

Professional Staff Request for Review of Salary Increase or Promotion

Section I. Applicant Information

Applicant Name (print name)

Department

Date

Please check one option for which you are applying (see *Reclassification and Promotion of Positions Policy*):

____ **Request for Promotion** (with change in budget title, salary grade level, and salary increase): 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 and significant increase in scope and complexity of function of the employee's position or a 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 or a change in the employee's duties and responsibilities as a consequence of a permanent increase in the scope and complexity of function of the employees position.

____ **Request for Salary Increase** (without a change in budget title or salary grade level): shall mean an increase to a professional employee's basic annual salary, without a change in salary grade or title, resulting from a permanent and significant increase in duties and responsibilities as demonstrated by the employee's performance program.

Attachments: Please attach the following documents supporting your promotion or salary increase request:

____ Cover letter indicating specific/detailed rationale for the request

____ Copy of current performance program (Please highlight any changes)

____ Copy of at least the last two performance programs or as many as you believe necessary to demonstrate the change in duties and responsibilities

____ Unit/department organizational chart

____ Other supporting documentation (may include performance evaluations, letters of recommendation from colleagues, etc.)

Rationale: Please provide a specific/detailed rationale for the request above. Include current budget title and salary level along with the proposed budget title and salary level including an exact amount.

Section II. Review and Recommendations

Immediate Supervisor (print name)

Recommend Do not recommend – List reason(s). Required if you disagree.
Attach additional statement if necessary.

Immediate Supervisor (signature)

Date

Next Level Supervisor (print name)

Recommend Do not recommend – List reason(s). Required if you disagree.
Attach additional statement if necessary.

Next Level Supervisor (signature)

Date

Executive Officer (print name)

Recommend process moves forward for further consultation by Human Resources for consistency

Do not recommend – review process ends. List reason(s). Required if you disagree.
Attach additional statement if necessary.

Executive Officer (signature)

Date

Please return a copy of this form to the employee as proof of review and forward to Human Resources.

Human Resources (print name)

Comments:

Human Resources (signature)

Date

Executive Officer (print name)

Recommendations:

Promotion recommended

Budget Title

Salary Grade Level

Salary Increase Amount

Promotion denied, but a salary increase is appropriate and approved

Amount recommended

Salary increase recommended

Amount recommended

- ___ Denied (may be appealed to the College Review Panel, attach Form)
- ___ Criteria not met (more appropriate for DSI and other merit-based programs)
- ___ Permanent increase in duties and responsibilities were not sufficiently significant
- ___ Other (explanation attached)

Executive Officer (Signature)

Date Forward

President (print name)

- ___ Promotion is approved (with change in budget title, salary grade, and salary increase)
- ___ Salary increase is approved (without change in budget title or salary grade level)
- ___ Denied*

President (Signature)

Date

The decision by the college president for promotion shall be final, provided, however, that a decision by the college president which is claimed by the applicant to be arbitrary or capricious may be appealed on such basis to the University Review Board by such person in accordance with appropriate provisions stated in Appendix A-28 in the Agreement between United University Professionals (UUP) and the State of New York.

The decision to provide a salary increase is within the discretion of the college president and the college president's decision shall be final.

*Applications for promotion which are denied may not be resubmitted for a period of either eighteen (18) months, or until the employee's performance program has been changed, whichever is sooner, following disapproval by the College Review Panel, by the college president, or if an appeal is taken to the University Review Board, by the Board.