



**APPLICATION FOR PERFORMANCE-BASED RANGE
ADJUSTMENTS FOR PROFESSIONAL STAFF**

Eligible full-time Professional Staff member and/or the employee’s non-bargaining-unit supervisor may submit an application on the required form for Performance-Based Range Adjustments for Professional Staff in accordance with the established procedures.

I. EMPLOYEE INFORMATION

Name	Current State Title
Department	Division
Date of Last Reclassification	Date of Last Performance-Based Range Adjustment
Effective Date of 1 st Multi Year Contract	

II. REQUIRED MATERIALS

A. WRITTEN STATEMENT

Prepare a self-assessment statement addressing how each of the following criteria is met:

- That the professional staff member exceed (be exceptional):
 1. in the performance of professional responsibilities as related to job description and generic job specifications;
 2. in advancing, through contributions/accomplishments, the mission and vision of the department/unit, division/college and University, in support of the goal of student success.
 3. in contributing through service and other activities to the purpose and function of the University and the community it serves.

- That the professional staff member meet (be effective):
 1. in contributing to a positive work environment that strengthens teamwork, supports colleagues, and achieves a service-oriented approach to the work of the department/unit, division/college, or University, thus contributing to the University’s goal of student success,
 2. in establishing a record of continued professional development or academic accomplishment that has resulted in the improvement in the delivery of service and/or expertise to the department/unit, division/college, University, or profession/discipline.
 3. outcomes of their agreed upon Key Performance Indicators (KPIs) and/or goals/ objectives as stated in their most recent yearly performance appraisal. If applicable, explanations of why outcomes were not met will be taken into consideration.

B. Applicants must develop an online portfolio, as outlined in the [Policy and Procedure](#), which includes:

- 1. Current job description and State Job Specification**
- 2. Self-assessment statement**
- 3. Three performance appraisals in accordance with Section IV:A.3 of the policy and procedure**
- 4. Substantiating documentation in accordance with Section IV:A.4 of the policy and procedure**

Applicant's Signature

Date