

University at Albany
State University of New York

**Campus Guidelines for the Distribution of the 2008-09
1% Discretionary Salary Increases for Professional Staff**

These procedures are to frame Guidelines for the 2008-09 discretionary salary increase review as provided under the 2008-11 *Agreement* between the State of New York and United University Professions. The increases will be paid by December 2009.

Funds Available - Funds available to the campus for discretionary salary increases will total approximately one percent (1%) of the total base annual salaries of incumbents on State-funded positions. At the vice president's discretion, each dean or director may be assigned an allocation for discretionary recommendations. The total recommendations from the dean or director may not exceed that allocation.

Award Amounts - Discretionary salary increases for full-time employees shall be at least \$500 and normally not greater than \$3,000. Increases for part-time employees shall be limited proportionately to the part-time percentage obligation. Discretionary increases in excess of \$3,000 for full-time employees, or proportionate increases in the case of part-time employees, must be individually justified.

Performance Period - The performance period for academic employees is the 2008-09 academic year. The performance period for librarian and professional employees is from July 1, 2008, through June 30, 2009.

Eligibility - To be eligible to receive an increase, an employee must be on the payroll on June 30, 2009, and at the time of payment. Part-time as well as full-time employees are eligible and must be considered. Persons on leave from UUP represented positions, but continuing in UUP service in accordance with the terms of the contract, may also be considered for discretionary increases. In addition, hourly or biweekly pay basis employees and returning temporary staff whose service ended prior to June 30, 2009, are eligible for discretionary salary increases for work performed in 2008-09.

Criteria - The discretionary review process is intended to address salary compression and equity issues as well as to recognize merit. Recommendations for increases based on compression and equity are to address persons whose salary is judged to be inequitable to that of others with comparable accomplishments, length of service, and value to the institution. Recommendations for increases based on merit are to recognize outstanding performance appropriate to the individual position, contributions that are clearly beyond the high level of performance expected of all members of the University professional staff. The evaluation should also be referenced to 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 faculty, not only research, but

also outstanding teaching, student advisement, participation in General Education, honors, and writing-intensive instruction, student recruitment, and dedication to institutional, community and public service). Heads of academic units may set aside reasonable amounts (or percentages) from the unit's allocation specifically to recognize exceptional performance in designated areas – e.g., teaching. For faculty members, the supervisor may consider only individuals who have completed annual activity reports for the period of time under review.

Recommendation Procedure

- The recommendation procedure will normally begin at the level of the designated unit head (e.g., a department chair, director, 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 to assistant directors responsibility for making initial recommendations.
- Recommendations for eligible employees must be based on written professional evaluations or, in the case of teaching and library faculty, annual activity reports of professional activities during the performance period. Information from these evaluations and reports is a minimum requirement for consideration. If the unit head plans to consider information beyond the required minimum, then all eligible employees in the unit should be notified in advance of the procedures and of the evidence that will be used to develop the unit head's recommendation. In any event, eligible employees may submit additional evidence or information to their unit head for consideration. Unit heads are encouraged to discuss with eligible employees the specific criteria and documentation to be considered in formulating recommendations in the unit.
- **First level supervisors must insure that an activity report (or similar written statement) or, for professional staff, that a current performance program and an evaluation through at least December 31, 2008, is on file for each individual recommended. In addition, this year we will require supervisors to be current as of September 1 on term renewals and permanent appointment files for professional staff in their respective units. Recommended awards will not be approved for supervisors if that supervisor fails to insure that this documentation is on file in the Office of Human Resources Management by September 1, 2009.**
- 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 vice president). The unit head must justify in writing each individual recommendation and must certify that current programs and evaluations exist for all employees who have been recommended for an increase as stipulated above. The unit head shall also notify individuals *in writing* whether or

not they are being recommended – i.e., each eligible member should receive a written notice of his/her status, *everyone is to receive a letter*. For individuals not being recommended, the letter must identify where to direct an appeal should the employee wish to appeal. For individuals being recommended, this notification shall NOT specify an award amount. If an employee recommended by a chair 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 are appointed to a dean's or vice president's office, shall be considered for a discretionary salary increase by the head of the office. Department chairs shall be considered by the applicable dean.
- Each dean shall establish a procedure for considering appeals. A statement of the appeal procedure must accompany the dean's recommendation to the Provost. This procedure shall include provision for written notification to the employee of the outcome of the appeal. 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. Each vice president will decide where such appeals will be considered for their division. Appeals must be directed to an independent person (or review body), someone other than the person who made the discretionary recommendation. Appeals for employees appointed to the colleges and schools will be addressed by the applicable dean before recommendations are forwarded to the vice president. Appeals from department chairs or professional staff members whose direct supervisor is a dean, as well as any employees recommended by a unit head but not recommended by the dean shall be considered by the vice president.
- Where applicable, each dean shall forward to the vice president a written recommendation, including the justification for each recommended increase. The recommendation shall also provide a summary of any appeals, including an indication of their disposition.
- Each vice president shall forward a final recommendation to the President. In forwarding his/her recommendation, each vice president shall certify that the required supporting documentation (i.e., activity report, performance evaluation/program) is on file for each individual being recommended for an increase.
- The President shall review and forward the University's recommendations to the Chancellor. Following the President's approval, the appropriate vice president or dean will notify in writing each individual receiving an award.
- 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 the Guidelines on the Distribution of Discretionary Salary Increases.

- A summary of the award of discretionary increases by major organization unit shall be provided to the Senate Executive Committee.

Schedule for Review Process

	Faculty/Staff	Libraries
Distribution of Guidelines, rosters and allocations	Summer	Summer
Completed rosters with recommendations submitted from unit heads (department chairs) to deans	9/11/09	7/31/09
Written notification from unit heads to all eligible employees	9/11/09	8/10/09
Due date for individual appeals for eligible employees	9/18/09	8/17/09
Completed rosters with recommendations submitted from deans to vice presidents	10/9/09	10/9/09
Written notification from deans to eligible employees (i.e., individuals for whom the dean is the first line supervisor and employees recommended by a chair but not recommended by the dean)	10/9/09	
Due date for individual appeals from eligible employees	10/16/09	
Completed rosters with recommendations submitted from vice presidents to President	10/30/09	
Submission of rosters to SUNY System Administration; written notifications to employees	11/6/09	
Date increases will be reflected in paychecks	12/9/09	12/9/09

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