

ADMINISTRATIVE/PROFESSIONAL ADVANCEMENT PROGRAM

Descriptive Overview of the Process

Each year in September, an updated ranking list is provided for each department head/unit leader. Also provided are copies of the latest revisions of the Policies and Procedures and the Nomination Form, for distribution to all A/P staff.

It is suggested that each member of the A/P staff maintain and update their record of professional activities on a regular basis. The format can be that of the A/P Nomination for Advancement Form – College of Agriculture.

Administrative/Professional staff members should meet with their immediate supervisor annually to review their dossier, to discuss their position, and discuss professional development goals. A written evaluation describing how well the incumbent is meeting the expectations of the supervisor may be used in the development of the advancement document.

These formats cover a very broad spectrum of activities and allow for diverse responsibilities. Sections 1-5 & 10 of the A/P nomination for advancement form are pertinent to use in years before sufficient time in rank is accrued. This personal dossier could also contain materials relevant to documenting performance. All documented activities occurring since the last advancement should be highlighted.

Those staff members meeting the criteria for advancement (*see Criteria for Advancement*) should follow the format as listed on the advancement form. The A/P staff member and his/her supervisor should prepare the document jointly, and/or with the assistance of a person selected by the Departmental Professional Advancement Review Committee. The candidate shall have the opportunity for input to the document. The supervisor or department head should prepare the evaluation portion of section 10a. Justification for early advancement must be signed by the department head. The content of this evaluation should emphasize job performance, be quantitative where possible, and provide specific examples.

Please number pages. Documents should be no more than four pages, excluding the cover nomination form. Documents should cover only what has happened since the last advancement. Be sure to include information about professional development and growth opportunities. This is often lacking in documents.

Advancement occurs through four levels of accomplishment and sufficient time served at each level. The advancement system is for all A/P classifications - Management/Professional, Administrative/Professional, and Operations/Technical.

In general, the incumbent with sufficient time in rank (see Policies & Procedures, Section E.1.b), first obtains a positive evaluation by a committee of peers within his/her department (see Policies Section B.1, Department Committee).

Documents with positive evaluations are then forwarded to the College-wide Advancement Committee (see Policies, Section B.2, Dean's A/P Evaluation Committee), for the second stage of the review. Nomination documents are distributed to the Dean's (College-wide) Committee, along with preliminary ballots. A document receiving two-thirds *yes* votes is automatically forwarded to the Dean without defense from the department head. Those documents receiving less than two-thirds *yes* votes may be defended by the department heads at the February committee meeting.

Advancement earlier than the expected time-in-rank only occurs in cases of truly exceptional performance. However, staff members with less than expected time-in-rank have the option of submitting an A/P nomination form to the department committee as a preliminary review. This enables the department committee to review the activities relative to assigned responsibilities as listed in the job assignment section of the advancement form. The intent is early detection of strengths and weaknesses in the individual's performance relative to the job description, and to produce advancement documents of the highest quality when the candidates reach expected time-in-rank.

By critically reviewing documents prior to a staff member's expected time-in-rank, the committee has the opportunity to provide feedback as part of the review process, and allows the incumbent an opportunity to correct any areas of concern early in the process.

A professional development fund is provided for advancement to rank 4. A salary increase is provided for advancement to rank 5 or 6. The salary increment is independent of any salary increase earned by the individual. These increments are established by the Dean and reviewed and adjusted periodically. In years when budget constraints prevent salary increases, the increments associated with changes in rank will be provided at the earliest practical opportunity.

Eligible departments/units: Agricultural and Biological Engineering, Agricultural Communication Service, Agricultural Economics, Agronomy, ACRE, Animal Sciences, ASREC, Biochemistry, Office of the Indiana State Chemist, Botany and Plant Pathology, Entomology, CERIS, Food Science, Forestry and Natural Resources, IL-IN Sea Grant, Woodland Management, Horticulture and Landscape Architecture, Youth Development and Agricultural Education, Agricultural Administration (includes appropriate agricultural A/P staff in Agricultural Alumni, Agricultural Information Technology, Agricultural Research Programs, Business Office, Cooperative Extension Service, Non-Educator Field Extension, Dean's Office, International Programs in Agriculture, Office of Academic Programs, Office of Multicultural Programs, and Purdue Agricultural Centers).

The AGAD “Department” includes all units not reporting to a Department Head: Dean’s Office, Ag Alumni, Ag Research (ARP & PAC’s), AgIT, Academic Programs, Cooperative Extension Office, International Programs, Multicultural Programs & Ag Business Office.

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