

Career Progression Nomination Form

HOW TO USE THIS FORM

To be eligible to be nominated for progression to a new rank once an employees has demonstrated they have met **all** competencies for that rank, employees must have:

1. An up-to-date Job Specification on file with Human Resources.
2. An approved Career Progression Framework on file with Human Resources.
3. Received an overall rating of Good or better on their most recent performance evaluation.
4. Successfully completed their initial probationary period for Permanent UCPEA members or have served in their current position for at least a year for End-Date UCPEA members.
5. Served at least one year in their current position at the rank of Proficient before being nominated to the rank of Advanced.
6. Served at least two years at the rank of Advanced before being nominated to the rank of Expert.

Once the supervisor has determined the employees has demonstrated they have met **all** competencies for the rank **and** meet the eligibility requirements, the supervisor will notify the employee of the nomination and inform them to submit the Career Progression Nomination Form.

The form includes the following sections:

1. **Employee Section:** Employees will list out the competencies that were determined on their Career Progression Framework that their supervisor developed in consultation with Human Resources. Employee will provide a justification for each competency on how they achieved the specified rank.
2. **Supervisor Section:** Supervisors will review and confirm the information provided by the employee and provide additional justification for achieving the specified
3. **Department Head Section:** Department Heads will review and confirm the information provide, provide additional justification if needed and approve or deny the nomination.
4. **Manager Outside of Any Bargaining Unit Section:** Managers Outside of Any Bargaining Unit will review and confirm the information provided and provide justification for the final approval or denial of the nomination as well as funding as applicable.

Approval of the manager outside any bargaining unit **AND** Human Resources is required to progress. Human Resources will confirm eligibility to be nominated and if the employee has demonstrated they've met all competencies for the rank based on the information provided.

EMPLOYEE INFORMATION

Employee Name

NetID

Employee Payroll ID

Employee First Name

Employee Last Name

Employee Email

[Redacted]

Employee Job Title

[Redacted]

Employee Supervisor

[Redacted]

Department Head Name

[Redacted]

Manager Outside of Any Bargaining Unit

[Redacted]

Current Career Progression Rank

[Redacted]

Employee Department Name

[Redacted]

Employee Union Code

[Redacted]

Supervisor Email

[Redacted]

Department Head Email

[Redacted]

Manager Outside of Any Bargaining Unit Email

[Redacted]

Requested Career Progression Rank

[Redacted]

Occupational Group

[Redacted]

Directions for Justification of Achievement of Specified Rank

In this section the employee and supervisor will provide a justification on the employee has achieved the specified rank for each competency under each Competency Category. *Listing development activities is not sufficient.* Specific examples must be provided on how the employee has demonstrated the particular behaviors, capabilities, understanding, and expertise for the competency in their position through various tasks at the designated rank.

Universal Competencies

Valuing Diversity

Employee Justification for Valuing Diversity Competency

[Redacted]

Supervisor Justification for Valuing Diversity Competency

[Redacted]

Innovation/Creativity

Employee Justification for Innovation/Creativity Competency

Supervisor Justification for Innovation/Creativity Competency

Leadership

Employee Justification for Leadership Competency

Supervisor Justification for Leadership Competency

Occupational Group Core Competencies

Additional Professional or Manager Competencies

First Additional Professional or Manager Competency

Employee Justification for Additional Professional or Manager Competency #1

Supervisor Justification for Additional Professional or Manager Competency #1

Second Additional Professional or Manager Competency

Employee Justification for Additional Professional or Manager Competency #2

Supervisor Justification for Additional Professional or Manager Competency #2

SIGNATURE

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have provided justification of achievement to the specified rank for each competencies to the best of my knowledge and in consultation with my supervisor.

Submitted By

Employee Signature

SUPERVISOR REVIEW

I acknowledge that I have reviewed the employee's section and provided justification for my approval or denial of the nomination.

Supervisor Recommendation

Supervisor Signature

Supervisor Comments

Department Head Reveiw

I acknowledge that I have reviewed the employee's and supervisor's section and provided justification for my approval or denial of the nomination.

Department Head Recommendation

Department Head Signature

Department Head Comments

MANAGER OUTSIDE OF ANY BARGAINING UNIT REVIEW

I acknowledge that I have reviewed the employee's and supervisor's section and provided justification for my approval or denial of the nomination, including fiscal review.

Manager Decision

Manager Outside of Any Bargaining Unit Signature

Manager Comments
