

# BUFFALO STATE COLLEGE

## DIRECTORY OF POLICY STATEMENTS

Policy Number: VI:05:00

Date: January 1987

Subject: **Promotion of Professional Employees**

The following policy was developed in accord with the 1985-88 *Agreement Between the State of New York and United University Professions, Inc.* to adopt the "Albany Plan" or develop a campus plan for enhancing internal promotion of professional employees. This policy was to be put in place on an experimental basis for a period of one year and then reviewed.

### Background

A variety of organizations, recognizing the need to develop a cadre of committed, resourceful, middle-level professional administration, pursue policies fostering internal promotion. The university, like other effective organizations, needs not only to attract but also to retain a strong professional administrative work force to insure the efficient pursuit of its program goals and objectives. A fair system of internal promotion aids in the achievement of those goals and also recognizes and rewards the commitments and talents of the persons whom it employs.

Balanced against these needs are several important interests that must be served as well. An improperly structured internal promotion system can result in the "in-breeding" of personnel by deterring the development of new programs and the adoption of new ideas or procedures. A poorly designed system also could exclude minorities and women, disabled and Vietnam-era veterans from immediate higher level job consideration. The University is committed to an affirmative action program that will overcome the underutilization of these affected groups in the work force. Consequently, when an internal promotion results in an open PR-1 or PR-2 position, extraordinary efforts will be made to recruit and hire women, minorities, disabled and Vietnam-era veterans.

### Policy Statement

Under its Equal Employment Opportunity and Affirmative Action commitment, and under its responsibility to its employees and to the State of New York, the State University College at Buffalo recognizes both the need for an internal career development program for its employees and the need to provide equal opportunity for all persons to obtain employment. As a means of balancing these competing needs, the University will give special consideration in promotion to its permanent employees to vacancies at the PR-2 and PR-3 levels. Conditions to open search and recruitment will continue for all vacancies at the PR-1 level and at the level of PR-4 and above. These advancement opportunities will be provided consistent with the employee development, qualifications, and job performance. Guidance and criteria for professional employee consideration is provided by the *Policies of the Board of Trustees*, Article XII, Title C, "Evaluation and Promotion of Professional Employees." This promotion process also supports

affirmative action requirements to provide upward mobility to women, minorities, disabled and Vietnam-era veterans. Temporary employees are not eligible for this program.

### Procedure

The State University College at Buffalo has established the following procedure as the principal method of providing promotional opportunities for its professional employees. (Professional employees as defined by the *Policies of the Board of Trustees*, Article II, Definition: par. 1, sub par. (L), “Professional employees shall mean an employee in the Professional Services Negotiating Unit, other than an employee with academic or qualified academic rank.” This policy is applicable to appointments to vacancies at the PR-2 and PR-3 levels in the bargaining unit. At the discretion of the Appointing Authority, Management/Confidential positions may also be filled under these procedures.

1. When the requirements of Article 35, Retrenchment, of the *Agreement* have been met and a professional vacancy has not been filled by a retrenched employee and the position has been cleared by the Affirmative Action Office for promotion policy recruitment, the Faculty and Staff Relations Office will announce the existing vacancy to campus employees, inviting their applications for consideration in filling the vacancy. The announcement will provide ten working days for receipt of applications from professional campus professional employees.
2. A professional employee interested in being considered for the vacancy must file an application during the ten day period with the Faculty and Staff Relations Office. A letter of transmittal with resume is considered an application.
3. The Faculty and Staff Relations Office will examine the resume submitted by the applicant to determine whether the employees meet the basic qualifications. The resume(s) of employees meeting the basic qualifications will be forwarded to the initial recommending official or committee for considerations.
4. All SUCB professional employees who apply within the ten day period must be given consideration before the vacant position is posted for off-campus recruitment. If the application of any SUCB professional employee is received after the ten day employee application period, it shall be considered with other applications received if off-campus recruitment is necessary. A personal interview will be accorded selected finalist.
5. The initial recommending official or committee may take one of the three actions, in writing, on the application of SUCB professional employees:
  - a. Find an applicant highly qualified for appointment and recommend appointment.
  - b. Find an applicant(s) qualified to be considered for appointment and request off-campus recruitment. (The employee(s) will again be considered along with off-campus applicants.)

- c. Find the applicant(s) unqualified for appointment and request off-campus recruitment to full the vacancy.
6. Upon notice by the recommending official or committee that no campus professional employee has applied or has been selected, the **Faculty and Staff Relations office** will release the position for off-campus recruitment as required by existing employment procedures.

Source: Unknown

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UPDATE: See the following websites:

<http://hr.buffalostate.edu/performance-evaluation-and-professional-development-system-pepds>  
[www.uupinfo.org/contract/text.html#app28](http://www.uupinfo.org/contract/text.html#app28)