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. As a general rule, it is expected that not more than 7-9% of all administrative/professional staff in agriculture will be advanced each year.

-POLICY-

A. ADMINISTRATIVE/PROFESSIONAL STAFF GROUPS 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 groups of Purdue University's administrative/professional staff classifications:

- Management/Professional
- Administrative/Professional
- Operations/Technical

Each of these groups represents a distinct realm of duties, responsibilities and expertise. The categories have been defined in Human Resources Policy IV.4.1 revised March 3, 2006. Classification or reclassification of administrative/professional positions in the appropriate group is the responsibility of the Department of Human Resource 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 groups. Each group shall have four ranks, with Rank 3 being the lowest and Rank 6 the highest.

Individual position titles found in any one group are diverse. For example, the Professional 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.

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. Note that this nomenclature is not reflected in the Human Resources system.

- 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. The individual’s department/unit head in consultation with appropriate faculty and professional employees will make this proposed rank placement. 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. The Dean or his designee will confirm this rank. 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 group, 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. These awarded funds must be used within three years.

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 and professional development funds, 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 Administrative/Professional staff from the following departments and administrative units in the Agriculture Complex: 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 Development, 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).
   b. Time-in-rank. Advancement earlier than the expected time-in-rank only occurs in cases of truly exceptional performance. Documents brought forward prior to the expected time-in-rank must be accompanied by specific justification and a statement signed by the department head supporting the early advancement.

<table>
<thead>
<tr>
<th>Rank Promotion</th>
<th>Expected Time-in-Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 → 4</td>
<td>3-5 yrs. (36-60 mos.)</td>
</tr>
<tr>
<td>4 → 5</td>
<td>5-7 yrs. (60-84 mos.)</td>
</tr>
<tr>
<td>5 → 6</td>
<td>6-8 yrs. (72-96 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 Operations and Technical Assistant positions do not require a college degree. A master's
degree or doctorate does not automatically call for a 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 that 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. The person has continued to grow professionally by keeping current in his/her subject matter area, participating in career enhancement activities. He/she 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 groups. 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 the appendix to the nomination form.

-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 February/early March.

   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 -College 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 candidate, candidate's supervisor, department head or any combination of the aforementioned
individuals may document the job responsibilities and duties, activities, and supplementary information for the nomination form.

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 on a preliminary ballot. Candidates receiving two-thirds positive votes on the preliminary ballot are recommended to the Dean for advancement in rank. 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 member. 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. Committees may have an active alternate to serve 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 nine voting members, including one of the four directors of ARP, CES, IPIA, and Academic Programs, five senior (Rank 6) professionals, and three faculty members. A committee member will dismiss him/herself from the vote if there is a conflict of interest. At least seven committee members must vote on each document. The committee shall be appointed and chaired by the Dean (non-voting) or the Dean's designee. The five professional and three 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 three consecutive years.

Revised 7/13/11