate. It is the policy of MVCC to comply with applicable federal and state regulations and guidelines which guarantee equal employment opportunity to all applicants and employees without regard to race, creed, color, sex, age, religion, marital status, sexual orientation, national origin, disability, or veteran status.

TIMETABLE 2025-2026

DATE: (completed by)	ACTION:
May 2025	Promotion packet and application instructions available on HR Forms webpage, after May Institute.
First Wednesday of September September 03, 2025	Candidates notify Supervisor of intent to apply for promotion.
First Monday of October October 06, 2025	Candidates submit the following to Human Resources, no later than 4:30 pm: <ol style="list-style-type: none"> 1. Original, completed forms from this packet (pgs. 10-12). 2. Promotion packet with evidence on all three (3) areas of evaluation. 3. Last full evaluation. 4. Most recent annual planning report. 5. Supporting documents.
Third Monday of October October 20, 2025	The Associate Director of Human Resources for Employment and Compensation makes promotion packet available to supervisor and second level supervisor, if applicable.
Second Monday of November November 10, 2025	Supervisor prepares a written summary supporting promotion recommendation in consultation with second level supervisor, if applicable. Supervisor provides one or two paragraphs written recommendation / justification addressed to the President send electronically to the Associate Director of Human Resources for Employment and Compensation for the April Board materials.
Fourth Monday of November November 24, 2025	Promotion applications available to Promotion Review Committee.
First Monday of February February 02, 2026	Promotion Review Committee emails committee recommendations to the Associate Director of Human Resources for Employment and Compensation.
February 2026	Executive Director of Human Resources, Supervisor(s) and Promotion Review Committee Chair may meet and discuss each individual promotion package before recommendations are forwarded to the President (if such a meeting is warranted).
Before April Board of Trustees meeting	The Cabinet member or designee will notify each candidate of the recommendation being made to the Board of Trustees.
April 2026	Action taken by the Board of Trustees. Human Resources notifies candidates <u>in writing</u> of Board of Trustees Action.

PROMOTION EVALUATION PROCEDURE

ELIGIBILITY

To be eligible to apply for promotion:

- Level II: Must have completed three (3) years in your current title at MVCC.
- Level III: Must have completed three (3) years in the same title since promotion to Level II.
- Level IV: Must have completed three (3) years in the same title since promotion to Level III.

CRITERIA / EVALUATION

Decisions will be based on the following three (3) areas of evaluation: Professional Effectiveness, Collegiality, and Professional Growth. Areas of evaluation, criteria and examples of behaviors are provided in this promotion application packet. **Applicants must demonstrate overall strength in each of the three (3) areas to be recommended for promotion.**

The candidate's performance will be considered according to the following:

- For promotion to Level II – the candidate's performance since initial appointment to the College
- For promotion to Level III – the candidate's performance since appointment to the College, with greater emphasis on activities since appointment to Level II
- For promotion to Level IV – the candidate's performance since appointment to the College, with greater emphasis on activities since appointment to Level III

SUBMISSION GUIDELINES

The College requires all applicants to submit their packets electronically. You may save all contents on a flash drive (deliver to HR), email your PDF file(s) to hr@mvcc.edu, share your files through One Drive to (contact ext. 5636) or request a secure link (no limit on file size) from hr@mvcc.edu Please remember that all required forms (pages 10 to 12) must be completed, signed and submitted by the deadline.

Applicants must provide:

- the required and completed forms,
- a promotion packet with evidence on all three (3) areas of evaluation,
- last full evaluation, and
- most recent annual planning report outlining how you met your goals and your proposed goals for the upcoming year.

ADDITIONAL REMINDERS

- When describing your activities for collegiality (public/community service), please do not include organizations you only support financially.
- When submitting work with College committees in your promotion application, submit evidence of attendance and contributions. Do not include committee minutes unless they reflect your contributions to the committee.
- Proof-read your promotion materials by checking your grammar and spelling. You may also ask a colleague to review the material you are presenting.

