University at Albany

Campus Guidelines for the Distribution of the 2019-20 Merit-Based Discretionary Salary Increases for UUP represented employees.

These procedures are to frame Guidelines for the 2019-20 discretionary salary increase review as provided under the 2016-22 Agreement between the State of New York and United University Professions.

Purpose - The discretionary review process is intended to recognize outstanding performance appropriate to the individual position and contributions that are clearly beyond the high level of performance expected of faculty and professional staff. The review process should also reflect the multiple missions served by the University (i.e., research, teaching, and service) and the need to recognize extraordinary contributions in all these aspects of the institution – (e.g., for academic faculty, not only research, but also outstanding teaching, student advisement, participation in General Education, honors, student recruitment, public engagement, and dedication to institutional and public service; for professionals, exceptional creativity, commitment and impact within the scope of the performance program and unit, as well as to the larger University community).

Discretionary Increase Pool – The pool available for discretionary salary increases will be based on one (1) percent of the total base annual salaries of incumbents of UUP positions as of 6/30/2020. One-half of the discretionary pool (.5%) will be used exclusively to address identified salary compression per the Agreement while the remaining pool (.5%) will be distributed based on merit. The merit pool will be distributed proportionately to each Vice President who will then, at their discretion, distribute it within their area. The total recommendations will not exceed the campus allocation. The salary compression pool distribution will be based on the negotiated regression methodology.

Merit Increase Amounts - Discretionary salary increases for full-time employees shall be at least $500 and not greater than $2,500. Increases for part-time employees shall be at least $200 and not exceed $1,000. All increases will be added to base salary.

Performance Period - The performance period for teaching faculty is the 2019-20 academic year. The performance period for librarians and professional employees is July 1, 2019 through June 30, 2020.

Eligibility for Merit Increase (based on last year’s instructions) - To be eligible to receive an increase, an employee must be active on the payroll, or approved leave, on June 30, 2020 and at the time of payment. Additionally, part-time employees whose prior service ended between April 30, 2020 and June 30, 2020 and who returned to the payroll at the time of payment are eligible for salary increases for work performed in 2019-20.

An employee will be ineligible if:

- They have separated from service; or
- They are supervisors who have outstanding performance programs for their direct reports (excluding those with temporary appointment status) as of November 13, 2020
- Fulltime teaching faculty (academic rank, qualified rank and FT Lecturers) who have not submitted a 2019-20 faculty activity report as November 13, 2020.
**Procedures**

- The recommendation procedure will begin at the level of the designated unit head (e.g., a department chair, director, AVP office or dean’s office). In divisions with relatively few eligible employees, the vice president may develop a single divisional recommendation in consultation with unit heads. In large departments or units, the unit head may establish a committee to assist with preliminary screening of eligible employees or delegate the responsibility for making initial recommendations to appropriate employees.

- Recommendations for eligible employees must be based on evidence of outstanding contribution during the performance period - e.g., evidence normally found in professional evaluations, faculty activity reports of professional activities, teaching evaluations and awards, professional honors, etc. Eligible employees may submit evidence or information to their unit head for consideration but are not required to do so.

- **Unit heads must communicate** the process for formulating recommendations to their eligible employees in writing no later than the date specified on the Schedule for Review Process. This communication must describe the process for being considered and how performance will be evaluated.

- Unit heads must give equal consideration to all eligible employees regardless of their title or proximity to decision makers.

- Except in divisions where the vice president chooses to develop a single divisional recommendation, each unit head shall submit a written recommendation to their supervisor (e.g., the dean or director). The unit head, or applicable level for initial recommendation, must notify ALL eligible individuals in writing whether or not they are being recommended – each employee must receive a letter regarding their recommendation (see Schedule for Review Process for deadline).
  
  o For individuals being recommended, this notification shall NOT specify an increase amount. The actual amount of an increase will be shared after final Presidential approval.

  o For individuals not being recommended, the letter must identify where to direct an appeal should the employee wish to appeal. The appeal should be addressed to an independent reviewer or committee (i.e., not to the person who made the recommendation not to provide an increase). If an employee who is recommended by a unit head and will not be recommended by the dean or AVP level, the dean, or AVP, shall be responsible for promptly notifying the employee and the chair/unit head. **An employee shall have one week from the written notice to appeal.**

- Unit heads and professional staff who report to a dean or vice president, shall be considered for a discretionary salary increase by the head of the office. Department chairs shall be considered by the applicable dean.

- Appeals: In Academic Affairs, each dean shall establish a procedure for considering appeals. A statement of the appeal procedure and its outcomes must accompany the dean’s recommendation to the Provost. The appeals procedure shall include provisions for written notification to the employee of the outcome of the appeal. **In all divisions, any eligible employee not recommended by the unit head (or, where applicable, dean or vice president) may file an appeal within one week of notification. Unit heads must provide guidance about where to direct an appeal in the written notice to employees who are not being recommended.** An eligible employee is permitted only one appeal. Appeals from department chairs or professional staff members whose direct supervisor is a dean, as
well as any employee recommended by a unit head but not recommended by the dean or AVP, shall be considered by their respective vice president.

- Each vice president shall forward the final recommendation to Human Resources no later than what is outlined in the Schedule for Review Process. Human Resources will compile the campus salary increase roster for review and approval by the President.

- Following the President’s approval, final rosters will be distributed to the appropriate vice president or dean who will notify in writing each individual who will receive a salary increase.

- The President’s Office will intervene only in the extraordinary circumstance where evidence is presented of conduct inconsistent with law and/or the regulations of the SUNY Board of Trustees, including these Guidelines.

### Schedule for Review Process

<table>
<thead>
<tr>
<th>Due no later than</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/30</td>
<td>Guidelines distributed to all eligible employees</td>
</tr>
<tr>
<td>11/6</td>
<td>Unit DSI process/evaluation criteria document <strong>distributed by unit heads to all eligible employees</strong> with copy sent to Human Resources (<a href="mailto:ohrm@albany.edu">ohrm@albany.edu</a>)</td>
</tr>
<tr>
<td>11/13</td>
<td>Check for PP/Evals and FAR compliance</td>
</tr>
<tr>
<td>12/4</td>
<td>Recommendations submitted from unit heads/department chairs to Deans and AVPs. <strong>ALL eligible employees must receive written notification advising them that they were or were not recommended when rosters are submitted. Appeals due one week from date of notification.</strong></td>
</tr>
<tr>
<td>12/16</td>
<td>Recommendations submitted from Deans/AVPs to Vice Presidents</td>
</tr>
<tr>
<td>12/16</td>
<td>Written notification to employees initially recommended by unit head/department chair but not approved at Dean/AVP level. <strong>Appeals due one week from date of notification.</strong></td>
</tr>
<tr>
<td>12/30</td>
<td>Completed rosters to Human Resources for preliminary compilation of campus roster</td>
</tr>
<tr>
<td>TBD</td>
<td>Final roster approved by President; distribute final approved rosters to VPs</td>
</tr>
<tr>
<td>TBD</td>
<td>Written notification to employees receiving increases</td>
</tr>
<tr>
<td>TBD</td>
<td>Date increases will be reflected in paychecks</td>
</tr>
</tbody>
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i All units shall comply with this schedule and the corresponding deadlines.