

## CLASSIFICATION AND PROMOTION CRITERIA PROJECT/PROGRAM ADMINISTRATORS

This policy describes the nature of appointments and opportunities for Project/Program Administrators within the Division of Agriculture. The purpose of this policy is to: 1) describe the criteria for classification of new employees; 2) provide a framework for meaningful evaluation of performance; 3) recognize and reward excellence in performance of assigned duties; and 4) encourage continued achievement and service.

### PROJECT/PROGRAM ADMINISTRATORS

- **Project/Program Specialist** – Under direction, the Project/Program Specialist is responsible for providing operational support in a functional area by gathering, analyzing, and preparing data; creating related reports and documentation; and providing technical assistance related to the operational function to management and internal clients. May supervise a small group of classified and/or temporary employees. This position requires a Bachelor's degree. Persons appointed to this title are eligible for promotion.
- **Project/Program Manager** – The Project/Program Manager provides leadership to an assigned operational function(s) within a department, regularly makes decisions for establishing work priorities and managing activities, and is for coordinating workflow and interactions within the department and with other departments. May have budgetary responsibilities and supervisory responsibility for non-classified, classified and/or temporary staff. The position requires a Bachelor's degree in a relevant discipline plus three (3) years of relevant professional experience, including one (1) year in a supervisory or managerial capacity. Persons appointed to this title are eligible for promotion.
- **Project/Program Director** - The Project/Program Director provides functional management and administrative leadership to operations of an assigned unit or department as a director or assistant director. May have budgetary responsibilities and/or some supervisory responsibility. The position requires a Master's degree in a relevant discipline plus four (4) years of relevant professional experience, including one (1) year in a supervisory or managerial capacity. Persons appointed to this title are eligible for promotion.
- **Sr. Project/Program Director** – The Sr. Project/Program Director provides overall leadership and guidance to a support services department and functions as overall director of that department. This position has major responsibility for decisions and final results, with direct impact to the organization. This position requires a Master's degree in a relevant discipline plus seven (7) years of relevant professional experience, including two (2) years in a supervisory or managerial capacity. Persons appointed to this title are eligible for in-rank promotion.

### PROMOTIONAL RANKS

- **Project/Program Specialist I**  
Persons are initially appointed to this rank and must hold at least a Bachelor's degree.
- **Project/Program Specialist II**  
Persons promoted to this rank must hold a Bachelor's degree with at least five (5) years of related Division work experience in rank I. They will have established themselves in an appropriate field and have demonstrated a sustained record of professional excellence.
- **Project/Program Specialist III**  
Persons promoted to this rank must hold a Bachelor's degree with at least ten (10) years of related Division work experience in rank I and II combined. They will be mature in their profession and will have a long-term record of professional excellence, exhibiting a high level of achievement.

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- **Project/Program Manager I**

Persons are initially appointed to this rank and must hold at least a Bachelor's degree, plus three (3) years of relevant, professional experience.

- **Project/Program Manager II**

Persons promoted to this rank must hold a Bachelor's degree with at least eight (8) years of related work experience, including a minimum of five (5) years with the Division in rank I. They will have established themselves in an appropriate field and have demonstrated a sustained record of professional excellence.

- **Project/Program Manager III**

Persons promoted to this rank must hold a Bachelor's degree with at least thirteen (13) years of related work experience, including a minimum of ten (10) years with the Division in rank I and II combined. They will be mature in their profession and will have a long-term record of professional excellence, exhibiting a high level of achievement.

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- **Project/Program Director I**

Persons are initially appointed to this rank and must hold at least Master's degree, plus four (4) years of relevant, professional experience.

- **Project/Program Director II**

Persons promoted to this rank must hold a Master's degree with at least nine (9) years of related work experience, including a minimum of five (5) years with the Division in rank I. They will have established themselves in an appropriate field and have demonstrated a sustained record of professional excellence.

- **Project/Program Director III**

Persons promoted to this rank must hold a Master's degree with at least fourteen (14) years of related work experience, including a minimum of ten (10) years with the Division in rank I and II combined. They will be mature in their profession and will have a long-term record of professional excellence, exhibiting a high level of achievement.

