

INTRODUCTION

SUNY POLY has established policies and procedures pertaining to the consideration of requests from Professional Staff represented by United University Professions, or the supervisors of said Professional Staff, for promotion and/or certain salary increases. Definitions of terms, Guidelines and the Procedure are described herein.

Decisions relevant to requests described in this document are made based on: 1) Criteria for Promotion as listed in the Memorandum of Understanding Between the State University of New York and United University Professions Relating to System of Promotion and Certain Salary Increases for Professional Employees (copies are available in the UUP office) and;
2) Duties and responsibilities as delineated in the Performance Program of the Professional Staff member.

DEFINITIONS

“Promotion” shall mean an increase in a professional employee’s basic annual salary accompanied by movement to a higher salary level with a change in title, resulting from a permanent significant increase or change in the employee’s duties and responsibilities as a consequence of a permanent increase in the scope and complexity of function of the employee’s position.

“Salary Increase” shall mean an employee who has been assigned a permanent and significant increase in duties and responsibilities as demonstrated by the employee’s performance program.

Permanent – Long-term in duration with no anticipated end date. Assuming additional duties to cover for an employee on leave, sabbatical, or temporary assignment does not constitute a promotion or salary increase under this process.

Significant – Results in a substantive impact on an employee’s daily work life. Not typically a task or responsibility that is done occasionally.

Scope – The range, extent, capacity or span of an employee’s responsibilities; the scale or reach of an employee’s responsibilities.

Complexity – The difficulty, intricacy, level of involvement or complicated nature of the duties and responsibilities.

GUIDELINES

A promotion may affect the projected permanent appointment date or existing permanent appointment of the employee. Please consult with Human Resources.

The decision to provide a salary increase is within the discretion of the president and the

president's decision shall be final.

The UUP Professional Request for Promotion and Salary Increase process is not the same as a Discretionary Salary Increase (DSI). The DSI process is the collectively negotiated pool of money that can be distributed to members of the UUP bargaining unit as specifically detailed in the UUP Agreement. The DSI process may take into account an employee's participation in short-term projects, community service related to position, level of performance, etc. The Promotion and Salary Increase process does not take these into account unless they are directly tied to a permanent and significant increase in responsibilities.

The UUP Professional Request for Promotion and Salary Increase process is not used to correct inequity. Inequity is pursued at the discretion of the president, through the DSI process or directly with the employee's supervisor. The DSI process does not recognize requests based solely on salary comparisons with others in similar positions.

If an employee attains a new degree or certification and the employee's job responsibilities do not change, the employee would not qualify for a promotion or salary increase. It could, however, be utilized for a DSI under certain conditions. If an employee's job responsibilities change based on the attainment of a degree or certification (e.g., the employee is assigned personnel to supervise, or the employee is now responsible for a new program area), the employee could apply under this process.

There are differences between a salary increase and a promotion. An employee can receive a salary increase for assuming additional responsibilities that do not necessarily require more knowledge, skills or abilities, but are at a similar level as the employee's current duties (e.g., an employee has routinely reported activities to New York State and the State has recently made a significant increase in its reporting requirements which directly impacts the requirements of the employee). A promotion is to recognize an addition or change in duties or responsibilities that increase the scope or complexity of the employee's work and usually requires a higher level of knowledge, skills and abilities to carry out those responsibilities (e.g., an office is responsible for multiple program areas and to comply in a change in regulations, the office has added a substantial program and made the employee responsible for it).

When an employee is given additional responsibilities and also has some responsibilities taken away, a salary increase would not be warranted if duties were 'exchanged' and the knowledge, skills and abilities required to perform the new responsibilities are similar to those required to perform the removed tasks. If the new tasks require a new skill set and have a significant impact on the employee's daily work life, the employee may be entitled to a salary increase and/or promotion.

If an employee is not seeking a salary level promotion or a salary increase, a request for a campus title change does not have to be made through the UUP Professional Request for Promotion or Salary Increase process. The request should simply go to the employee's immediate supervisor and all subsequent supervisory levels to the President with reasons justifying the change.

