

Proposal for Change: Criteria for Professional Staff Level Promotion

Impacted Parties:

This change would affect all professional staff employees at Vincennes University who are granted a Professional Staff Level Promotion by the Board of Trustees.

Rationale:

Vincennes University “is an ‘open door’ institution” where the “philosophy is that all properly motivated and dedicated high school graduates should have the opportunity to attempt a college education.”

– *University Manual*

Our institution has the opportunity to serve a diverse student population. Not only is the university diverse in regards to the age, race, and gender of our students, but also considering their academic abilities and skill levels.

With the privilege of serving a wide array of students, also comes great responsibility. Vincennes University is dedicated to the development, personal growth, and success of all students. In addition to the formal education that takes place in the classroom, professional staff members are involved in every aspect of the student experience including recruitment, housing, financial services, student activities, and much more. Through knowledgeable, talented professionals, Vincennes University is able to best assist the student population we serve. Therefore, professional staff retention is essential to the vitality of the university and the success of our students.

Current Process:

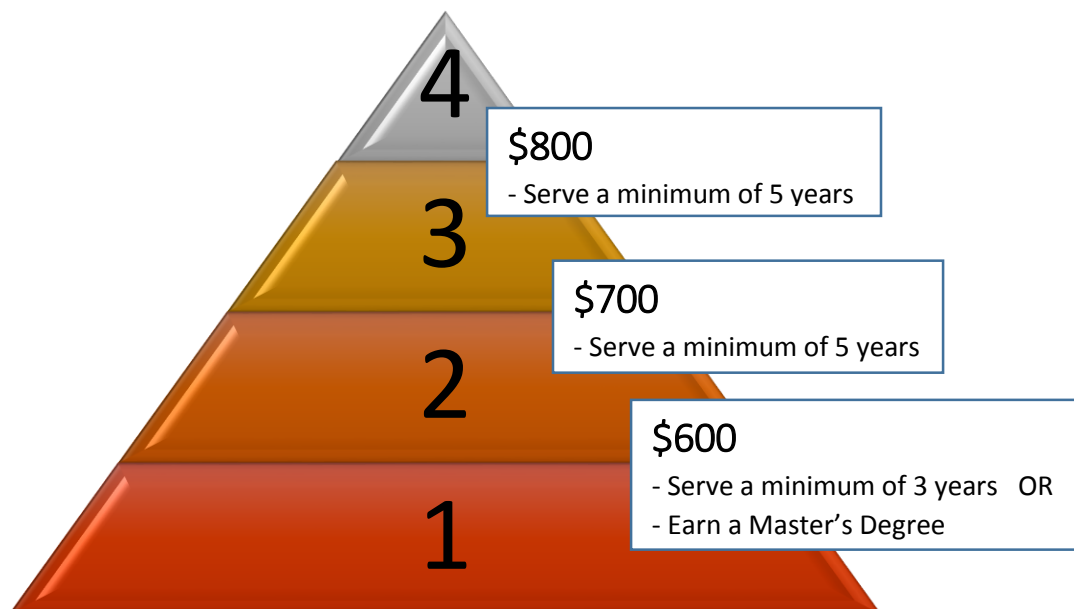
Eligibility for Professional Staff Promotion

In order to be eligible for promotion consideration, a member of the professional staff must satisfy the seniority requirements as prescribed below:

- A. Requirements for promotion from Level I:
 - 1. To apply for a Level II professional staff rank, the professional staff member must serve a minimum of three years before making application for promotion.
 - 2. An immediate promotion to Level II follows the professional staff member earning a master's degree.
- B. Requirements for promotion from Level II: A Level II professional staff member must serve a minimum of five years to be eligible for promotion to Level III.
- C. Requirements for promotion from Level III: A Level III professional staff member must serve a minimum of five years to be eligible for promotion to Level IV.

Salary Increase

The basis of promotion of professional staff members is not solely on seniority, but also includes qualification through job performance. Seniority merely determines a professional staff member's eligibility for consideration for promotion. In order to receive a promotion to a higher rank, eligible professional staff members must document their job performance according to the criteria outlined below. The salary increase upon promotion for professional staff is \$600.00 for promotions from Level I to Level II, \$700.00 for promotion from Level II to Level III, and \$800.00 for promotion from Level III to Level IV.