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- **Sr. Project/Program Director I**

Persons are initially appointed to this rank and must hold at least a Master's degree, plus seven (7) years of relevant, professional experience.

- **Sr. Project/Program Director II**

Persons promoted to this rank must hold a Master's degree with at least twelve (12) years of related work experience, including a minimum of five (5) years with the Division in rank I. They will have established themselves in an appropriate field and have demonstrated a sustained record of professional excellence.

- **Sr. Project/Program Director III**

Persons promoted to this rank must hold a Master's degree with at least seventeen (17) years of related work experience, including a minimum of ten (10) years with the Division in rank I and II combined. They will be mature in their profession and will have a long-term record of professional excellence, exhibiting a high level of achievement.

**INITIAL APPOINTMENT**

A job description will be developed prior to advertisement of a position. Position announcements for these non-classified support positions should specify that a Project/Program Specialist, Project/Program Manager, Project/Program Director, or Senior Project/Program Director is desired based on the anticipated job responsibilities. The selected candidate will be initially appointed at Rank I.

In order to assure consistency and equity for new hires in the Project/Program Administrator positions, the following starting salary ranges have been established:

Project/Program Specialist.....	\$30,000 - \$55,000
Project/Program Manager.....	\$35,000 - \$60,000
Project/Program Director.....	\$45,000 - \$70,000
Sr. Project/Program Director.....	\$65,000 - \$90,000

Department or Unit Heads who experience hiring difficulties related to the established ranges may choose to propose a broader range for their units. Written justification for the proposed range must include specific, relevant market data. The proposed range and justification, submitted to the AES Personnel Officer, the CES Employment Manager, and the Division Civil Rights Compliance Officer, will remain on file for the department until new data is submitted by the Department or Unit Head.

**EVALUATION**

Annual performance evaluations are an integral component of professional development. The following evaluation procedure is intended as a tool to assess performance and is structured to ensure that the incumbent fulfills his/her potential and performs at a level commensurate with his/her rank. Annual evaluations by the immediate supervisor will use the “Project Program Specialist/Project Program Manager Annual Performance Rating Form” or the “Sr. Project/Program Director, Project/Program Director & CES Administrator Form,” as appropriate.

At the beginning of each year, or within 30 days after initial appointment, the supervisor, in consultation with the employee, working from the job description, will develop and/or review the major responsibility areas (two to six) on which the employee’s performance will be evaluated. Major responsibilities should be broadly enough defined to accommodate variations and flexibility in specific schedules and activities, yet specific enough to the job assignments to allow objective review by supervisors.

**EVALUATION PROCESS**

The evaluation process for Project/Program Administrators will be as follows:

- 1) Before the performance evaluation conference, each supervisor will ask the employee to submit a document that describes the employee’s goals, achievements, and challenges during the rating period;
- 2) The supervisor will schedule the performance evaluation conference after completing the annual performance rating form and will meet with the employee to discuss the results;
- 3) Evaluation documents will be reviewed by the reviewing official or designee and placed in the employee’s official personnel file.
- 4) If the non-classified employee disagrees with the overall rating on the performance evaluation, the employee may appeal the rating in accordance with Division policy, PMGS-08-1.06.

[http://division.uaex.edu/policy\\_management/pmgs\\_08\\_1.6.pdf](http://division.uaex.edu/policy_management/pmgs_08_1.6.pdf)

**PROMOTION FOR PROJECT/PROGRAM ADMINISTRATORS**

Promotion is based primarily on performance, accomplishments, and responsibilities supplemented by time in rank. There is no maximum time an individual may remain in a given rank. Only full-time Project/Program Administrator (100 percent-appointed) employees are eligible for promotion.

## **PROMOTION PROCEDURES**

An application will consist of a promotion document submitted to the appropriate Unit Head. The promotion document will include: signed evaluations from all years in current rank, a current job description, any previous job descriptions while in current rank, not more than three (3) letters of recommendation, and a limited number of other materials as appropriate. An applicant may withdraw the application for promotion at any step of the process. Promotion packets must be submitted electronically (PDF) and must be complete with all required documents, including letters of recommendation, to be considered. Hard copies will not be considered.