SUPERVISOR REVIEW

After reviewing the submitted promotion materials, the supervisor will write a detailed narrative about the applicant's performance based on the three (3) aforementioned areas of evaluation and other sources of evidence of the applicant's performance, including direct observations or other credible reports. Additionally, the supervisor will complete a Summary Evaluation form, scoring the candidate in each of the three (3) evaluation areas. Based on these scores, the supervisor will recommend that the candidate is promoted or is not promoted according to the point scale.

The Supervisor will prepare and email the Associate Director of Human Resources for Employment and Compensation one to two concise paragraphs endorsing the promotion or not endorsing the promotion for the candidate. In February/March, this endorsement may be reviewed and updated based on the final outcome of the promotion recommendation, as it will serve as the supporting documentation for the Board of Trustees background materials.

COMMITTEE REVIEW

The Promotion Review Committee reviews all the materials presented in the promotion packet and Human Resource file upon candidate's release. Each committee member completes an individual Summary Evaluation form for each candidate. The calculation rule requires that the final total point score of .499 or lower be rounded down and of .500 or higher be rounded up, each to one decimal point, e.g., 3.446 becomes 3.4 and 3.582 becomes 3.6. The Committee will discuss each candidate before formulating its recommendation, which is based upon an equal balance of quantitative and qualitative factors.

The Committee, at its discretion, may interview the candidate and/or Supervisor who has a candidate up for promotion to request additional information or seek clarification of any material before recommendations are finalized.

RECOMMENDATION

A mean of Committee evaluation for each candidate will be submitted by the Promotion Review Committee Chair to the Associate Director of Human Resources for Employment and Compensation based on the Summary Evaluation form. Candidates will be judged only based upon the material presented in the promotion packet and Human Resource file upon candidate's release. Based on these scores, the Committee will recommend that the candidate is promoted or is not promoted according to the point scale.

For candidate(s) not being recommended for promotion, the Committee will prepare a summary that provides actionable feedback for the candidate, and submit this non-recommendation to the Associate Director of Human Resources for Employment and Compensation. This summary will be provided to the candidate as outlined in the collective bargaining agreement.

The Cabinet member or designee will notify each candidate of the recommendation.

The Committee should evaluate the non-teaching professional promotional process annually and forward any recommendation(s) for changes to the Associate Director of Human Resources for Employment and Compensation.

DEFINITION OF RATINGS

EXCELLENT

Indicates consistent performance at a master professional level.

VERY GOOD

Indicates performance at an above-average level, requiring minor supervision and showing a pattern of self-improvement.

GOOD

Indicates an adequate performance, with a need for improvement.

FAIR

Indicates a below-average performance with a need for considerable improvement, close supervision, and a prescribed program of professional development.

POOR

Indicates unsatisfactory performance.

When applying the above definitions, each reviewer shall compare the applicant to the total professional staff and not just to the employees at the same level as the applicant.

THE POINT STANDARD SCALE NEEDED FOR PROMOTION:

Level II

Requires at least 2.8 points

Level III

Requires at least 3.0 points

Level IV

Requires at least 3.5 points

CANDIDATE GOALS-ASSESSMENT REPORT – AREAS OF EVALUATION

For each of the three (3) areas of evaluation, document how you meet each of these criteria and provide a written statement about your approach to each.

1. Professional Effectiveness – a discussion on your professional philosophy.
2. Collegiality – a statement of how you address this area. Public/Community Service is included in this area. You may provide a statement of your activity and its relationship to your position at the College, your professional field, and service to the community.
3. Professional Growth – a narrative about the goals and impact of your activity.

You must complete your promotion packet as outlined on the following pages.

CANDIDATE GOALS-ASSESSMENT REPORT – AREAS OF EVALUATION

AREA OF EVALUATION

(WEIGHTINGS FOR PROMOTION)

I. PROFESSIONAL EFFECTIVENESS

Level II - 60%

Level III - 50%

Level IV - 40%

Non-teaching professionals, as a group, are expected to provide a range of services to their clients (defined as students, faculty, staff, and members of the community). Individuals will use their professional skills to meet the needs of their clients. Their professional effectiveness will be measured against the specific duties of their positions. As these duties necessarily vary from position to position, both the goals-assessment report and the evaluation will be written with reference to them.