New Process:

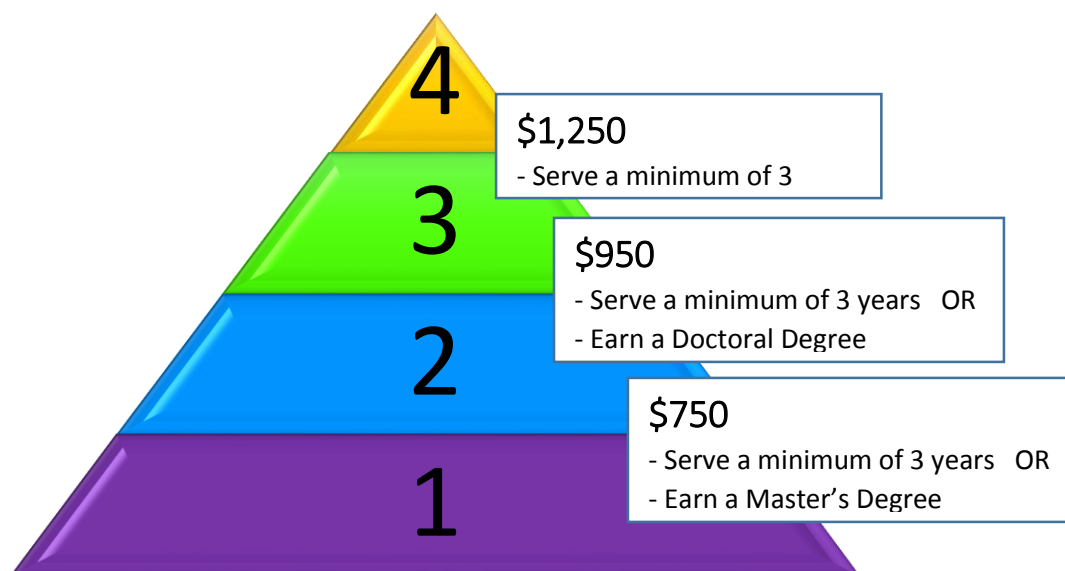
Eligibility for Professional Staff Promotion

In order to be eligible for promotion consideration, a member of the professional staff must satisfy the seniority requirements prescribed below as of November 30th of the year in which the professional staff member is submitting his or her promotional package:

- A. Requirements for promotion from Level I:
 - 1. To apply for a Level II professional staff rank, the professional staff member must serve a minimum of three years before making application for promotion.
- OR -
 - 2. An immediate promotion to Level II follows the professional staff member earning a master's degree.
- B. Requirements for promotion from Level II:
 - 1. To be eligible for a Level III professional staff rank, the professional member must serve a minimum of three years at a Level II before applying for promotion.
- OR -
 - 2. An immediate promotion to Level III follows the professional staff member earning a doctoral degree.
- C. Requirements for promotion from Level III:
 - 1. A Level III professional staff member must serve a minimum of three years at a Level III to be eligible for promotion to Level IV.

Salary Increase

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Scope:

The “difference” listed below demonstrates the total dollar amount increase the university would have incurred based on the promotion requests granted in the last 7 years, if we were paying based on the proposed changes as shown above.

2016-2017	5 Promotions (Pending approval by the Board of Trustees)	<i>\$750 difference</i>
	5 Level II	
2015-2016	7 Promotions	<i>\$1,550 difference</i>
	2 Level II	
	5 Level III	
2014-2015	12 Promotions	<i>\$2,500 difference</i>
	3 Level II	
	5 Level III	
	4 Level IV	
2013-2014	9 Promotions	<i>\$1,950 difference</i>
	5 Level II	
	3 Level III	
	1 Level IV	
2012-2013	4 Promotions	<i>\$700 difference</i>
	3 Level II	
	1 Level III	
2011-2012	8 Promotions	<i>\$1,800 difference</i>
	4 Level II	
	3 Level III	
	1 Level IV	
2010-2011	13 Promotions	<i>\$2,850 difference</i>
	8 Level II	
	3 Level III	
	2 Level IV	

Support:

Payscale Report:

“PayScale has conducted the Compensation Best Practices Report (CBPR), a comprehensive survey that reflects employers’ attitudes and perceptions about key business issues including compensation practices, hiring trends, HR methodology, and other topics related to effective talent management. The 2015 CBPR represents PayScale’s largest research endeavor yet, as we compiled responses from 5,530 business leaders from companies of every size across a wide section of industries.” (p. 2).

