



## State of New Jersey

THOMAS A. EDISON COLLEGE OF NEW JERSEY  
FORRESTAL CENTER  
FORRESTAL ROAD  
PRINCETON, NEW JERSEY 08540

OFFICE OF THE PRESIDENT

TELEPHONE (609) 452-2977

Revised  
Feb. 24, 1978

### PERSONNEL PLAN AND CLASSIFICATION OF EXEMPT EMPLOYEES OF THOMAS A. EDISON COLLEGE

#### I. THE EVALUATION OF THE PRESIDENT

A) The Personnel Committee of the Board will meet with the Senior Administrative Officers by the February Board meeting to discuss informally their evaluation of the performance of the President. The Committee may use any additional methods of evaluation that they consider appropriate. By March 1, the Committee will send a copy of their evaluation and recommendation concerning a contract, if any, to the President for his comments.

B) The Personnel Committee's evaluation, recommendation, and President's response will be submitted to the full Board before the April meeting of the Board. However, the President will have an opportunity to discuss his concerns with a member of the Board that he selects and/or respond to the Personnel Committee's report in person before the entire Board in closed session.

C) The formal action, if any, concerning a contract or renewal of the contract will be transmitted by the Chairman of the Board to the President by May 1, or at least two months prior to the expiration of any current contract.

D) Nothing in this arrangement for the evaluation of the President will deny the right of the Personnel Committee or any member of the Board to investigate the performance of the President at any time and in any manner that they consider appropriate.

II. THE EVALUATION OF SENIOR ADMINISTRATIVE STAFF

A) The Senior Administrative Officers of the College consist of the following:

Vice-President of Academic Affairs  
Registrar  
Director of Academic Counseling

B) The President will prepare the recommendation of the Senior Administrative Officers and make a recommendation concerning a one- or two-year contract corresponding to the Fiscal Year(s). The President's recommendation will be sent to the officer concerned and the Personnel Committee at the February Board meeting. The officer may respond to the Personnel Committee at the February Committee meeting.

C) The Chairman of the Personnel Committee will transmit the President's recommendations, the officer's comments, if any, and the Committee's comments to the Board of Trustees prior to the February meeting of the Board. An officer may request a hearing before the Personnel Committee prior to the February meeting.

D) The President will inform the administrative officer by March 1 of the action taken by the Board concerning his appointment or non-reappointment to a contract for the following one or two year period.

III. THE EVALUATION OF OTHER PROFESSIONAL AND ADMINISTRATIVE STAFF

A) An evaluation form, prepared by the Office of the President and approved by the Personnel Committee of the Board, will be used to evaluate all other professional and administrative staff of the College. The supervisor of the staff member will make the initial evaluation, in collaboration with his/her superior. This evaluation will be completed by February 1.

B) The staff member will have an opportunity to respond to the evaluation and recommendation concerning contract, if any. The supervisor's recommendation and staff member's response will be reviewed by the Senior Administrative Officers of the College, together with the President. A formal recommendation will be made by the

President to the Board of Trustees. The staff member may, however, request a review by the Personnel Committee of the Board in the case of an adverse recommendation. The President's recommendations will be made to the Personnel Committee before the February meeting of the Board of Trustees.

C) The President will inform the staff member by March 1 concerning the renewal or non-renewal of the contract.

#### IV. LENGTH OF CONTRACTS

All contracts will be for one year beginning on July 1 and ending on June 30 of each Fiscal Year except that in accordance with state regulations, professional employees covered by the regulations concerning contracts approved by the Board of Higher Education will be granted two-year contracts after five full years of employment.

Unanimously Adopted by the  
Board of Trustees  
Thomas A. Edison College  
April 21, 1978

SUMMARY OF  
 CLASSIFICATION OF EXEMPT EMPLOYEES OF EDISON COLLEGE  
 EVALUATION PROCEDURES, CONTRACT PROCEDURES, AND RENEWAL DATES

<u>CLASSIFICATION</u>	<u>POSITIONS</u>	<u>EVALUATION</u>	<u>CONTRACT</u>	<u>CONTRACT RENEWAL OR SEPARATION</u>
PRESIDENT	President	Once a year by the Personnel Committee of the Board. Committee recommends action to the Board.	At discretion of the Board of Trustees.	If contract, renewal by May 1.
SENIOR ADMINISTRATIVE OFFICERS	VP-Academic Affairs VP-External Affairs Registrar Director of Academic Counseling	Once a year by President. Reviewed by Personnel Committee. Action by Board.	Upon Employment -- Before Oct. 1 to end of Fiscal Year. After Oct. 1 to end of next Fiscal Year.	Renewal by March 1.
SENIOR PROFESSIONAL STAFF	Office and Program Directors Assistant Directors and Registrars	Once a year by Supervisor. Reviewed and recommended by President to Board. Non-renewal reviewed by Personnel Committee.	Contract as above may be offered upon employment. Contract required at start of Fiscal Year following one year of service.	Renewal by March 1. Three month notice without contract.
PROFESSIONAL STAFF	Counselors Program Specialists I.A. Advisors Evaluators	Once a year by supervisor and reviewed by Sr. Administrative Officers. Recommended by President to Board.	Contract not offered at employment. Contract required at start of Fiscal Year following one year of service.	Renewal by March 1. Three month notice without contract.
OTHER ADMINISTRATIVE STAFF	Administrative Assts. All other non-classified emp.	Same as Professional Staff.	No contracts will be offered.	After one year, termination will be for just cause. Except under unusual circumstances, 60 days notice upon termination will be given.