PROCEDURE

1. Before applying for promotion or salary increase, be sure that your Performance Program is current and on file.
2. Either the employee or supervisor completes the **UUP Professional Request for Promotion or Salary Increase Application** form, available online at http://SUNY Poly.edu/human_resources/forms.
3. Complete the application form consistent with the instructions provided in the form.
4. Review appropriate title/position standard if applicable. These are available through the Human Resources Office. (ext. 7191)
5. The employee or immediate supervisor should start the process of approval. Fill in the name and the exact date the materials were submitted. The employee or immediate supervisor fills in the name of each supervisory level for the request. If the employee is initiating the request, he or she must complete the application and forward it to his or her supervisor. The immediate supervisor is required to provide the application to the Assistant Vice President for Recruitment. The Assistant for Recruitment will prepare a report of current salaries for the position based on SUNY data and CUPA HR data and provide back to the employee and their supervisor. If the supervisor is in agreement with the request, he or she should prepare an updated job description and justification in support of the promotion and add both to the application materials for review. The Assistant Vice President for Recruitment will circulate the form for approvals at the required levels. Once the application is fully executed a completed copy will be provided to the employee and their immediate supervisor.
6. Each supervisory level is allowed *approximately* seven (7) working days to review the contents of the submission for accuracy and either agree or disagree. Each level is responsible for forwarding the application to the next level, regardless of response, with notification to the employee that it has gone forward.
7. The materials should be submitted/forwarded to each level based on the relevant schedule below*:
 - A) If the applicant reports directly to the vice president, the application window for submission is:

	<i>Fall - January 1*</i>	<i>Spring - July 1*</i>
Submitted to the Immediate Supervisor (VP)	November 1-15	May 1-15
 - B) If the applicant reports to 2 levels of supervision, including the VP, the deadlines are:

	<i>Fall - January 1*</i>	<i>Spring - July 1*</i>
Immediate Supervisor	November 15	May 15
Vice President	December 15	June 15
 - C) If the applicant reports to 3 levels of supervision, including the VP, the deadlines are:

	<i>Fall - January 1*</i>	<i>Spring - July 1*</i>
Immediate Supervisor	November 15	May 15
Next Level	December 6	June 5
Vice President	December 15	June 15

**(If the submission deadline falls on a weekend or holiday, the deadline will be the very next workday.)*

8. If the employee fails to receive notification that his/her request was submitted to the next level, he/she should contact the Assistant Vice President for Recruitment who will inquire on the employee's behalf.
9. All employees will be notified of the President's final decision via a formal letter from the Vice President for Human Resources and Special Projects within 30 days after the deadline dates of January 1 and July 1.
10. A petition for salary increase or promotion may be initiated at the supervisory level outside of these two windows when the request is due to significant organizational changes. Requests are reviewed by Human Resources for classification and salary level accuracy, and by the VP, if applicable, and the Budget Office for financial planning and approval purposes.
11. Following the process and schedule noted in numbers six (6) and seven (7) above each level of supervisor is required to act on the application for a promotion or salary increase within approximately seven days of receipt. If an application remains at any supervisory level after 45 days of submission to that level, the employee has the right to appeal his/her application to the College Review Panel.
12. If the application has been denied at a level below that of the President, the employee may appeal the decision to the College Review Panel. The UUP Professional Promotion or Salary Increase Appeal form will be attached to any denial. (Appeal deadlines are March 1 for the fall review and September 1 for the spring review).
13. If a request for promotion is denied by the president, and the employee feels that the decision is arbitrary or capricious, an appeal may be filed with the University Review Board in accordance with appropriate provisions contained in the Memorandum of Understanding relating to Systems of Evaluation and Promotion for Professional Employees. The decision of the University Review Board is final.
14. Applications for Promotion (change in title and salary level) that are disapproved may not be resubmitted for a period of eighteen (18) months, or until the employee's performance program has been changed, whichever is sooner.
15. Applications for Salary Increase, approved or disapproved, may not be resubmitted for a period of twelve (12) months, or until the employee's performance program has changed, whichever is sooner.
16. Salary increases will be effective the first day of the pay period following presidential approval.

Resources

Appendix A-28: Memorandum of Understanding Between The State University of New York and United University Professions Relating to a System of Promotion and Certain Salary Increases for Professional Employees