The Project/Program Administrator Promotion Committee (PPAPC) will be made up of at least five employees from the Division Support Units, with one employee designated as chairperson. Only employees who are Project/Program Directors, Senior Project/Program Directors, or those who have reached rank III as a Project/Program Specialists or Project/Program Managers may serve on the committee. An individual committee member will serve no longer than five (5) years. Terms of the committee membership rotation plan will be staggered to ensure continuity. The committee will forward to the appropriate Associate Vice President-Research/Extension all documents along with committee justifications for those recommended for promotion. The Associate Vice President-Research/Extension will forward to the Vice President for Agriculture their own recommendations and the committee's recommendation along with the promotion documents of the candidates recommended for approval and the list of all applicants who sought promotion. The Vice President for Agriculture will make the final decision. There is no appeal.

## **PROMOTION PROCESS**

**August 1:** The Vice President for Agriculture solicits nominations for committee members from the Associate Vice President(s). The Vice President for Agriculture will identify five (5) employees to serve on the Project/Program Administrator Promotion Committee (PPAPC), in addition to identifying three (3) additional employees to serve as alternates. The Vice President for Agriculture will designate one of these individuals as Committee Chair. In even-numbered calendar years, the committee shall consist of three (3) CES employees and two (2) AES employees; odd-numbered calendar years, the committee shall consist of three (3) AES employees and two (2) CES employees. Letters of PPAPC appointment will be sent to committee members from the Vice President for Agriculture.

**September 1:** The Associate Vice Presidents will send the Call for Promotion notification to all Project/Program Administrators and their Unit Heads with a link to the promotion policy.

**October 15:** Applications for promotion (submitted electronically – PDF) are due on this date to the applicant's Unit Head. The application will include:

- Promotion document;
- Evaluations from all years in current rank;
- Current job description;
- Any previous job descriptions while in current rank;
- Letter from the immediate supervisor (which may be provided directly from the supervisor to the Unit Head);
- No more than three (3) additional letters of recommendation;
- No more than ten (10) examples of work accomplished.

**November 15:** The Unit Head will forward the promotion documents with written recommendation to the Project/Program Administrator Promotion Committee Chair.

**November 15-January 2:** The Project/Program Administrator Promotion Committee meets to review applications and make recommendations. Committee Chair will forward documents, committee recommendations, and rationale to the appropriate Associate Vice President.

**January 2-February 15:** The respective Associate Vice President will review all promotion documents. Then the Associate Vice President will forward written recommendations to the Vice President for Agriculture with promotion documents only from candidates recommended for approval but with a list of all applicants who sought promotion.

**March 1-15:** Vice President for Agriculture forwards recommended promotion documents to the Board of Trustees.

**May:** Promotion recommendations are acted upon by the Board of Trustees.

**June 1:** Vice President for Agriculture sends promotion approval letters to applicants. Promotion approval list is sent to Associate Vice President(s)-Research and Extension and to the AES Personnel Officer and the CES Director of Human Resources. The respective Associate Vice President sends regret letters to unsuccessful applicants.

**July 1:** Promotions approved by the Board of Trustees become effective.

## **Non-Classified Support Personnel Promotion Process**

### **August 1**

Vice President solicits nominations for committee members from Associate Vice Presidents(s).  
Letters are sent to committee members by Vice President for Agriculture.

### **September 1**

The Associate Vice Presidents will send the Call for Promotion with a link to the promotion policy to all Project/Program Administrators and their Unit Heads.

### **October 15**

Electronic promotion documents are due to the Unit Head.

### **November 15**

Unit Head forwards promotion documents with written recommendation to the Project/Program Administrator Promotion Committee (PPAPC) Chair.

### **November 15 to Jan 2**

PPAPC meets to review applications and make recommendations. Committee Chair forwards documents, committee recommendations, and rationale to the appropriate Associate Vice President for consideration.  
Applicant may withdraw application at any stage of the process.

