



**Instructions for Request for Promotion or Salary Increase
MC Staff and UUP Professionals**

Definitions

“**Promotion**” for this purpose 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 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.

“**Salary Increase**” for this purpose shall mean an increase in 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.

I. Information needed for review:

- a. Before applying for promotion or salary increase, be sure that your Performance Program is current and on file with HR, and that you have had an evaluation within the last year. If you do not have a current performance program OR EVALUATION please provide a listing of your current responsibilities.
- b. It is your responsibility as the applicant to fill out the application and gather supporting documentation SET FORTH IN SECTIONS **I.d** and **I.e** of this document (below).
- c. Your cover letter should include the following: specific and detailed changes in duties and responsibilities; level of autonomy in your position; and your level of supervisory responsibilities.
- d. Supporting documentation can consist of your two (2) most recent Performance Programs or as many as you feel are needed to demonstrate how your responsibilities have changed and the general percentages of effort for each item within your most recent program. If your two (2) most recent performance programs are not available, a statement of your prior and current responsibilities should be submitted.
- e. Supporting documentation can include items such as: evaluations written by the immediate or next level supervisor, letters of recommendation from colleagues, letters of commendation, organizational chart or other items related to your request.

II. Criteria upon which a decision is based:

- a. Criteria for Promotion as listed in the Memorandum of Understanding (Appendix A-28.III.E.2 of the [State/UUP Agreement](#)). Copies are available here: <https://www.albany.edu/hr/assets/uupagreement.pdf>.
- b. Duties and responsibilities as outlined in your Performance Program or, if not available, a statement of your prior and current responsibilities should be submitted.

III. Procedures

- a. Complete the request form at the end of this document. Check all boxes that are applicable to your request. If you are requesting a promotion, fill in your present Title, Salary Level (SL), and Salary and the requested Title, Salary Level, and Salary. If you are requesting only a salary increase, fill in only your present salary and the requested salary. Please keep a copy of your submission for your records.
- b. Gather supporting documentation (SEE SECTIONS **I.d** and **I.e** ABOVE).
- c. All employees will be notified of the decision or recommendation at each level of the process.
- d. 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.
- e. 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.
- f. Applications for Promotion (change in title, salary level and increase in salary) which are disapproved by the campus 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.
- g. No contractual limitation on Salary increase reapplication.

Resources

Appendix A-28.III.E.2 of the State/UUP Agreement

University at Albany Promoting Professional Employees Policy & Procedures; salary schedules & title standards.



MC and UUP Professional Salary Increase Guidelines

This chart represents general guidelines for salary increase/promotion requests.

Percentage of Increase	Minimum Requirements
Up to 4%	<ul style="list-style-type: none"> Employee assumes permanent and significant increase in duties in current position
Up to 6%	<ul style="list-style-type: none"> Employee assumes permanent and significant increase in duties that includes responsibilities for a major program/area/department Or Employee assumes supervision of additional employee(s)
Up to 8%	<ul style="list-style-type: none"> Employee assumes permanent and significant increase in duties that includes responsibilities for a major program/area/department And Employee assumes supervision of additional employee(s)
Up to 10%	<ul style="list-style-type: none"> Employee assumes permanent and significant increase in duties that includes responsibilities for a major program/area/department And Employee assumes <i>significant</i> additional supervision of employees

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.

Employee Last Name		Employee First Name		Employee ID
Department		Supervisor Name		Date Submitted
<input type="checkbox"/> Request for salary increase without change in title/grade <input type="checkbox"/> Request for promotion (change in salary, title, and grade)			<input type="checkbox"/> Employee Request <input type="checkbox"/> Supervisor/Department Request	
Current Campus Title (if applicable)		Current Salary		Proposed Salary
Proposed Campus Title (if applicable)		Current Budget Title and Grade		Proposed Budget Title and Grade
Please attach appropriate supporting documentation (See the "Information needed for review" section in the attached Instructions):				
<input type="checkbox"/>	Cover letter indicating specific / detailed rationale for the request			
<input type="checkbox"/>	Copy of current job description			
<input type="checkbox"/>	Copy of prior year's performance program			
<input type="checkbox"/>	Copy of current performance program			
<input type="checkbox"/>	Other materials/supporting documentation pertinent to this request (optional)			
<input type="checkbox"/>	Organization Chart (for promotion requests) showing the position in relation to others including staff above, peers and those supervised			

 Employee Signature (required only for employee submitted requests)

 Date Submitted to Supervisor

Employee Requests go directly to the immediate supervisor

Supervisor – attach approval or denial justification (required), and provide a copy of this form with your decision to the employee				
Date Received	<input type="checkbox"/> Recommend Approval <input type="checkbox"/> Denied*		_____ Signature Date Forwarded	
Current Line	Funding Account	Funding Remarks (if applicable)		

If approved by immediate supervisor, submit to Dean or Department Head

Dean/Department Head – attach approval or denial justification (required), and provide a copy of this form with your decision to the employee				
Date Received	<input type="checkbox"/> Recommend Approval <input type="checkbox"/> Denied*		_____ Signature Date Forwarded	

If approved by the Dean/Department Head, submit to HR for Classification/Compensation Review

Human Resources Classification/Compensation Review				
Date Received	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Denial	_____ Signature Date Forwarded	

HR will submit recommendations to the Vice President

Vice President Approval (final if approved)				
Date Received	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____ Signature Date	

***If application is denied at any level below the President, the employee may appeal the decision to the College Review Panel.**
If approved at all levels, the form moves on to Budget for funding approval, and back to HR for implementation

Budget Approval	Date Received	Log #	_____	
			_____	Date