



**UNIVERSITY OF MAINE SYSTEM
APPLICATION FOR PROFESSIONAL GROWTH IN THE ACSUM UNIT**

Instructions: This program is intended to provide the opportunity for career progression within career levels (e.g. Admin Specialist CL1 to CL2) for the same job family and department for which an employee already resides. Please complete this application with your supervisor for the Professional Growth Process outlined in the ACSUM/COLT Collective Bargaining Agreement Article 8C. Specifically, this process to progress through career levels, is only available to employees who have worked here for at least 1 year and have had a satisfactory performance evaluation. Additionally, a supervisor's approval of this application indicates the ability to fund a potential reclassification based on the successful completion of a Career Progression Plan by this employee in 6 months or fewer. If this application is approved, your HR Partner can assist you with developing a Career Progression Plan.

Employee: Please complete this form in conjunction with your supervisor.

Supervisor: Please review and forward the form to your campus Human Resources office. Please retain a copy for your records.

PART I – TO BE COMPLETED BY EMPLOYEE

Employee Information

Name _____

Department _____

Supervisor's Name _____

Current: _____ Proposed: _____

Job Family _____

Classification _____

Career Level (If any) _____

Classification _____

Career Level (If any) _____

Phone _____

E-Mail _____

Employee signature: _____

Date: __/__/__

Date submitted to supervisor: __/__/__

PART 2 – TO BE COMPLETED BY SUPERVISOR

Supervisor - Check the applicable box:

I approve this application and will work with the employee on a Professional Growth Plan.

I do not approve this plan for the following reasons:

- Financial
- Department need
- Other (if performance concerns, contact your HR Partner)

Supervisor signature _____

Date ____/____/____

Area VP signature _____
(if applicable)

Date ____/____/____

Date received by campus HR: ____/____/____