

Policy and Management Guidelines
Division of Agriculture
PMGS-03-02

Date Revised: April 21, 2015

Supersedes: July 31, 2014

Classification, Appointment, Evaluation and Promotion Criteria

Non-Classified Support Personnel

**(Program Technician, Program Associate and
Post Doctoral Associate)**

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Introduction

This policy describes the nature of appointments and opportunities for non-classified support personnel within the Division of Agriculture. This policy provides guidelines and procedures for: 1) classification; 2) appointment; 3) evaluation; and 4) promotion. Project/Program Administrators are not included in this policy.

Classification

Categories for non-classified support personnel are Program Technician, Program Associate and Post Doctoral Associate. The responsibilities and expectations for each track are to be viewed as distinct and separate.

Program Technician

The Program Technician assists in management of advanced technical, scientific, applied research, or educational activities in an assigned program area under the direction of administration, academic faculty or Program Associates. A technician may supervise and train classified and/or temporary staff and students. This position requires a Bachelor's degree in a related field appropriate to the assigned program area. Persons appointed to this title are eligible for promotion. This is a promotion track position with levels I, II and III.

Program Technician I

Persons are initially appointed to this rank.

Program Technician II

Persons promoted to this rank will have established themselves in an appropriate field and have demonstrated a sustained record of professional excellence.

Program Technician III

Persons promoted to this rank must have documented accomplishments, have a long-term record of professional excellence and exhibit a high level of achievement.

Program Associate

The Program Associate is responsible for project implementation and management under the direction of administration or academic faculty. Program Associates are expected to manage programs independently and contribute effectively to program design, results dissemination and/or Division mission activities. Program Associates may supervise and train Program Technicians, classified and/or temporary staff and students. This position requires a Bachelor's degree in a related field with three years of relevant professional experience, or a Master's degree in a related field. Persons appointed to this title are eligible for promotion. This is a promotion track position with levels I, II and III.

Program Associate I

Persons are initially appointed to this rank.

Program Associate II

Persons promoted to this rank must be mature professionally with a sustained record of independent program management.

Program Associate III

Persons promoted to this rank must have a long-term record of professional excellence and sustained independent program management.

Post Doctoral Associate

A Post Doctoral Associate must hold a Doctoral degree. Normally, these positions will be for a defined period with responsibilities assigned to a specific project. There is no promotion system for post doctoral associates.

Appointment

A job description will be developed prior to advertisement of a position. Position announcements should specify that a Program Technician or Program Associate is desired based on the anticipated job responsibilities. The selected candidate will be initially appointed at Rank I. The rank along with negotiated salary that falls within the range for the title should be included in the letter of offer.

Starting salary shall be determined by the Department or Unit Head and approved by the Division Civil Rights Compliance Officer before an offer may be made. Starting salary will be based on qualifications, experience, market factors, and other recognized criteria. Starting salary cannot be based solely on amount of funding available. The Department or Unit Head is responsible for assuring compensation equity within the unit. To assure consistency and equity for new hires, the following starting salary ranges have been established:

Program Technician

Entry level starting salary range: \$30,000 - \$37,000
Line Item Title: Program Technician
Internal Title: Program Technician I
Working Title: Program Technician - [specialty area]

Program Associate

Entry level starting salary range: \$38,000 - \$52,000
Line Item Title: Program Associate
Internal Title: Program Associate I
Working Title: Program Associate - [specialty area]

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.

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 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.

Annually, the evaluation process for non-classified support personnel will be as follows:

1. Major responsibility areas of each employee will be defined by the supervisor in conjunction with the employee at the beginning of the evaluation period and placed on file;
2. Each employee will complete applicable portions of the [Non-Classified Support Personnel Performance Review Form](#) summarizing the previous year's activities for submission to his/her immediate supervisor(s);
3. The supervisor will complete the [Non-Classified Support Personnel Annual Performance Rating Form](#) and discuss results with the employee;
4. An employee may attach comments regarding the evaluation;
5. Evaluation documents will be reviewed by the next higher official to the rating supervisor (reviewing official) or designated official. The review form and the rating form are to be placed in the employee's personnel file;
6. If the employee disagrees with the overall rating on the performance evaluation, the employee may appeal in accordance with Division policy, [PMGS-08-1.6, Non-Classified Performance Evaluation Appeals Procedure](#).

Promotion

Promotion should not be granted based solely on satisfactory performance or length of service, but should reflect progressively higher competence and achievement. There is no fixed requirement for minimum years in rank before an employee can be promoted. However, it is difficult to demonstrate adequate progress in less than five complete years in rank. Applications for promotion prior to five years in rank will be regarded as early action and considered only for exceptionally strong and well-documented cases. Only full-time (100 percent-appointed) employees are eligible for promotion.