Examples of strengths:

- Perform the duties specified by the staff member's position effectively.
- Demonstrate flexibility, with the willingness to accept/adapt to both planned and unexpected change.
- Demonstrate willingness to learn about creative and non-traditional strategies. Applies those strategies to daily duties and to problem solving.
- Solve problems within the individual's scope of responsibility.
- Supervise support staff and student workers as appropriate.
- Provide accurate and clear information and instructions to clients.
- Communicate effectively orally and in writing.
- Respond to requests in a timely manner (voice mail, e mail, and other formats).
- Take a proactive approach to accomplishing duties, including demonstrating initiative.
- Cooperate with colleagues.
- Function effectively as part of the department team.
- Complete required forms, reports, and paperwork appropriately, accurately, and on time.
- Manages workload appropriately.
- Use available technology effectively.
- Demonstrate knowledge of College and appropriate external agencies' rules, policies, and procedures and apply them effectively in performance of duties.
- Serve clients effectively.
- Demonstrate understanding of the College and department mission and vision in individual goals and action plans set in the annual planning report.
- Attend department and other meetings and participate effectively.

AREA OF EVALUATION**(WEIGHTINGS FOR PROMOTION)****II. COLLEGIALITY****Level II - 20%****Level III - 35%****Level IV - 45%**

Non-teaching professionals are expected to participate in the activities of the department and the College. Evidence of these activities may include membership in department and College committees, mentoring new full-time employees, seeking additional resources, and functioning as a productive College citizen. Evidence may also include participation in community activities and committees, being a community partner, and engagement with other education institutions.

▪ College Governance

Examples of strengths:

- Serve as a member of the College Senate or other college-wide or departmental committee, task force, etc.
- Serve as a committee chair
- Participate in committees as a member or resource

▪ Mentor for New Full-time employees

Examples of strengths:

- Assist with orienting new employees
- Be a resource person

▪ Resource Augmentation

Examples of strengths:

- Seek funding source alternatives through grant opportunities
- Participate in grant writing activities
- Seek equipment and support materials
- Use external personnel such as guest lecturers, visiting artists, etc.
- Obtain materials by donation

▪ College Citizenship

Examples of strengths:

- Recognize and support needs and resources outside the respective department
- Participate in the development of College-wide goals and objectives
- Attend and support voluntary College activities
- Serve as an advisor to a student club
- Serve as a role model in professional conduct, enthusiasm, and positive attitude
- Participate in student recruitment and retention efforts

- **Community Activity and Involvement**

Examples of strengths:

- Serve on community boards
- Network with community institutions
- Act as a community resource
- Promote community awareness of student work and achievement
- Participate in community events
- Build relationships with external agencies

AREA OF EVALUATION**(WEIGHTINGS FOR PROMOTION)****III. PROFESSIONAL GROWTH****Level II - 20%****Level III - 15%****Level IV - 15%**

Non-teaching professionals are expected to participate in activities that provide professional growth and expertise. Institutional support will be given as possible for activities aligned with the College mission and goals. They may demonstrate professional development through activities that maintain currency in their professional field, continuing education, exhibits and performances, and organizational memberships.

- **Personal Advancement in the professional field.**

Examples of strengths:

- Read literature within the field
- Network with colleagues and professional organizations
- Demonstrate knowledge of resources
- Participate in professional development presentations
- Visit similar departments at other institutions

- **Structured Educational Activities**

Examples of strengths:

- Attend workshops or classes related to the professional field
- Upgrade technical skills, e.g. computer training
- Complete additional academic courses for degree or certificate programs
- Participate in activities or programs to obtain or maintain licensure or certification

- **Memberships**

Examples of strengths:

- Participate actively in professional groups or organizations
- Serve as an officer in a professional group or organization
- Represent the College in formal settings
- Share information with colleagues

PROMOTION CANDIDATE WORKSHEET

Complete, sign and submit this page with your promotion materials.

