

## CRITERIA FOR APPOINTMENT AND PROMOTION OF ASSISTANT IN \_\_\_\_

College of Sciences

September 2016

Employees in this classification are typically responsible for assisting faculty in teaching, research, and service activities that are directly related or supplemental to the department or unit's mission. Therefore, individual assignments and responsibilities may vary according to the needs and mission of the department/unit, as communicated to the employee in her or his annual assignments.

### Promotion

Employees hired as Assistant in \_\_\_\_ are eligible for promotion to Associate in \_\_\_\_\_. Promotion shall be based on additional qualifying education and/or experience and on accomplishments in performing assigned duties. The employee's assigned areas of responsibility shall be considered in all promotion appraisals. However, promotion decisions are not merely a totaling of one's annual performance evaluations. Rather, the University, through its promotion process, assesses the employee's potential for growth and future contribution as well as past meritorious performance.

Promotion to Associate in \_\_\_\_\_ requires a consistent record of excellence in assigned duties. Evidence of excellence may include annual evaluations, evidence of the impact of activities on the mission of the department/unit, and any other relevant materials that document the employee's contribution to the department/unit.