

# SUNY OswegoUUP Professionals Request for Promotion or Salary Increase

# Instructions and Procedures – Effective 01/27/2025

## Purpose:

This document defines SUNY Oswego’s instructions and procedures for a UUP professional employee to request a promotion and/or salary increase in adherence with Appendix A-28 of the UUP Contractual [Agreement](https://oer.ny.gov/state-university-professional-services-negotiating-unit-psnu-08-and-68), 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 (salary level) is requested, this process does not apply. Please consult with HR and submit an appropriate Interview Exchange form.

## Definitions:

***Applicant –*** Either the employee or the immediate supervisor (encouraged) may initiate a request. If a supervisor initiates, the employee may need to assist with completing the application and/or gathering supporting documentation (*this initial action does not constitute approval*).

***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 performed occasionally.

## Procedure for requesting promotion or salary increase:

1. Before applying for promotion or salary increase, be sure that the employee’s performance program is current and on file with HR. If one does not have a current performance program, please provide a complete listing of their current responsibilities.
2. 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.
3. 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. **Completed request packets shall be emailed to** **hr@oswego.edu****. In order to expedite routing, please indicate in the subject line: *Request for promotion or salary increase.***
4. The employees will be notified of the recommendation or decision at each level of supervisory review.
5. An employee’s request for promotion or salary increase shall be regarded as “denied” at any organizational level below that of the university president if such request is not acted upon within 45 calendar days of receipt by that organizational level.
6. If an application is denied or not recommended for approval at any level below the university president, the employee may appeal the decision to the College Review Panel. The appeal form should be completed and emailed to the Assistant Vice President for Human Resources and cc the UUP Chapter President.  Upon receipt of the email containing the completed appeal form, the Assistant Vice President for Human Resources will notify the College Review Panel members and provide them with a copy of the appeal form.
7. Applications for promotion (change in title, salary level and increase in salary) which are disapproved by the university 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:

1. Criteria for Promotion as listed in Appendix A-28 of the [Agreement](https://oer.ny.gov/state-university-professional-services-negotiating-unit-psnu-08-and-68), Memorandum of Understanding relating to Systems of Promotion and Certain Salary Increases for Professional Employees.
2. Changes in duties and responsibilities as evidenced in the Performance Program.
3. 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.
4. 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.
5. This process does not recognize requests based **solely** on salary comparisons with others in similar positions.
6. 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. However, 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.
7. 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).

1. 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.
2. An application for a salary increase or promotion may be initiated at the supervisory level outside of the timeline for review dates in this document when the request is due to significant organizational changes. A significant organizational change occurs when it impacts several (more than two) positions within a unit where the scope of responsibilities for the affected positions are substantially elevated. The supervisor will identify the application as such due to significant organizational change so that the Compensation Review Committee can convene and make a determination as soon as possible.

## UUP Professional Salary Increase Award Determinations:

Salary increase determinations at SUNY Oswego 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 Compensation Review Committee is responsible for maintaining a fair, equitable, and consistent classification and compensation program for all unclassified employees in consultation with Human Resources and will provide its recommended salary increase amounts for final consideration to the 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 additional approval by the Vice President for Administration and Finance and the President.

The College/School/Department shall 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](https://oer.ny.gov/state-university-professional-services-negotiating-unit-psnu-08-and-68)

[SUNY Classification Standards](https://www.suny.edu/hr/compensation/unclassified/)

[UUP Guide for Professional Employees](https://uupinfo.org/reports/reportpdf/ProfessionalsGuide.pdf)

[UUP Professional Salary Charts](https://www.suny.edu/hr/compensation/salary/)

## Compensation Review Committee Membership:

Vice President for Administration & Finance

Provost and Vice President for Academic Affairs

Vice President for Student Affairs

Vice President for University Advancement

Vice President for Enrollment Management

Vice President for Communications and Marketing

Assistant Vice President for Human Resources

## Timeline for Review

The Compensation Review Committee will review requests and advise the president for promotions or salary increases that are complete and received no later than the following dates to be considered:

(Alignment with the Fiscal Year framework to ensure that no request sits too long without being considered):

* July 1
* October 1
* January 1
* April 1

If the consideration date above falls on a weekend or holiday, the date will be the next workday.

Applications for promotions (change in titles and salary level) that are denied/disapproved may not be resubmitted for a period of eighteen (18) months or until the employee’s performance program has changed, whichever is sooner.

## Final Steps

If approved, the department will initiate an appointment form in Interview Exchange and Human Resources will generate the official notification to the employee.