

## UNIFORM GUIDELINES FOR ADVANCEMENT

### SALARY SCHEDULE E

Advancement within a level for a position on Salary Schedule E shall be based on several components, as listed below.

- A. Individuals seeking advancement within a level on Salary Schedule E **must** have the following:
1. Written request to the President from the individual desiring advancement; and
  2. Written recommendation(s) from appropriate administrator(s), with appropriate documentation; and
  3. Job performance, as demonstrated by a series of performance evaluations, with Individual scoring “above average ” or “exceeding expectations” on the last two annual job performance evaluations, with no major weaknesses, liabilities, or problems noted; and
  4. Incumbency in the position at the current salary grade for at least three years, absent unusual and extenuating circumstances documented by the appropriate administrator(s); and
  5. Adherence to a written Professional Development Plan, which must include the following: (a) Addition to the position of higher order compensable factors, including but not limited to addition to the position of increased supervisory responsibility; (b) Attainment of appropriate education and/or professional development which is job related and which increases the individual’s knowledge or skills germane to the position, resulting in the individual becoming more valuable in helping the organization to meet stated goals or objectives; and (c) Attainment of increased technical competence through certification, licensing, or training which is job related and which expands the ability of the individual to perform critical job functions.
- B. In addition to the above requirements, for individuals seeking advancement within a level on Salary Schedule E, the President may also consider the following factors:
1. Market conditions in the area served by the institution;
  2. Existence of unique circumstances or situations at individual institutions, justifying advancement, including demonstration of ingenuity, creativity, etc.



**PROFESSIONAL DEVELOPMENT PLAN FOR SUPPORT STAFF**

**ATHENS STATE UNIVERSITY**

**Name:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_ **Salary Schedule E Level:** \_\_\_\_\_ **and Grade** \_\_\_\_\_

**Current Educational Level:** \_\_\_\_\_ **Discipline/Field of Study:** \_\_\_\_\_

**Current Certification/Licensing:** \_\_\_\_\_

**ACTIVITIES FOR PROFESSIONAL DEVELOPMENT INCLUDE:**

**1. Goals for higher educational level/certification/licensing/endorsements/course**

**List:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Additional work experience**

**List:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Workshops/seminars/conferences**

**List:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**4. In-service or other training (including local and state professional development)**

**List:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Service on university committees/additional university responsibilities**

**List:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Improvement activities resulting from evaluation (Attach copy of most recent evaluation)**

**List:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. Other relevant activities (including supervisory responsibilities, organization and facilitation responsibilities, job complexity)**

**List:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Immediate Supervisor)

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Appropriate Vice President/Dean)

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
(President)



## Promotion Procedures Timeline

- A. Complete promotion packets consisting of all the items listed in the Uniform Guidelines for Advancement must be submitted to the appropriate University Vice President by January 15.
- B. Recommendations regarding promotion will be submitted in writing to the President by April 15.
- C. Final approval of all promotions will be by the President prior to the beginning of the next academic year. The staff member will receive notification of the President's decision at this time.
- D. Nominees recommended but not promoted may resubmit their packet for consideration the next year. The nominee will update the materials and the appropriate administrator(s) will submit a new letter of recommendation for the promotion adhering to the same dates and guidelines outlined.