

## Performance-Based Range Adjustments for Professional Staff

NO LATER THAN	
September 19, 2024	President provides the Union with eligibility lists and recommended promotional opportunities.
September 26, 2024	Union meets with President or designee to discuss the Performance-Based Range Adjustment opportunity recommendations and rationale. President provides final number of opportunities to Union Leadership.
October 1, 2024	President announces number of available "Performance-Based Range Adjustments".
February 3, 2025	Candidate submits all materials to the non-bargaining unit supervisor through the online portfolio process.
February 17, 2025	Supervisors submit recommendations to the next administrator in line through the online portfolio process.
February 24, 2025	The next administrator in line submits recommendations to the Professional Staff Range Adjustment Committee (Committee) through the online portfolio process.
March 3, 2025	President or designee meets with and charges the Committee.
March 24, 2025	Committee submits to the President or designee a list of candidates recommended equal to the number of available Performance-Based Range Adjustment opportunities.
March 28, 2025	President or designee meets with the Committee to discuss their respective recommendations.
March 31, 2025	Committee shall notify all candidates, in writing, of its recommendations.
April 14, 2025	President or designee shall notify all applicants in writing of their recommendations to the Board of Trustees.
April 21, 2025	President submits recommendations to Board of Trustees.
June 22, 2025	President or designee notifies candidates of Board of Trustees decision.

Note: When a contractual or legal deadline falls on a weekend or holiday, the deadline becomes the following business day.