

GENESEO

TIMELINE FOR UUP PROFESSIONAL EMPLOYEE PROMOTION AND SALARY INCREASE REQUESTS

The following dates will be in effect annually for the UUP Professional Employee Promotion and Salary Increase Request process:

Steps	Fall Submissions	Spring Submissions
Employee submits promotional and/or salary increase material to immediate supervisor.	September 15th	January 15th
Supervisor submits promotional and/or salary increase material to Dean/Department Head (if applicable).	September 30th	January 30th
Dean/Department Head submits material to Human Resources.	October 15th	February 15th
Human Resources submits material to the respective Vice President.	November 15th	March 15th
Vice President makes recommendations for promotion and/or salary increase to the President. Applications are reviewed in consultation with Cabinet and Budget Office.	December 15th	April 15th
NOTE: If denied at any level below the President, the applicant will be notified of the denial by their respective Vice President and informed of their rights to appeal to the College Review Panel .*		
President sends approval of promotions and/or salary increases to Human Resources.	January 5th	June 1st
Effective date of promotion and/or salary increase will be the closest beginning of pay period date after GER is received.	February 1st	July 1 st

* The College Review Panel shall review all such applications for promotion and/or salary increase. If it determines that the increase or change in duties and responsibilities under consideration does not warrant promotion or salary increase, the Panel shall notify the employee. Further appeal from such determination of the College Review Panel shall not be permitted. If the Panel determines that the increase or change in duties and responsibilities under consideration warrants promotion or salary increase, it shall forward its recommendations to the college President. A copy of such recommendation shall be sent to the applicant.

The decision of the college President shall be rendered within 90 calendar days. Such decisions shall be final, provided however, that a decision by the college President, which is claimed by the applicant to be arbitrary or capricious, may be appealed on such basis to the University Review Board by such person in accordance with appropriate provisions in Appendix A-28 in the Agreement between United University Professions and the State of New York.