

University at Albany

Campus Guidelines for the Distribution of the 2021-22 Merit-Based Discretionary Salary Increases for Teaching and Professional Faculty

These procedures are to frame Guidelines for the 2021-22 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 professional faculty, exceptional creativity, commitment and impact within the scope of the performance program and unit, as well as to the larger University community).

Funds Available for Merit Increases - Funds available for discretionary salary increases will be based on one (1) percent of the total base annual salaries of incumbents on State-funded positions as of 6/30/2022. One-half of the discretionary pool (.5%) will be used exclusively for compression related increases per the Agreement while the remaining pool (.5%) will be distributed based on merit. The 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 **2021-22 academic year**. The performance period for librarians and professional faculty is from **July 1, 2021, through June 30, 2022**.

Eligibility for Merit Increase - To be eligible to receive an increase, an employee must be on the payroll on June 30, 2022, and at the time of payment. Additionally, part-time employees whose prior service ended between April 30, 2022, and June 30, 2022, and who returned to the payroll are eligible for salary increases for work performed in 2021-22. Persons on *paid* leave but continuing in UUP service in accordance with the terms of the contract, may also be considered for a discretionary increase.

An employee will be *ineligible* if:

- They have separated from service; or
- Are supervisors who have outstanding performance programs for their direct reports (excluding those with temporary appointment status) as of **October 6, 2022**; or
- Fulltime teaching faculty (academic rank, qualified rank and FT Lecturers) who have not submitted a 2020-21 faculty activity report (FAR) as **October 6, 2022**.

Procedures

- The recommendation procedure will begin at the level of the designated unit head (e.g., a department chair, director, AVP or dean). 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 staff or delegate the responsibility for making initial recommendations to appropriate staff.
- 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 should 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 shall also notify ALL eligible individuals *in writing* whether they are being recommended or not**— *each employee must receive a letter regarding their recommendation (see Schedule for Review Process for deadline)*.
 - 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.
 - 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 chair and will not be recommended by the dean, the dean shall be responsible for promptly notifying the employee and the chair.
- Unit heads and eligible 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. 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 Processⁱ

Due no later than	Action
9/26/2022	Guidelines distributed to all eligible employees
9/29/2022	Unit DSA process/evaluation criteria document distributed by unit heads to all eligible employees with copy sent to Human Resources (ohrm@albany.edu)
10/6/2022	Employee performance programs/evaluations and faculty activity report submissions must be up to date to determine DSI eligibility
10/27/2022	Recommendations submitted from unit heads/department chairs to Deans and AVPs
10/27/2022	<u>ALL</u> eligible employees receive written notification from unit heads/department chairs (or Dean/VP) advising them that they were or were not recommended
11/1/2022	Due date for an employee to submit an appeal
11/10/2022	Recommendations submitted from Deans/AVPs to Vice Presidents
11/10/2022	Written notification to employees initially recommended at unit level but not recommended at Dean/AVP level AND responses to appeals
11/14/2022	Due date for individual appeals from eligible employees initially recommended but not approved at intermediate level
11/22/2022	Completed rosters to Human Resources for compilation and then review by President
11/22/2022	Response to appeals
12/7/2022	Final roster approved by President; distribute final approved rosters to VPs
12/21/2022	Written notification to employees receiving increases
1/4/2023	Date increases will be reflected in paychecks

ⁱ All units shall comply with this schedule and the corresponding deadlines.