Professional Achievement Awards

Instructions for Academic Support Professionals

Timetable

All Academic Support Professionals shall submit their PAA Activities Document to their supervisor by September 15, 2017.

Supervisors are to complete their examination of documents and forward them to the dean or designee selected by the appropriate vice-president by October 17, 2017.

Deans or designees are to complete their examination of documents by January 12, 2018. All applicants who have earned the award should have their document sent to the provost office at this time. Copies of all documents, including noted changes, shall be sent by the dean or designee’s office to applicants and departments.

ASPs developing an appeal letter to the Provost or appropriate vice president have the option of directly asking any examiner for an explanation of the basis for his/her alteration of the PAA form. The ASP may choose to put his/her appeal in writing to the examiner by January 26, 2018.

Examiner(s) provides written response to ASP’s written request for an explanation of alterations to the PAA document by February 2, 2018.

Written appeals to the provost, or appropriate vice president, of activities not accepted by examiners are to be submitted to the Provost by February 9, 2018. The Provost shall respond to the appeals by February 26, 2018.

The University President shall send notification letters to those who have earned a PAA by March 12, 2018.

Evaluation Period/Years Eligible

The evaluation period for PAAs will be the fiscal year. So, the evaluation period for the current PAA year is July 1, 2016 to June 30, 2017.
Procedures for Examining and Approving PAA Activities Documents

Supervisors shall distribute the department’s PAA Activities Document to ASPs. Those ASPs who wish to participate shall fill out the form and turn it in by the date stipulated in the timetable with the appropriate minimal documentation.

After applicants turn in their PAA documents, the supervisor and dean or designee selected by the appropriate vice-president (according to the timetable) examine the document (and minimal documentation) and make separate determinations as to whether the ASPs participation met reasonable expectations for any individual performing the task. Each examiner will also determine if bonus points are applied appropriately. If ASPs submitted activities under the “equivalency” area, examiners need to make sure that the applicant states clearly on the form what the activity is and provides justification/documentation, to be awarded the point(s).

Examiners may request from the applicant further materials, explanation, or documentation of an activity listed, if necessary.

Both examiners must agree for points to be awarded. If one or both examiners do not agree to award points for an activity, the applicant may appeal to the provost or appropriate vice president.

If all examiners agreed on the activities submitted and point values, or if the ASP is in agreement with all examiners’ alterations on his/her form, then the document is complete and no further action is necessary. The number of points should be transferred to the PAA document submitted next year. Examiners are to sign the form.

Those ASPs who earned 30 or more points overall, will have earned a Professional Achievement Award, and their salary increase will begin with their 2018-2019 academic year contract. The dean’s or other appropriate office shall forward the final PAA Activities Document to the provost’s office with copies going to the applicant and the department, or other appropriate office.