

**INSTRUCTIONS FOR COMPLETING APPLICATION FOR
REQUEST OF PROMOTION OR SALARY INCREASE**

1. Before applying for promotion or salary increase, be sure that your Performance Program is current and on file.
2. It is your responsibility as the applicant to fill out the application form.
3. Supporting documentation must include your two (2) most recent Performance Programs (the current program and previous) and/or any Modifications to Performance programs that have been completed in the last two years. Do not submit any evaluation materials.

CRITERIA UPON WHICH DECISION IS BASED

I. Criteria for Promotion as listed in the Memorandum of Understanding relating to Systems of Evaluation and Promotion for Professional Employees

II. Duties and responsibilities as evidenced in the Performance Program

PROCEDURE

1. Get the application form from the web at: <https://www.morrisville.edu/mustangs/faculty-staff/human-resources/hr-forms>
2. Complete the application form consistent with these instructions.
3. Gather supporting Performance Programs – see #4 above under instructions.
4. Review appropriate title/position standard if applicable.
5. The applicant should start the process of approval with the Immediate Supervisor. Fill in the name and the exact date the materials were submitted to the immediate supervisor. As the applicant, fill in the name of each supervisory level for your request.
6. Each supervisory level is allowed approximately seven (7) working days to review the contents of the submission for accuracy and either agree or disagree. Each level is responsible for forwarding the application to the next level, regardless of response, with notification to the employee that it has gone forward.
7. The materials should be submitted/forwarded to each level based on the relevant schedule. The employee should take responsibility for ensuring the submission is routed through to the VP appropriately.
8. Vice President's must forward application materials to the assistant vice president for human resources.
9. If an application is denied at a supervisory level below the College President, the employee will be notified by the assistant vice president of human resources, in writing, and will be provided with information regarding how to appeal the decision to the College Review Panel. The review form, Appendix B, will be attached to any denial.

10. Applications for Promotion (change in title and salary level) which are disapproved may not be resubmitted for a period of eighteen (18) months, or until the employee's performance programs has been changed, whichever is sooner.

11. If a promotion is denied by the College President, and the applicant feels that the decision is arbitrary or capricious, an appeal may be filed with the University Review Board in accordance with appropriate provisions contained in the Memorandum of Understanding relating to Systems of Evaluation and Promotion for Professional Employees.

13. Salary increases will be effective the first day of the pay period following Presidential approval.