



**The College at Brockport
State University of New York**

Category:

Office of Human Resources

Responsible Office:

Human Resources

Policy Title: Position Management:
Creating or Refilling Faculty,
Professional, or Classified Positions;
Upgrades and Salary Increases;
Leave Replacements

Effective Date:
September 2006

Policy:

Creating/Refilling Faculty Positions

Faculty Allocation Process:

1. Each spring the Provost's Office issues a call letter and form to academic departments, requesting that department chairs list their needs for full time tenure track faculty positions. These requests are submitted to Deans.
2. Deans prioritize these requests within schools, and then meet in Deans Council to develop a College-wide list of faculty position priorities. These decisions are based on a thorough discussion that involves a wide range of decision factors.
3. The Provost meets with the President and Vice President for Finance and Administration on the college-wide faculty hiring priorities.
4. Finance and Administration staff prepares a financial impact analysis of the requested faculty positions.
5. On the basis of the final roster of hiring priorities and the financial impact analysis, the President of the College decides how many faculty searches will be authorized.
 - From time to time financial conditions necessitate that some faculty positions be filled with Associate Faculty (i.e., full time non-tenure-track positions, typically for a period of two years). In such cases, a position that was requested to be filled with a full-time tenure track faculty member may instead be filled with an Associate Faculty member. Upon the expiration of the Associate Faculty member's term, if the department wishes to retain the position (either as a tenure-track or non tenure-track position), a new request must be made through the Faculty Allocation process.
 - In exceptional circumstances, a need may arise to fill a faculty position on an emergency basis, due to illness, death or sudden resignation of a full time faculty member. In such cases, the department chair communicates the situation to the Dean, who advises the Provost about the need to replenish a faculty position on an emergency basis. If approved by the President, such replacements may be in the form of an Associate Faculty position (accompanied, if necessary, by a

request for Search Waiver from the Office of Human Resources), or by a full time tenure-track faculty position that is authorized outside of the Faculty Allocation Process.

Creating or Refilling Vacant Professional or Classified Positions

Professional: Upon announcement by President's Cabinet, **NEW** position requests should be channeled to the appropriate vice president/provost for approval by President's Cabinet. Once approved, contact the Office of Affirmative Action.

To **REFILL** faculty or professional positions – these requests must be routed through the PeopleAdmin system for the appropriate approvals. (www.brockportrecruit.org/hr).

Classified: Requests for **NEW** classified positions must be routed via a Position Request Form through the divisional chain of command to the Office of Human Resources for evaluation and recommendations to the President's Cabinet. The request package will consist of the following documents:

- Position Request Form (www.brockport.edu/hr/forms)
- Job Description Form (www.brockport.edu/hr/forms)
- Organization Chart of the department/division of the requestee with state and local titles and salaries of all staff in the affected unit
- Appointment Form (www.brockport.edu/hr/forms)

Requests to **REFILL** the same classified position must be routed via a Position Request Form through the divisional chain of command to the Office of Human Resources to begin the recruitment.

Leave Replacements

Requests for leave replacements to cover leaves should be directed via memo and search waiver through the departmental chain of command to the Vice President for approval. The Vice President shall forward the request to the Human Resource Office and Budget Office for approval.

Reclass, Promotions and/or Salary Increase for Current Professional Staff Employees

Definitions:

- Promotion:** Constitutes a change in budget title/salary level and salary
- Reclass:** Constitutes a change in budget title only
- Salary Increase:** Constitutes an increase in salary without a change in budget title.

Employees who believe they have experienced a permanent and significant increase in duties and responsibilities may request a reclass, promotion and/or salary increase. In order to be eligible for a reclass, promotion and/or salary increase, employees must have experienced a permanent increase in the scope and complexity of their positions, without a corresponding

decrease in other areas of responsibility. The increased scope and complexity must be demonstrated in their performance programs. Requests may be submitted to the immediate supervisor or appropriate manager in the divisional chain of command.

Before submitting a request for reclass, promotion and/or salary increase, it is advisable to confer with the Office of Human Resources in order to insure the accuracy of salary and other information.

Guidelines: Salary Placement upon Promotion or Upgrade of Professional Staff Positions

The Memorandum of Understanding between the State University and the UUP entitled Systems of Evaluation and Promotion for Professional Employees defines the criteria for a promotion or salary increase. An employee who is assigned a permanent and significant increase in duties and responsibilities as a consequence of a permanent increase in the scope and complexity of the function of the employee's position may be eligible for a promotion or salary increase.

