

**INSTRUCTIONS FOR COMPLETING APPLICATION
FOR REQUEST FOR PROMOTION OR SALARY INCREASE**

1. Before applying for promotion or salary increase, be sure that your Performance Program is current and on file.
2. It is your responsibility as the applicant to fill out the application form (Form – Appendix A).
3. Application should be submitted to the appropriate Vice President by December 15 for fall, or by June 15 for spring review consistent with the timeline below under Procedure #9.
4. Supporting documentation *must* include your two (2) most recent Performance Programs (the current program and previous) and/or any Modifications to Performance programs that have been completed in the last two years. *Do not submit any evaluation materials.*

CRITERIA UPON WHICH DECISION IS BASED

- I. Criteria for Promotion as listed in the Memorandum of Understanding relating to Systems of Evaluation and Promotion for Professional Employees (copies are available in the UUP office)
- II. Duties and responsibilities as evidenced in the Performance Program

PROCEDURE

1. Get the application form (Appendix A) from the web at: <http://www.cortland.edu/hr/forms.html>
2. Complete the application form consistent with these instructions.
3. Gather supporting Performance Programs – see #4 above under instructions.
4. Review appropriate title/position standard if applicable. These are available through the human resources office. (x2302)
5. If possible, discuss application with someone in the title for which you are applying so that you may have a better understanding as what is required in the title.
6. It is suggested that you talk with someone who has been successfully promoted.
7. The applicant should start the process of approval with the Immediate Supervisor. Fill in the name and the exact date the materials were submitted to the immediate supervisor. As the applicant, fill in the name of each supervisory level for your request.
8. Each supervisory level is allowed *approximately* seven (7) working days to review the contents of the submission for accuracy and either agree or disagree. Each level is responsible for forwarding the application to the next level, regardless of response, with notification to the employee that it has gone forward.
9. The materials should be submitted/forwarded to each level based on the relevant schedule below*:

A) If the applicant reports directly to the vice president, the deadlines are:

	<i>Fall - January 1*</i>	<i>Spring - July 1*</i>
Immediate Supervisor (VP)	November 15	May 15
Human Resources	December 30	June 30

B) If the applicant reports to 2 levels of supervision, including the VP, the deadlines are:

	<i>Fall - January 1*</i>	<i>Spring - July 1*</i>
Immediate Supervisor	November 15	May 15
Vice President	December 15	June 15
Human Resources	December 30	June 30

C) If the applicant reports to 3 levels of supervision, including the VP, the deadlines are:

	<i>Fall - January 1*</i>	<i>Spring - July 1*</i>
Immediate Supervisor	November 15	May 15
Next Level	December 6	June 5
Vice President	December 15	June 15
Human Resources	December 30	June 30

D) If the applicant reports to 4 levels of supervision, including the VP, the deadlines are:

	<i>Fall - January 1*</i>	<i>Spring - July 1*</i>
Immediate Supervisor	November 15	May 15
Next Level Supervisor	November 24	May 25
Next Level Supervisor	December 6	June 5
Vice President	December 15	June 15
Human Resources	December 30	June 30

**(If the submission deadline falls on a weekend or holiday, the deadline will be the very next workday)*

If the employee fails to receive notification that his/her request was submitted to the next level, he/she should contact the next level and/or send a copy of the request. The employee should take responsibility for ensuring the submission is routed through to the VP appropriately.

10. Vice President's must forward application materials to the assistant vice president for human resources by December 30 or June 30.
11. All employees who are being recommended for salary increase or promotion will be notified, in writing, by the assistant vice president of human resources of the recommendation being made to the President by January 31 and July 31.
12. Employees recommended for a salary increase and/or promotion will be notified of the final decision via a formal letter from the President by February 10 and August 10.
13. If an application is denied at a supervisory level below the College President, the employee will be notified by the assistant vice president of human resources, in writing, by January 31 and July 31 and will be provided with information regarding how to appeal the decision to the College Review Panel. The review form, Appendix B, will be attached to any denial. (Appeal deadlines are March 1 for the fall review and September 1 for the spring review)
14. Applications for Promotion (change in title and salary level) which are disapproved may not be resubmitted for a period of eighteen (18) months, or until the employee's performance programs has been changed, whichever is sooner.
15. If a promotion is denied by the College President, and the applicant feels that the decision is arbitrary or capricious, an appeal may be filed with the University Review Board in accordance with appropriate provisions contained in the Memorandum of Understanding relating to Systems of Evaluation and Promotion for Professional Employees.
16. Applications for salary increase, approved or disapproved, may not be resubmitted for a period of twelve (12) months, or until the employee's performance program has changed, whichever is sooner.
17. Salary increases will be effective the first day of the pay period following Presidential approval.