

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

College of Sciences

August 2016

Employees hired as Assistant In \_\_\_\_\_ or Associate In \_\_\_\_\_ should hold the appropriate credentials for their position. Employees in this classification are typically responsible for assisting professorial staff in teaching, research, and service activities which are directly related or supplemental to the instructional/academic mission of the department/unit. Therefore individual assignments and responsibilities may vary according to the needs and mission of the department/unit.

### Promotion

Employees hired as Assistant in \_\_\_\_\_ are eligible for promotion to Associate in \_\_\_\_\_. Appointment as Associate in \_\_\_\_\_ shall constitute a promotion from Assistant in \_\_\_\_\_ and shall be based on additional qualifying education and/or experience and on accomplishments in performing assigned duties. The employee member's assigned areas of responsibility shall be considered in all annual and formal reviews. 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 through annual assessment.

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