The purpose of this review and advancement system for the administrative/professional staff within Purdue University's Agricultural Complex is three-fold: (1) to provide a framework for a meaningful review and advancement system; (2) to recognize and reward excellence in the performance of assigned responsibilities; and (3) to encourage continued achievement and service. This document sets forth the policy and procedure for the operation of such a system.

--- POLICY ---

A. ADMINISTRATIVE/PROFESSIONAL STAFF CATEGORIES ELIGIBLE
The professional advancement system shall apply to those positions that require substantial amounts of responsibility, creativity and training. These include positions within the following categories of Purdue University's administrative/professional staff classification:

- In the Management-Administrative series—
  - Management (20A)
  - Administrative and Supervisory (30A)
  - Operations Assistant (40A)
- In the Professional-Technical series—
  - Professional (50A)
  - Professional Assistant (60A)
  - Technical Assistant (70A)

Each of these categories represents a distinct realm of duties, responsibilities and expertise. The categories have been defined in Business Memorandum No. 133, Revised 7 August 1970. Classification or reclassification of administrative/professional positions in the appropriate category is the responsibility of the Department of Personnel Services.

B. SYSTEM RANKS AND TITLES
The professional advancement system shall provide a separate ladder (ranking) within each of the six eligible administrative/professional staff categories. Each category shall have four ranks, with Rank 3 being the lowest and Rank 6 the highest.

In Personnel Service's seven-digit staff classification coding system, rank designation is to appear in the fourth position from the left. For example, a Management staff person in Agriculture with Rank 5 could be coded as 0025A12. (At this time, the fourth-digit designation for rank is being used only within the Agricultural Complex.)

Individual position titles found in any one category are diverse. For example, the Professional (50A) category includes such titles as "Technical Director of Training," "Research Agronomist," "Analytical Chemist," "Systems Engineer," and "Laboratory Director." The ranking system shall retain these descriptive individual titles, followed by the staff classification code showing category and rank position (e.g., Technical Director of Training, 0056A12).

Although the number designation is to be the official indication of rank, the following nomenclature preceding the position title may be used in correspondence, for public relations purposes, or where otherwise deemed appropriate:

- Rank 3 — Assistant
- Rank 4 — Associate
- Rank 5 — Senior Associate
- Rank 6 — Senior
Thus, an Analytical Chemist at Rank 6 might use the title "Senior Analytical Chemist," if desired. It is recognized that, at present, some job titles are not compatible with these terms; therefore, use of rank nomenclature would be inappropriate (e.g., Assistant Associate Director of...).

C. RANK PLACEMENT UPON HIRING OR CHANGE OF JOB CATEGORY
An initial rank will be proposed for a new employee and for any person changing job categories within the administrative/professional staff classification. This proposed rank placement will be made by the individual's department/unit head in consultation with appropriate faculty and professional employees. It should reflect the person's experience and training, and if any (years/months) of credit for that rank is to be given, it must be officially recorded when the appointment (or change) is made. This rank will be confirmed by the Dean or his designee. An individual moving from one personnel classification to another is generally expected to stay at the same rank or be reduced no more than one rank unless there are highly unusual circumstances.

D. MONETARY CONSIDERATIONS
There shall be no salary brackets for the different ranks. Because of the great diversity of positions even within each administrative/professional staff category, often requiring vastly different types of training and skill, salary will be commensurate with training, experience and job performance. A modest professional development fund will be provided with advancement to rank 4.

There will be a salary increment associated with advancement to rank 5 and 6 within each job category, independent of any salary increase earned by the individual. These increments, established by the Dean, will be reviewed and adjusted periodically. In years when current pay policies prevent salary increases, increments associated with changes in rank will be provided at the earliest practical opportunity.

E. CRITERIA FOR ADVANCEMENT
1. Candidate Eligibility Minimums (any regular, not temporary Administrative/Professional employee is eligible).

   a. Eligible departments/units. The system is applicable to persons in the 20A, 30A, 40A, 50A, 60A and 70A categories from the following departments and administrative units in the Agriculture Complex: Agricultural Communication Service, Agricultural Economics, Agricultural Engineering, Agronomy, Animal Sciences, Biochemistry, Biochemistry Control, Botany and Plant Pathology, Entomology, Food Science, Forestry and Natural Resources, 4-H and Youth Development, Horticulture, Agricultural Administration (includes all units not reporting to a Department Head except Biochemistry Control).

   b. Time-in-rank. The average time-in-rank is expected to be significantly longer than the required minimum. Advancement earlier than the average expected time-in-rank will only occur for cases of truly exceptional performance. Thus documentation section must indicate rationale for bringing a candidate forward with less than minimum time in rank.

