




TO: THE NON-UNIT PROFESSIONAL STAFF  
FROM: CLIFFORD S. PETERSON  
SUBJECT: POLICY ON RECLASSIFICATION  
DATE: JULY 22, 1993

The Board of Trustees has formally adopted a Policy on Reclassification of Non-Unit Professional Staff that assures the continuation of the practice in effect for the past several years. With the reclassification of Dean Gainty, Kiernan, and Singh to Vice-President, the opportunity is now available to all non-unit staff other than Vice-Presidents. The Policy adopted is as follows:

There shall be, in conjunction with the Annual Performance Review of Non-Unit Professional Staff at Quinsigamond Community College, a review and updating of their position description and review of their Classification. The classification review will focus upon the appropriateness of their present classification in view of the responsibilities reflected in their current position description.

Based upon that review with the Non-Unit Professional and their supervisors, the Cabinet Member to whom they report may recommend to the President the reclassification of individuals below the rank of Vice-President meeting the following minimum criteria:

- a - two and one half years in their present classification;
- b - a revised position description reflecting increased responsibilities consistent with the next higher classification contained in the Non-Unit Personnel Policies of the Higher Education Coordinating Council;
-  c - outstanding annual performance reviews for the last two years.

Those recommendations agreed upon by the President, after consultation with the President's Cabinet, will be recommended to the Board of Trustees at their July meeting. The recommendation will include appropriate additional compensation consistent with the Non-Unit Personnel Policy.

**CHAPTER VI - FILLING OF VACANCIES/PROMOTIONS / RE-CLASSIFICATION**

6.01 Generally, all vacancies shall be advertised. This in no way precludes a current community college professional from applying for and being appointed to the position by the Board of Trustees.

6.02 An applicant's performance in his/her present job and his/her capacity for professional growth shall be one of the factors considered by the Board of Trustees in making its final decision.

6.03 Promotions

The Higher Education Coordinating Council acknowledges the importance of recognizing an individual's outstanding job performance and excellent qualifications with a promotion to a position title in a higher category. Mobility within the college system ensures that the quality professional will not leave the community colleges solely because of a lack of professional opportunities. In recognition of this fact, the Board of Trustees may appoint a professional to a position within that individual's career ladder provided that the College President has determined that:

- A. The college is in compliance with its affirmative action plan and/or is making reasonable progress to comply in good faith with its affirmative action plan;
- B. The individual appointed meets the standard qualifications for the position;
- C. This procedure is not used to defeat the policy of equal employment opportunity.

6.04 Reclassification

The President may reclassify an employee's position to a new title when he/she has, in his/her sole discretion, determined that the duties and responsibilities of the position warrant such a reclassification. The President may approve a salary increase for the new title up to 25% of the employee's current salary.

6.05 Nothing stated herein shall preclude the college from advertising a position even after it has complied with its affirmative action plan.

**CHAPTER VII - PERFORMANCE EVALUATION PROCESS**

7.01 Annual evaluations shall serve as one of the bases for reappointment and promotion, and merit awards.

7.02 **Procedure**

A. The uniform evaluation period for all non-unit professionals shall be from June 1 to May 31, annually.

B. At the beginning of each performance period, each supervisor shall review the position description for each professional reporting to him/her, based upon the specific job description for the professional. Necessary revisions shall be made at least on an annual basis and shall be reviewed with the professional, who shall sign a statement acknowledging that he/she has read the revised job description.

C. At the conclusion of the performance period, the supervisor shall evaluate the professional's performance using the Evaluation Instrument (Appendix D). The President of the College may change the Evaluation Instrument upon one year advance notice. The supervisor shall include any requirements for needed improvements in performance, and provide the professional with a copy of the evaluation form.

D. The professional may respond in writing to the evaluation and/or requirements for improvement, and such response shall be added to the professional's evaluation. The evaluation shall be forwarded through the appropriate Dean to the College President for review and placement in the official personnel file.

E. The non-unit professional may apply for professional development funds to support professional growth in areas identified as needing improvement on the annual evaluation.