

GENESEO

TIMELINE FOR UUP PROFESSIONAL AND SALARY INCREASE REQUESTS

The following dates will be in effect annually for the Professional Employee Promotion Process:

Steps	Fall Submissions	Spring Submissions
Employee submits promotional material to immediate supervisor.	September 15th	January 15th
Supervisor submits promotional 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 respective Vice President.	November 15th	March 15th
Vice President makes recommendations for promotion 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, applicant will be notified of denial by their respective vice president and informed of their rights to appeal to the College Review Panel*		
President sends approval of promotions to Human Resources.	January 5th	June 1st
Effective date of promotion.	February 1st	July 1 st

* The College Review Panel shall review all such applications for promotion. If it determines that the increase or change in duties and responsibilities under consideration does not warrant promotion, 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, 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.