

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 1 st	Updated Performance Programs and Evaluations due in Human Resources
June 1 st	Applications for Promotion Due (see page 1 for document requirements and distribution)
June 15 th	President's Office requests nominations for professional promotions
June 30 th	Nominations due at President's Office
August 1 st	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-timeCurrent 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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