For the third year in a row, keeping talent remains an issue, with 63 percent reporting employee retention as their “top concern.” This highlights a massive (125 percent) increase in concern since 2009, when only 28 percent of employers expressed worry about retention (p. 3).

People report “personal reasons” and “seeking higher pay elsewhere” as the top two reasons for leaving an organization (21 percent for both). This has been the situation starting with the 2011 survey report (p. 9).

“The number one reason most people are leaving medium and large companies is compensation. More than 25 percent of respondents in each of these categories chose ‘seeking higher pay elsewhere’ as the primary reason for employee separations. (2015)” (p. 9).

http://resources.payscale.com/rs/payscale/images/2015_PayScale_CompensationBestPracticesReport.pdf

Timeline of Current Policy:

Although we cannot say for certain when the professional staff promotion standards were last updated, from our research we believe it has been more than 17 years ago. When consulting employees who have been a part of the Vincennes University community for many years, the messages we received include:

“If I were guessing I would say at least 20-25 years ago. I retired in 2005, and I know it was in place at least 10 years before I retired, if not 15.” -- Gazella A. Summitt, Foundation Relations Assistant

“Oh my--I think it has been many years. To be honest I cannot think of a time it was not like you have illustrated.” -- Dawn Brewer, Director, Housing/Residential Life

When we approached the President’s Office about this question, Pat Konkle was kind enough to go through the Board of Trustees meeting notes and gave the following response:

“I did look through the board books I have in this office which date back 17 years, and there is a revised professional staff promotion policy approved by the Board of Trustees at its June 26, 2002, meeting.” – Pat Konkle

For the Board of Trustees meeting notes from June 18 and June 2, 2002, please see the attachments.

Resources:

The University of Maine:

1. Titles/Ranks

Each UMaine Extension position has a working title that describes the main area of responsibility of the job description. The Extension Professional Ranks are: Extension Professional I, Extension Professional II, Extension Professional III, and Extension Professional IV.

2. Promotion Process

All individuals enter the UMaine Extension Professional system at the Extension Professional I Rank. An increase in Rank may be awarded after the completion of four (4) full years of employment in the present Job Rank.

It is important to note that movement through the Ladder is based on a continuous progression. An individual can only be promoted one step during any promotion review process.

Extension Professional I:

No formal Extension experience is required, however formal education in the subject(s) related to the job description is expected. Individual demonstrates an understanding of Extension's mission and successfully fulfills his/her job responsibilities.

Extension Professional II:

Experience with Extension and a thorough understanding of Extension's mission is necessary, along with satisfactory performance in all areas of assigned responsibility, and evidence of efforts to improve professional competence.

Extension Professional III:

Experience with Extension and a thorough understanding of Extension's mission is necessary, along with a sustained high level of competence in performing assigned responsibilities.

Extension Professional IV:

Experience with Extension and a thorough understanding of Extension's mission is necessary, along with sustained outstanding performance in assigned responsibilities. At this rank, evidence of innovative and creative performance in the conduct of work is required.

5. Rank Increases in Financial Terms

Each change in Rank increases the individual's annual salary by a minimum of \$2,518 (FY 2013), prorated for part-time unit members. This amount will be changed annually to reflect cost of living increases. An amount greater than the \$2,518 minimum may be awarded subject to the review and approval of the Human Resources office.

Additional Salary Increase Ranges *(Updated for FY 2007)*

High = \$1,901 to \$2,600

Medium = \$1,201 to \$1,900

Low = 0 to \$1,200

<http://umaine.edu/plugged-in/hr/extension-professional-employees/promotion-process/>

Purdue University:

Administrative and professional salary determinations:

Historically, promotional increases have been limited to around 10%, although there are circumstances where larger increases are appropriate.

Indiana University:

H. In-Range Increases

1. An in-range increase may be appropriate when an employee has:
 - a. Undertaken a significant change in responsibilities that resulted in a greater scope of responsibility within the current level
 - b. Mastered new job competences resulting in significant additional responsibilities within the current level
2. Job changes must be measurable and well documented
3. In determining any in-range salary adjustment, the department should consider:
 - a. The employee's job-related qualifications and performance
 - b. The pay of other employees performing similar work in the RC
 - c. The unit's fiscal resources

<http://www.indiana.edu/~uhrs/policies/nonunion/2.0/2.6.html#h>