Promotion Application

The evaluation for promotion shall be within the context of the position description and the stated expectations for Program Technician and Program Associate position tracks. An application will consist of:

- Promotion document (follows the format of the annual performance review document);
- Signed evaluations from all years in current rank;
- Current job description;
- Any previous job descriptions while in current rank;
- Letter from the immediate supervisor.

The promotion application will cover the period since the initial appointment or the last promotion. The complete promotion application must be in PDF format. Hard copies will not be accepted. An applicant may withdraw the application for promotion at any step of the process.

Unit Review Committee

Each unit may have a unit review committee made up of at least three people (including at least one non-classified support person) appointed by the Unit Head. The unit review committee reviews applications and notifies the Unit Head in writing of the committee recommendation and rationale for or against promotion.

Non-Classified Support Personnel Promotion Committee

The Non-Classified Support Personnel Promotion Committee (NCSPPC) will be appointed by the Vice President for Agriculture and will consist of eight (8) regular members and two alternates. Alternates should be one each from AES and CES. The chair (a Unit Head) will be appointed by the Vice President for Agriculture and is a non-voting member. The committee will represent a full range of Division units:

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|---------------------------------------|---|
| 1. Program Technician III (extension) | 5. Research and Extension Center Director |
| 2. Program Technician III (research) | 6. Department Head |
| 3. Program Associate III (extension) | 7. Faculty (research) |
| 4. Program Associate III (research) | 8. Faculty (extension). |

One representative from either the Division Affirmative Action Office or the AES and CES Human Resources units will train members on proper procedures, act as an advisor and attend the meeting as a non-voting member.

The alternates will serve in the absence of regular members or in the event that a committee member is under consideration for promotion. An individual committee member will serve no longer than three (3) years. Terms of the committee membership will be staggered to ensure continuity. By accepting the assignment to a promotion review committee, members agree to attend the meeting. All promotion committee meetings must have 100% attendance and be interactive either in person or via distance technology with video capabilities. The committee will require a simple majority of “yes” votes. An “abstain” or “present” vote counts as a “no” vote.

Promotion Procedure and Timeline

Date	Description
August 1	<ul style="list-style-type: none"> • Vice President solicits nominations for committee members from the AVPs (Research and Extension). • AVPs notify Unit Heads of the process timetable and promotion amounts. • Unit Head notifies non-classified support personnel in writing of the promotion review schedule, criteria, procedures and requirements.
August 25	<ul style="list-style-type: none"> • Vice President sends letters including directives to Non-Classified Support Personnel Promotion Committee members. • Vice President notifies Unit Heads of the name of the Committee Chair only (not entire committee).
October 15	<ul style="list-style-type: none"> • The applicant submits the promotion application (submitted electronically – PDF) to the Unit Head.
October 15 to November 15	<ul style="list-style-type: none"> • Unit Head forwards applications to Unit Review Committee. • Unit Review Committee meets to review applications. • Unit Review Committee notifies the Unit Head in writing of the committee recommendation and rationale for or against promotion.
November 15	<ul style="list-style-type: none"> • The Unit Head forwards all promotion applications with Unit Review Committee and Unit Head written recommendations to the Non-Classified Support Personnel Promotion Committee Chair.
November 15 to January 15	<ul style="list-style-type: none"> • Division of Agriculture Non-Classified Support Personnel Committee meets to review applications. • Committee Chair notifies the Unit Head and the appropriate AVP(s) of the committee's recommendation and rationale for or against promotion and forwards all promotion applications to the appropriate AVP. If applicants are jointly appointed, copies will be sent to both AVPs. • If the committee does not recommend promotion, the Unit Head notifies the applicant.
January 15 to February 15	<ul style="list-style-type: none"> • Respective AVP(s) will review all promotion applications. • AVP(s) will forward all promotion applications and the AVP's written recommendation to the Vice President.
March 1-15	<ul style="list-style-type: none"> • Vice President forwards recommended promotion applications to the Board of Trustees.
Mid-March	<ul style="list-style-type: none"> • Board of Trustees considers and takes action on promotion recommendations.
May 1	<ul style="list-style-type: none"> • Vice President sends promotion approval letters to successful applicants and regrets letters to unsuccessful applicants. • Vice President sends promotion approval list to AVPs (Research and Extension) and to the AES Personnel Officer and the CES Director of Human Resources.
July 1	<ul style="list-style-type: none"> • Promotions approved by the Board of Trustees become effective.