### **January 2 to February 15**

Associate Vice Presidents forward to the Vice President for Agriculture their written recommendations with the documents from candidates recommended for approval and a list of all applicants who sought promotion.

### **March 1 to 15**

Vice President forwards recommended promotion documents to Board of Trustees for approval.

### **May**

Promotion recommendation acted upon by the Board of Trustees.

### **June 1**

Vice President for Agriculture sends letters to successful applicants. Promotion approval lists are sent to Associate Vice President(s), AES Personnel Officer & CES Human Resources Director. Associate Vice President(s) send regret letters to unsuccessful applicants.

### **July 1**

Promotions approved by the Board of Trustees become effective.

SAMPLE

University of Arkansas Division of Agriculture  
**Project/Program Administrator  
Promotion Document**

Name:

Work Phone:

Date:

Department:

Present Title and Rank:

Date Present Rank Was Attained:

Supervisor's Name:

Supervisor's Phone:

**I. Personal Information**

**A. Educational Record**

Certification, Diploma, or Degree	Institution	Date	Specialization

**B. Employment Record within UA System**

Institution, Department, Location	Major Responsibility	Begin Date	End Date

**II. Current Responsibilities**

**A. Current Position Description**

**B. Identify Substantial Changes in Responsibility while in present rank (if applicable)**

**III. Report of Accomplishments**

The promotion document should only contain accomplishments since the time of the last promotion, and it must be in the format indicated in this sample. Information should not be listed under more than one category. The material supplied should highlight those areas of achievement that particularly qualify the applicant for promotion.

## **A. Activities (while in present rank)**

**1. Planning Objectives** - Includes work involved in planning with others to determine content, priorities, and emphasis of activities, projects or programs. This includes planning with faculty and staff committees and with other universities, agencies, or organizations.

**Examples:** Planned two alumni fund-raising events in 2009. Worked with administration, I.T., and business office representatives to plan implementation of Microsoft Office Product, June 2001. Worked with statewide universities and organizations to establish a compressed interactive video (CIV) user's network of sites throughout the state, 2006. Created content for training materials to be provided to department, 2012.

**2. Faculty and Staff Training/Assistance** - Includes educational activities conducted to train or assist personnel within the Division. Supporting materials (a maximum of 10) may be included as examples of work accomplished. Examples in excess of the maximum will not be considered and could adversely impact consideration for promotion.

**i. Individual or Group Training.** Educational activities conducted within the Division.

**Examples:** Conducted Newsletter Design presentation for County Extension Agents at District Conferences, March 2009. Created employee vesting Access report for Administration, 2004. Provided training to faculty on use of new purchasing system, August 2011. Participated in development of training materials for inventory control process to be presented at annual meeting, 2010.

**ii. Support Materials Developed.** Materials produced, including handouts, newsletters, courses, policies, technical guides, information sheets and presentations. Indicate whether the work was original, a major or minor revision, or an adaptation of another work. Each piece of material presented should clearly demonstrate the applicant's contribution in creating the piece or should be accompanied by an explanatory statement.

**Examples:** Created flyer for Sustainability Management speaker for summer session, April 2012. Created and conducted a CIV presentation on Family and Medical Leave policy and procedures (original presentation using existing policy materials), June 2006. Produced "Today's Garden" TV program on poinsettia plants (an original production created in collaboration with horticulture specialist), December 2011. Designed and published departmental newsletter, July 2008.

**iii. Innovations.** Creative activities that improve efficiency, add value or reduce costs.

**Examples:** Created an In-Service Training Management System that saved hundreds of work hours per year, improved delivery of training information and created a historical tracking system for employees (entirely original), December 2001. Developed printer toner cartridge recycling program that reduced costs related to the purchase of new toner and was environmentally friendly, 1997. Developed new procedure for control of fixed assets, March 2001. Created an animated presentation to introduce the Division of Agriculture web site, May 2003.

**iv. Evaluation.** The efforts related to evaluation and reporting of the adoption, success and sustainability of activities (if applicable).

