



UUP Professionals Requesting Promotion or Salary Increase Instructions and Procedures

Purpose:

This document identifies UAlbany's instructions and procedures for a UUP professional employee to request a promotion or salary increase in adherence with Appendix A-28 of the [Agreement](#), Memorandum of Understanding relating to Systems of Promotion and Certain Salary Increases for Professional Employees.

If a change in campus title only, without change to salary or budget title and SL is being requested, this process does not apply. Please consult with HR and submit an appropriate HRTS transaction.

Definitions:

Applicant – Either the employee or the immediate supervisor may initiate a request. If a supervisor initiates, the employee may need to assist with completing the application and/or gathering supporting documentation.

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

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 permanent condition and therefore not a basis for promotion or salary increase under this process.

Promotion — 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 or change in the employee's duties and responsibilities due to a permanent increase in the scope and complexity of function of the employee's position.

Salary Increase — An increase in an employee's base salary due to a permanent and significant increase in duties and responsibilities as demonstrated by the employee's performance program.

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

Significant — Results in a substantive impact on an employee's professional obligation (effect on daily or weekly workload). Not typically a task or responsibility that is done occasionally.

Procedure for requesting promotion or salary increase:

- a) Before applying for promotion or salary increase, be sure that your performance program is current and on file with HR. If you do not have a current performance program, please provide a listing of your current responsibilities.
- b) It is your responsibility as the applicant to fill out the application and gather all required

supporting documentation set forth in the application. If a supervisor is the applicant, the employee may need to assist in the compilation of required documents. Complete the request form at the end of this document. Please keep a copy of your submission for your records.

- c) Gather required supporting documentation and include with the request. Failure to submit the required documentation may result in a delay of decision and implementation of any approved actions.
- d) The employees will be notified of the recommendation or decision at each level of supervisory review.
- e) An employee's request for promotion or salary increase shall be regarded as "denied" at any organizational level below that of the college president if such request is not acted upon within 45 calendar days of receipt by that organizational level.
- f) If an application is denied or not recommended for approval at any level below the college president, the employee may appeal the decision to the College Review Panel.
- g) Applications for promotion (change in title, salary level and increase in salary) which are disapproved by the college president may not be resubmitted for a period of eighteen (18) months, or until the employee's performance program has been changed, whichever is sooner. There is no contractual limitation on salary increase reapplication.

Criteria considerations under this process:

- a) Criteria for Promotion as listed in Appendix A-28 of the [Agreement](#), Memorandum of Understanding relating to Systems of Promotion and Certain Salary Increases for Professional Employees.
- b) Changes in duties and responsibilities as evidenced in the Performance Program.
- c) The professional employee request for promotion or salary increase process is not the same as, or a supplement to, 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 consider 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.
- d) This 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.
- e) This process does not recognize requests based solely on salary comparisons with others in similar positions.
- f) The attainment of a new degree or certification alone does not qualify for a salary increase or promotion. It could, however, be utilized for a DSI under certain conditions. An employee who attains a degree or certification and has a corresponding significant and permanent change in duties and responsibilities (e.g., the employee is assigned personnel to supervise, or the employee is now responsible for a new program area) may warrant a promotion or salary increase under this process.
- g) 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).

- h) When an employee is given additional responsibilities but 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 professional obligation (effect on daily or weekly workload), the employee may apply for a salary increase and/or promotion.

UUP Professional Salary Increase Award Determinations:

Salary increase determinations at UAlbany are based on a combination of factors including, but not limited to, the increase in job responsibilities; change in required knowledge, skills and abilities related to the new or increased responsibilities; internal peer equity; and an evaluation of the changes in significance, complexity, scope, and autonomy; applicable federal, state, local laws, funding, contractual requirements; and external market analyses. The Office of Human Resources is responsible for maintaining a fair, equitable, and consistent classification and compensation program for all unclassified employees and will provide its recommended salary increase amounts for final consideration by the appropriate Vice President.

Please note: Consideration may be requested for salary increases outside of the general guidelines due to extraordinary situations/circumstances. Increases greater than 10% require approval by the Vice President of Finance & Administration.

The College/School/Department needs to demonstrate funds are available within their budget to fund the increase. Requests if approved will not be denied due to a lack of funds.

Resources

Appeal Form – Denial of Promotion or Salary Increase
Appendix A-28.III.E.2 of the [State/UUP Agreement](#)
[SUNY Classification Standards](#)
[UUP Chapter Officers and Representatives](#)
[UUP Guide for Professional Employees](#)
[UUP Professional Salary Charts](#)