

College of Arts and Sciences

Guidelines for Staff Promotions and Periodic Responsibility Adjustments

Definitions

- Career Development Plan (CDP). As determined by HR at Oklahoma State University, these are Career Development Plans for certain staff positions.
- Non-CDP position. When an individual is in a staff position with no HR-defined Career Development Plan, OR they are in the terminal position of a CDP promotional pathway.
- Periodic Responsibility Adjustment (PRA). For Non-CDP Positions, supervisors may request a responsibility increase for a staff member following five years of service of the staff member in that position. Instead of a promotion, such an individual would be recommended for a PRA. Can be repeated every 5 or more years.

Eligibility to Apply

- Staff members of the College of Arts and Sciences
- Permanent staff employees who have been employed in the same position for at least two years, or for at least five years in a non-CDP position
- Staff who are in a terminal rank of their CDP, or who are unable to advance due to degree qualifications, may be eligible to apply through the non-CDP process.
- The Supervisor must initiate this process. Applications that were not initiated by the Supervisor will not be reviewed.
- Only individuals promoted more than two years prior to 28 February of this year are eligible for consideration. It should be noted that normally it will take approximately five years within the college for a staff member to make sufficient progress to warrant promotion or a Periodic Responsibility Adjustment.
- Promotional/periodic responsibility adjustments will be up to 5% of the employee's annual base salary.
- This will be an annual process that adheres to the timeline listed in the procedure below. Late applications will not be considered until the following year. There will be no *ad hoc* promotions at other points during the year. Individuals who received a promotion by application through an open search receive their promotion at the date of appointment into the new position.
- Incomplete dossiers will not be reviewed and will be returned to the applicant.

Procedure

- Staff will need to have a Staff Performance Review (SPR) covering the 12 month period prior to the SPR which documents that the supervisor has recommended that the staff member apply for a promotion or PRA program this year. Staff supervisors are required to use the SPR form available *in Cornerstone*. If the supervisor of the staff member and the head of the unit are not the same, the head of the unit must also agree with this recommendation for promotion/PRA and will be documented through a letter of support from the unit head in the staff member's dossier.
- The staff member is responsible for submitting to the college's Sr. Fiscal Officer a completed Dossier to be considered for Promotion or a Periodic Responsibility Adjustment. The deadline date for FY22 is Tuesday, March 1, 2022.

- A dossier will include
 - An up to date resume, if applicable to the position
 - A copy of the HR requirements to meet the next step in the CDP or a list of the additional responsibilities added to the position by the head of the unit since the last promotion/ PRA.
 - A letter of support for the action by the head of the unit (requested by the staff member)
 - A letter from the applicant addressing how the individual has either 1) achieved the requirements of the next step in their Career Development Plan as defined by Human Resources or 2) have served at least five years in their current rank AND have taken on additional responsibilities that warrant consideration for a PRA.
 - Staff Performance Review documents for the previous two years
 - If desired by the applicant, additional materials may be submitted (such additional materials are not required to apply)
- A committee of staff members from CAS will comprise the review committee (who is eligible to serve on this committee is TBD). These individuals will be appointed by the dean, and their deliberations and recommendations will be confidential. Upon review of the dossier, the committee will use a rubric to determine if 1) the staff member was eligible to be considered for promotion, and 2) has the individual met the conditions for promotion. They will forward their recommendation to CAS's Sr. Fiscal Officer on or before May 1, 2022.
- Working with HR, the Sr. Fiscal Officer will confirm the candidate has met the conditions for promotion as defined in HR's Career Development Plan (CDP), and they will forward their finding to the dean on or before June 1, 2022.
- The dean will be the final decision making authority on staff promotions and compensation adjustments. The dean will inform the applicant and her/his head of the unit of the decision. If the decision is not to provide a promotion or adjustment, the dean may provide recommendations to the staff member and the head of the unit on opportunities for improvement towards their next application.
- There is no appeal process for the dean's decision. While compensation itself is not eligible for grievance, the HR grievance process may be followed if a promotion is denied.
- Promotions or adjustments would be effective from 1 July (or the corresponding two-week payroll period of non-exempt employees) that same calendar year. Individuals who received a promotion by application though an open search receive their promotion at the date of appointment into the new position.
- In all cases, University pay guidelines and Equal Opportunity/recruitment guidelines still apply.

Additional Notes

- Note that as this is a program of the College of Arts and Sciences; questions about the program should be directed to the College's Sr. Fiscal Officer.
- A promotion into a new position must follow EEO recruitment standards with open recruitment or a waiver of recruitment.
- Exceptions to any of these guidelines require additional justification and prior approval of the Sr. Fiscal Officer or Dean.
- If a staff member vacates a position in CAS, the staff position will normally revert to lowest level within that tier of the track (e.g. Sr. Admin Support Specialist would revert to Admin Support Specialist I).

- Staff who move to a lateral position within the college may retain their same rank and salary. If the compensation adjustment is above the maximum of the hiring range or more than 5%, approval through the compensation adjustment request form is required.
- Adding responsibilities to a position is done at the discretion of the head of the unit based on the performance of the individual staff member and needs of the unit. Heads are not required to add responsibilities to staff positions.
- This policy is subject to the availability of funds and other financial considerations. Therefore the number of promotions or PRA possible in any given year may be limited at the discretion of the dean.

Implemented on 22 January 2018 following approval by the College Staff at Open Forum 12-06-2017 and OSU Human resources on 19 January 2018. Updated dates for submission 2-25-2022.