**Examples:** Analyzed needs of faculty and staff to develop a Word Level III training program that focused upon the formatting and management of large documents, January 2003. Evaluated the process by which requests were submitted for purchase orders, implemented online requisitions and then refined the process with a simplified form, March 2008.

**v. Exemplary Support.** Day-to-day activities that contribute significantly to the welfare of the organization.

**Examples:** Processed 3,000 purchase orders in fiscal year 2002 without any errors. Protected all major file and application servers from viruses in fiscal year 2002, avoiding two major shutdowns that plagued other campuses and state agencies. Within a span of six months in 2001, assisted 53 employees by counseling and processing all paperwork related to early retirement applications. Created all the departmental web site artwork from 2001 through 2005.

**3. Funding or Materials Secured in Support of Division Mission** - Includes financial and/or material support secured for projects, programs or activities (e.g., funds, speakers, demonstrations, materials). Show estimated value, if appropriate.

**Examples:** Secured Arkansas State Senator as speaker at no charge for Classified Staff Training Conference, April 2001, for an estimated value of \$275. Secured use of a copy machine from City Business Machines during the 2010 State 4-H O- Rama for an estimated value of \$300. Developed a web-based DD50 Rice Management Program with a grant from the Rice Promotion Board for an estimated value of \$35,000, April 2002.

## **B. Professionalism and Service (while in present rank)**

**1. Committee Service for AES, CES, Division, UA, or Others & Special Assignments –** Includes participation in activities that are in addition to defined job responsibilities. Indicate membership or leadership role for each entry.

**Examples:** University Diversity Committee, 2002-present (member)  
Catastrophic Leave Committee, 2010-2013 (member)  
University Corridor Task Force, 2006-present (CES Representative)  
Career Review Committee, 2000 (chair)

**2. Professional Development (include coursework and attendance at workshops or conferences not listed elsewhere)**

**Examples:** Advanced Taxation (3 credit hour course), UAF, Fall 2006. Microsoft Office Workshop, Little Rock, AR, July 2010. Public Relations Society of America Photo Workshop, Dallas, TX, March 2009. National Higher Education Technology Conference, Orlando, FL, June 2003.

**3. Honors and Awards Received –** Include date received and sponsoring organization.

Honor or Award	Date	Sponsoring Organization

**4. Membership/Leadership in Professional Organizations and Societies –** Provide contact information if organization/society is outside the University, e.g., International Association of Administrative Professionals, Vice President, 2011, National, J.G. Morgan, 304-994-6258

Organization	Leadership Role	Date	State/Region National	Contact Information

**5. Papers/Oral Presentations Delivered at Professional Meetings or Associations** – Indicate whether state, regional or national and type of meeting.

**Examples:** “Bulletproofing, Backups, and Disaster Recovery” presentation at Banner Summit Conference, Toronto, Canada, April 2001 [national]. “Welfare to Work” presentation, Arkansas Human Resources Association, February 2007 [state].

**6. Letters/Notes of Appreciation- Unsolicited notes or letters of appreciation** - Include copies of the notes/letters within the promotion document.

**Examples:** Letter from Dr. Tony Windham commending work done to deliver 2011 federal report in a short time frame. Personal note from a department head commending the professional manner in which a sensitive personnel issue was managed by human resources, February 2012. E-mail from district director expressing appreciation for the development of signage for the Lonoke County Extension Office, May 2009.

**C. Management Responsibilities** ***[Supervisors Only]***

- 1. Supervisory Responsibilities** - Briefly describe scope of supervisory assignment.
- 2. Personnel Supervised** - # Classified employees and # Non-Classified employees
- 3. Annual Performance Evaluations** - List the employees for whom you complete and conduct annual performance evaluations.
- 4. Non-Discrimination/Diversity Compliance** - Describe activities performed to ensure compliance with the Division’s non-discrimination policy and to support workplace diversity.

**IV. Narrative Summary**

In 500 words or less, summarize the accomplishments that uniquely justify your request for promotion. Report how your efforts and plans support the goals of the organization.