<table>
<thead>
<tr>
<th>Rank Promotion</th>
<th>Time-in-Rank Expected</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 -&gt; 4</td>
<td>3-5 yrs. (36-60 mos.)</td>
<td>2 yrs. (24 mos.)</td>
</tr>
<tr>
<td>4 -&gt; 5</td>
<td>5-7 yrs. (60-84 mos.)</td>
<td>4 yrs. (48 mos.)</td>
</tr>
<tr>
<td>5 -&gt; 6</td>
<td>6-8 yrs. (72-96 mos.)</td>
<td>4 yrs. (48 mos.)</td>
</tr>
</tbody>
</table>

   c. Education, training and experience. To be eligible for advancement, a staff member should have at least a bachelor's degree or relevant experience. To avoid confusion, please understand that most 40A and 70A positions do not require a college degree. A master's degree or doctorate does not automatically call for higher rank. Experience and ability shall be given credit along with formal training.
2. General Criteria for Advancement to Succeeding Ranks.
The following general criteria for advancement are intended to serve as minimum standards that
can be documented. How the candidate meets these standards would be the primary emphasis of
the nomination. The three rank advancements are not viewed as equal incremental steps, rather
each requires an increasing level of ability, proficiency and performance. Documentation is
required of activities which support the criteria.

a. Advancing from Rank 3 to Rank 4. The individual consistently fulfills the assigned duties
in a highly satisfactory manner. The person pursues professional growth activities in order
to enhance his/her performance. There is every indication that he/she will continue to
grow professionally, eventually qualifying for Rank 5.

b. Advancing from Rank 4 to Rank 5. The individual has a proven record of excellence in
performance of duties. He/she has demonstrated initiative in both the organization and
execution of these responsibilities and has continued to grow professionally by keeping
current in his/her subject matter area, participating in career enhancement activities and
has earned the respect of peers.

c. Advancing from Rank 5 to Rank 6. The individual has demonstrated exemplary ability and
proficiency in his/her area of assigned responsibility. The person is recognized as being
efficient, innovative and highly productive both by peers and by those with and for whom
he/she works. He/she is an established "professional" with the highest qualifications.

3. Need for Additional Specific Criteria.
There is much diversity of positions and required expertise within the
administrative/professional staff classification categories. Therefore, it is usually appropriate
that additional specific criteria be developed to provide more accurate measures of growth and
performance in individual positions. The criteria developed for each position should reflect the
job assignment. Examples of criteria for the categories are found in Appendix A.

—PROCEDURE—

A. THE PROCESS
1. Consideration for advancement in the administrative/professional system within the
Agricultural Complex will occur once each year, generally in late January/early February.

2. There should be an annual evaluation of every professional staff member, at which time
his/her department or unit head and/or immediate superior reviews performance and
recommends any actions necessary for improvement. Documentation for this evaluation is at
the department or unit head's discretion; but, a suggested starting point for discussion might be
a standardized departmental information or data base document prepared initially by the
professional.

3. Following the annual evaluation, those professionals meeting the criteria specified in Policy
Section E1 shall be considered by a Department Committee. The basis for the Department
Committee's consideration of each candidate is the standardized Nomination Form,
"Nomination for Advancement - School of Agriculture". The document, excluding cover page,
shall not exceed four pages. As deemed necessary, the committee may meet with the candidate
or his/her supervisor.

4. The A/P staff shall have opportunity for input to the document used in the advancement
system. The documentation of job responsibilities and duties, activities, and supplementary
information for the nomination form may be prepared by the candidate, candidate's supervisor,
department head or any combination of the aforementioned individuals.
5. Those candidates receiving a majority vote of the Department Committee are forwarded to the Dean's Committee as having been recommended for advancement. The recommending document for each nominee, containing additional comments by the department/unit head is forwarded to the Dean's A/P Evaluation Committee.

6. The Dean's Committee studies the documents and records "Yes", "No", or "Maybe" votes in a preliminary ballot. Candidates receiving five or more positive votes in the preliminary ballot are automatically advanced. For those candidates who do not receive the required five positive votes, their department/unit heads have the option to defend or present the credentials of the candidate to the Dean's Committee at its official meeting.

7. Voting by the Dean's Committee on each nominee shall be by secret ballot, with the results recorded on the Nomination Form. Those receiving two-thirds or greater positive vote shall be recommended to the Dean for advancement in rank.

8. The Dean shall indicate approval or disapproval of these recommendations on the Nomination Form.

B. COMPOSITION AND TENURE OF COMMITTEES

1. Department Committee

   a. The departmental review committee, elected by the A/P staff of that department, shall consist of at least 3 voting members. At least 1 member shall be a rank 6 A/P staff. Faculty representatives are optional; however, they shall number in the minority.

   b. The Department Head shall serve as chairperson, but in a non-voting capacity, and make every effort to ensure fairness. The Department Head shall have the option to appoint 1-2 additional members.

   c. Departmental review committee members may be drawn from another department. The department/unit head will consult with the head of an appropriate "donor" department, and the senior professional will be asked to serve by his/her head.

   d. There shall be a rotational membership plan to ensure continuity of the Committee.

   e. Individuals may not sit on the committee when they or their supervisor are being considered for promotion. It is recommended that the committee have an active alternate to serve on the committee when a regular member needs to absent himself/herself.

   f. A/P staff of each department shall select an A/P and a faculty nominee to be forwarded to the Dean for possible appointment to the Dean's Committee.

2. Dean's A/P Evaluation Committee

   The Dean's Committee shall consist of seven voting members, including one of the four directors of ARP, CES, IPIA, and Academic Programs, four senior (Rank 6) professionals, and two faculty members. The committee shall be appointed and chaired by the Dean or Dean's designee, who serves in a non-voting capacity. The four professional and two faculty members on the committee shall be selected from a list of names provided by the Department/Unit Heads (according to f above). The committee shall be appointed annually; but a given professional or faculty representative cannot serve more than three consecutive years.

Revised 8/28/95