In submitting the request for a salary increase the following guidelines apply. Each of these items should be addressed in the request.

1. The salary request must be reviewed in relation to salaries of other employees in the work unit, i.e., are there any glaring inequities created by implementing the request. Salaries must be attached to the organization chart submitted with the request.
2. The salary request should be in alignment with other positions on campus that perform similar work.
3. The salary request cannot exceed the maximum of the proposed SL range.
4. Promotions should contain a minimum salary increase of \$500 and a maximum increase of 10% of salary.

If necessary, the Office of Human Resources may provide President's Cabinet with additional comparative information from such sources as the Rochester Business Alliance salary survey, CUPA salary survey and data from comparable SUNY comprehensive colleges.

The request package for promotion/salary upgrade will consist of the following:

- Position Request Form (www.brockport.edu/hr/forms)
- Job Description Form (www.brockport.edu/hr/forms)
- Organization Chart of the department/division of the requestee with state and local titles and salaries of all staff in the affected unit
- Current and proposed performance programs
- Memo of justification which clearly identifies the changes in the performance program that justifies the promotion/upgrade

- Appointment Form (www.brockport.edu/hr/forms)

The package will be submitted by management staff, or directly by the employee and proceed up the divisional chain of command to the Vice President. If approved by the Vice President, the request will be forwarded to the Office of Human Resources for review and submission with recommendations to the President's Cabinet.

The employee will be notified by the Office of Human Resources regarding the Cabinet's decision. Requests will be reviewed by the President's Cabinet in October, February and June. The deadline for submission of requests will be **September 15, January 15 and May 15**.

If the request is turned down at a level below the President's Cabinet, the employee shall be notified by his/her supervisor. The denied request may then be submitted by the employee to the UUP Review Panel for reconsideration. The Panel shall review the request against the criteria established in the Memorandum of Understanding in the UUP contract entitled Systems of Evaluation and Promotion for Professional employees.

If the Panel supports the request, the Panel will forward the recommendation to the President. The President's Cabinet, upon conferral with the Office of Human Resources, will consider the request and respond to the employee within 90 days.

If the panel determines that the request does not meet the criteria for promotion or salary increase, the panel shall notify the employee.

Reclassification of Classified Positions

Jobs at the College that do not fall within the category of faculty or non-teaching professional are in the classified service. These positions are subject to the state merit system and many require placement on a civil service list which resulted from a formal examination.

The allocation of positions to specific job classifications (titles) is the job of the New York State Department of Civil Service, Division of Classification and Compensation. The Office of Human Resources works with the Division of Classification and Compensation to insure that all College positions are properly classified.

When a classified employee experiences significant and permanent change in job duties, it may be necessary to reclassify the position, usually to a higher graded title. All reclassification requests must be approved by the divisional Vice President and President's Cabinet.

Before submitting a request for reclassification, it is advisable to confer with the Office of Human Resources in order to insure accuracy of salary and other information and to insure that the employee is reachable on the appropriate civil service list or is eligible for transfer.

The reclassification request package shall consist of the following:

- Position Request Form (www.brockport.edu/hr/forms)

- Job Description Form (www.brockport.edu/hr/forms)
- Organizational Chart of department/division of the requestee with state and local titles and current salaries
- Memo of justification which clearly identifies the changes in the performance program that justifies the reclassification along with any reductions in responsibilities
- Appointment Form (www.brockport.edu/hr/forms)

Employees who are not reachable or otherwise eligible for transfer will not be considered for appointment to the higher classification.

The request will be routed through the divisional chain of command for approval. If approved by the Vice President, the package will be forwarded to the Office of Human Resources for review and submission with recommendations to the President's Cabinet.

The employee will be notified by the Office of Human Resources regarding the Cabinet's decision. If the request is denied at a level below the President's Cabinet, the employee's supervisor will notify the employee.

Requests will be reviewed by the President's Cabinet in October, February and June. The deadline for submission of requests to the Office of Human Resources will be **September 15, January 15 and May 15.**

If approved by the President's Cabinet, the Office of Human Resources will forward the request to the state Civil Service Commission for consideration and final approval.

Forms: -

Position Request Form

Job Description Form

Organization Chart of the department/division of the requestee with state and local titles and salaries of all staff in the affected unit

Appointment Form

Current and Proposed Performance Programs