Candidate Name: _____ Current Level: _____

Department: _____ Date of Appt.: _____

Earned Academic Degrees: _____

Previous Promotion Dates: _____

Candidate's Signature: _____ Date: _____

Background Material: Please indicate if you release your human resources file to the Promotion Review Committee should they wish to see it.

"Permission is hereby given to the Executive Director of Human Resources to release my official human resources file to individuals involved in the promotion review process."

Candidate's Signature

Date

SUMMARY EVALUATION – SUPERVISOR

Candidate Name: _____ **Current Level:** _____
Department: _____ **Date of Appt.:** _____
Earned Academic Degrees: _____
Previous Promotion Dates: _____

For the level being sought, use the percent shown multiplied by the points.

PROFESSIONAL EFFECTIVENESS

Level II	60%	Excellent	_____	4.0	points
			_____	3.5	
Level III	50%	Very Good	_____	3.0	
			_____	2.5	
Level IV	40%	Good	_____	2.0	
			_____	1.5	
		Fair	_____	1.0	
			_____	0.5	
		Poor	_____	0.0	

Level % _____ X _____ points = _____
A

PROFESSIONAL GROWTH

Level II	20%	Excellent	_____	4.0	points
			_____	3.5	
Level III	15%	Very Good	_____	3.0	
			_____	2.5	
Level IV	15%	Good	_____	2.0	
			_____	1.5	
		Fair	_____	1.0	
			_____	0.5	
		Poor	_____	0.0	

Level % _____ X _____ points = _____
B

COLLEGIALITY

Level II	20%	Excellent	_____	4.0	points
			_____	3.5	
Level III	35%	Very Good	_____	3.0	
			_____	2.5	
Level IV	45%	Good	_____	2.0	
			_____	1.5	
		Fair	_____	1.0	
			_____	0.5	
		Poor	_____	0.0	

Level % _____ X _____ points = _____
C

A: _____ **B:** _____ **C:** _____ **A+B+C** ROUND TO TENTHS
Total Points: _____

Level II – requires at least 2.8 points; **Level III** – requires at least 3.0 points; **Level IV** – requires at least 3.5 points

_____ ☐ is / ☐ is not recommended for promotion to Level _____.

Date

Supervisor's Signature

SUMMARY EVALUATION – PROMOTION REVIEW COMMITTEE

Candidate Name: _____ **Current Level:** _____
Department: _____ **Date of Appt.:** _____
Earned Academic Degrees: _____
Previous Promotion Dates: _____

For the level being sought, use the percent shown multiplied by the points.

PROFESSIONAL EFFECTIVENESS

Level II	60%	Excellent	_____	4.0	points
			_____	3.5	
Level III	50%	Very Good	_____	3.0	
			_____	2.5	
Level IV	40%	Good	_____	2.0	
			_____	1.5	
		Fair	_____	1.0	
			_____	0.5	
		Poor	_____	0.0	

Level % _____ X _____ points = _____
A

PROFESSIONAL GROWTH

Level II	20%	Excellent	_____	4.0	points
			_____	3.5	
Level III	15%	Very Good	_____	3.0	
			_____	2.5	
Level IV	15%	Good	_____	2.0	
			_____	1.5	
		Fair	_____	1.0	
			_____	0.5	
		Poor	_____	0.0	

Level % _____ X _____ points = _____
B

COLLEGIALITY

Level II	20%	Excellent	_____	4.0	points
			_____	3.5	
Level III	35%	Very Good	_____	3.0	
			_____	2.5	
Level IV	45%	Good	_____	2.0	
			_____	1.5	
		Fair	_____	1.0	
			_____	0.5	
		Poor	_____	0.0	

Level % _____ X _____ points = _____
C

A: _____ **B:** _____ **C:** _____ **A+B+C** ROUND TO TENTHS
Total Points: _____

Level II – requires at least 2.8 points; **Level III** – requires at least 3.0 points; **Level IV** – requires at least 3.5 points

_____ ☐ is / ☐ is not recommended for promotion to Level _____.

Date

Promotion Review Committee Chair's Signature

