

Career Advancement Opportunities for Professional Positions

	Approved By: Cabinet Effective Date: September 24, 2019
	Category: Human Resources Contact: AVP for Human Resources 585.245.5616

**Purpose**

The State University of New York at Geneseo (Geneseo) will give its employees first consideration for professional positions at the SL-1 through SL-6 levels and for select management confidential positions in accordance with the eligibility requirements and procedures outlined below. These opportunities will be consistent with employee development, qualification and job performance. Certain management confidential positions will not be filled through this internal program including the positions of dean, assistant vice president, associate vice president, assistant provost, associate provost, vice president and president. Internal searches must comply with Article IX of the SUNY Policies of the Board of Trustees. Positions not filled through this internal program or vacancies resulting from the use of this program will be filled consistent with the campus Affirmative Action Program.

**Policy Statement**

Geneseo offers its employees the opportunity for promotion to professional positions at the SL-1 through SL-6 levels and select management confidential positions.

**Definitions**

**One year service requirement** is defined as a college year for people holding college year appointments or calendar year for employees holding calendar year appointments.

**Professional employees** are defined in the Policies of the Board of Trustees, Article II, §1(n) as "employee in the Professional Services Negotiating Unit, other than an employee with academic or qualified academic rank."

**Applicability**

UUP Staff and Management Confidential Positions

To be eligible, full- or part-time management confidential and Research Foundation employees or those represented by UUP, CSEA, PBANYS, SSU, NYSCOPBA and PEF must have:

- a minimum of one year of consecutive service at Geneseo, leading up to the date the position is posted, and
- been appointed as the result of an approved affirmative action search.

Employees hired without a search or under a waiver of search are ineligible.

**Internal Campus-Wide Search Procedures**

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1. When the requirements of Article 35 (Retrenchment) of the Agreement between the State of New York and the United University Professions have been met, and a professional vacancy has not been filled by a retrenched employee, and the position has been cleared by the Office of Diversity and Equity (ODE) for recruitment under this program, the Office of Human Resources will post the vacancy to the campus using the Online Employment System and an announcement will be made via the Allstaff listserv. The posting will include budget title, campus title, rank, salary range (where applicable), position responsibilities, qualifications and the deadline for receipt of applications. The position will be posted for seven (7) business days.
2. External advertising may be done simultaneously with internal posting at the discretion of the hiring manager and approval of ODE; however, internal applications must be considered before external applications.
3. Employees interested in being considered for the vacancy must complete an online application during the seven (7) business day posting period. A cover letter, resume, and the names and contact information of at least three professional references must be included as a part of the application. If the internal process has no successful candidates, the search will proceed in accordance with affirmative action search procedures.
4. All eligible employees who apply for a vacancy within the seven (7) business day period must be given consideration before external applicants may be considered.
5. At the conclusion of the posting period, all applications will be reviewed by ODE to assess whether applicants possess the minimum qualifications for the position. The application materials of applicants who meet the minimum qualifications will be forwarded to the search committee in accordance with numbers three (3) and four (4) above.
6. For professional positions, internal UUP applicants will be given first consideration, followed by other eligible internal applicants. The search committee will follow all standard search procedures including evaluating the applications, conducting personal interviews and recommend one of the following to the hiring manager:
  - a. The applicant is acceptable, interviewed, and the search committee submits a recommendation for hire or,
  - b. recommend that the applicant will be included as part of the larger applicant pool for further consideration or,
  - c. recommend that the applicant is not acceptable and is, therefore, not selected. The hiring manager will notify internal applicants of its decisions electronically.
  - d. The hiring manager will make a decision in consultation with and consideration of the search committee's recommendation.
7. For management confidential positions, all eligible applicants will be considered at the same time without consideration of the applicant's position or bargaining unit in accordance with number four (4) above. The search committee will follow steps 6. (a) (b) (c) and (d) above.
8. The hiring manager may contact listed references while consulting with the Office of Human Resources about the terms of the appointment, including the proposed compensation and salary. The hiring manager will complete the Internal Career Advancement Request Form\* (found below and on the Office of Human Resources website) to make a hiring recommendation to the cabinet-level administrative

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officer of the unit who will confer with the President. Upon approval by the President (or their designee), the hiring manager may extend an offer.

