Guidelines for Advancement Under the Step Plus System for the Specialist Series

These are interim guidelines for the 2015-2016 merit cycle, assuming that they are supported by AF voters.

Principles for Advancement
In formulating criteria for recommending larger-than-normal advancements, a balance has been sought between concreteness and flexibility. The criteria for accelerations are clarified without specific quantitative assessments that understate or overstate the total contributions of candidates. The three areas of review are: research and creative work, professional competency, and university and public service. Service duties are expected to increase as Specialists advance in rank and step.

One-Step Advancement
All Specialists are eligible for regular merit advancement at scheduled intervals determined by system-wide policy. A balanced record, appropriate for rank and step as stated in the APM, with evidence of good accomplishments in all areas of review is rewarded with normal advancement.

One-and-One-Half-Step Advancement
A larger-than-normal, 1.5-step advancement requires not only a strong record in all three of the general areas of review, consistent with the Candidate’s position description, but outstanding achievement in at least one area of review. Outstanding achievement in one area may not qualify the candidate for 1.5-step advancement if balanced performance is not achieved. Based on the candidates’ stated achievements, Chairs and Deans should articulate in the departmental and Dean’s letters the grounds for acceleration beyond simple numerical tabulations by describing the special impact or quality of the work or the scale and scope of the undertaking.

Two-Step Advancement
A two-step advancement will require a strong record in all areas of review, with outstanding performance in at least two areas. Based on the candidates’ stated achievements, Chairs and Deans should articulate in the departmental and Dean’s letters the grounds for acceleration beyond simple numerical tabulations by describing the special impact or quality of the work or the scale and scope of the undertaking.

Advancements Beyond Two-Steps
An advancement beyond 2.0 steps is expected to be extremely rare. These advancements will require exceptional levels of achievement in all areas of review. Based on the candidates’ stated achievements, Chairs and Deans should articulate in the departmental and Dean’s letters the grounds for acceleration beyond simple numerical tabulations by describing the special impact or quality of the work or the scale and scope of the undertaking.