

Application for Professional Promotion / Salary Increase

In Accordance with the Memorandum of Understanding on Professional Promotions negotiated between UUP and the State of New York:

A Promotion is based on a permanent increase in the scope or complexity of duties and responsibilities as demonstrated in an applicant’s Performance Program. A promotion results in a change in title, a higher rank (SL) and an increase in salary.

A Salary Increase (a/k/a In-Rank Promotion) is based on a demonstrated significant increase in duties and responsibilities, and does not involve a change in title or rank (SL).

Instructions: Complete this application and submit the original to your immediate supervisor, along with a copy of your current and previous Performance Programs. Forward copies to Human Resources, to your Area VP/Provost and to the UUPF VP for Professionals.

Deliberations may reference performance evaluations, annual reports, and supervisor recommendations.

PROMOTION CYCLE: A PROFESSIONAL EMPLOYEE MAY APPLY FOR PROMOTION AT ANY TIME DURING THE YEAR\* should department or employee circumstances affect the Performance Program to the degree described above. However, a local PROMOTION TIMELINE has been established in order to synchronize promotions with the Annual Evaluation process, which directly affects promotion decisions.

PROMOTION CYCLE:

June 1st Updated Performance Programs and Evaluations due in Human Resources

June 1st Applications for Promotion Due (see page 1 for document requirements and distribution)

June 15th President’s Office requests nominations for professional promotions

June 30th Nominations due at President’s Office

August 1st Applicants receive a written decision from the President

(Start-up Day) Announcement of Promotions

**\*A lack of response within 45 days (or by Aug. 1st if applied within campus cycle) shall be considered a denial. An application for promotion denied at a level below that of the College President may be appealed to the College Review Panel.**

**APPLICATIONS SHOULD BE RECEIVED BY HUMAN RESOURCES BY JUNE 1ST**

***Current Information:***

**Name:**       **Application Date:**

**Date of Hire:**       **Rank:** *SL–*

**State Budget Title:**       **Department:**

**Campus Title:**       **Supervisor’s Name:**

**Full Time/Part Time:** [ ]  Full-time [ ]  Part-time

**Current Appointment:** [ ] Temporary [ ] Term [ ]  Permanent

Date of Last Promotion or Salary Increase (other than Contractual or DSI):

Educational Degrees/Specialized Certifications with Dates: Recent Discretionary Salary Increases:

 **YEAR** **AMOUNT**

***Applying For: (check only one)***

**[ ] Salary Increase Only** (no change in rank or state / local title)

[ ] **Promotion** to *SL–*       and State Title of

 Relevant change in Local Title:

List Significant Changes in Your Performance Program:

Justification for Request:

Current Salary:      Employee Signature Date

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