\*NOTE: Approval will be based on a number of factors including: an organizationally-sound justification for the appointment, the legitimacy of the job qualifications consistent with standard qualifications for similar positions, and individual unit's affirmative action placement goals. After the analysis is completed, the request will either be approved or denied. If it is denied, the hiring manager may appeal the decision to the President. Only the President is empowered to override the decision. If appealed, the President informs the requesting individual, the cabinet-level administrative officer of the unit, Office of Human Resources and the Office of Diversity and Equity of the final decision.

### **Internal Career Advancement Procedures**

This plan rewards employees who have already dedicated time to the institution. The campus benefits as well through the elimination of costly and time-consuming searches when a fully qualified employee is already performing the duties of the position.

1. To be eligible for appointment to the full-time position, the employee must have been hired as the result of an affirmative action search.
2. The employee must have served in the same or a similar job function for a minimum of one year.
3. The hiring manager consults with the Office of Human Resources about the terms of the appointment, including the proposed compensation and salary. The hiring manager will complete the Internal Career Advancement Request Form\* to make a hiring recommendation to the cabinet-level administrative officer of the unit who will confer with the President. Upon approval by the President (or their designee), the hiring manager may extend an offer.

\*NOTE: Approval will be based on a number of factors including: an organizationally-sound justification for the appointment, the legitimacy of the job qualifications consistent with standard qualifications for similar positions, and individual unit's affirmative action placement goals. After the analysis is completed, the request will either be approved or denied. If it is denied, the hiring manager may appeal the decision to the President. Only the President is empowered to override the decision. If appealed, the President informs the requesting individual, the cabinet-level administrative officer of the unit, Office of Human Resources and the Office of Diversity and Equity of the final decision.

### **Conversion of Part-time Professional Staff to Full-time Employment Procedures**

Geneseo provides opportunities for part-time employees to secure full-time employment. This plan rewards employees who have already dedicated time to the institution. The campus benefits as well through the elimination of costly and time-consuming searches when a fully qualified employee is already performing the duties of the position.

1. To be eligible for appointment to the full-time position, the employee must have been hired as the result of an affirmative action search.

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2. The employee must have served in the same or a similar job function for a minimum of one year.
3. The hiring manager consults with the Office of Human Resources about the terms of the appointment, including the proposed compensation and salary. The hiring manager will complete the Internal Career Advancement Request Form\* to make a hiring recommendation to the cabinet-level administrative officer of the unit who will confer with the President. Upon approval by the President (or their designee), the hiring manager may extend an offer.

\*NOTE: Approval will be based on a number of factors including: an organizationally-sound justification for the appointment, the legitimacy of the job qualifications consistent with standard qualifications for similar positions, and individual unit's affirmative action placement goals. After the analysis is completed, the request will either be approved or denied. If it is denied, the hiring manager may appeal the decision to the President. Only the President is empowered to override the decision. If appealed, the President informs the requesting individual, the cabinet-level administrative officer of the unit, Office of Human Resources and the Office of Diversity and Equity of the final decision.

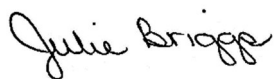
**Appointment Recommendation Required Documents**

1. Once verbal offer is extended and accepted, the hiring manager completes and submits the following to Office of Human Resources:
  - a. Geneseo Employment Recommendation (GER) form
  - b. Draft appointment letter
  - c. Proposed Performance Program for appointee
  - d. Approved Internal Career Advancement Request form and attachments \*

\* Not required for posted positions through the Internal Campus-Wide Search Procedures

2. The Office of Human Resources will request verification of credentials (e.g. licensure, educational transcript) if not already on file.
3. The hiring manager (or designee) will communicate the new appointment to the campus community.

Note: This process is only to be used for individuals who are current Geneseo employees. To appoint external individuals without a search for an interim period, an approved search waiver must be obtained.



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Signature  
Julie A. Briggs  
Assistant Vice President for Human Resources

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September 24, 2019  
Date of Approval