



SUNY BROCKPORT

UUP Professional Promotion or Salary Increase Appeal

TO: College Review Panel

FROM: _____

DATE: _____

On _____ (mm/dd/yy) my request for promotion and/or salary increase was denied at an organizational level below that of the President. I hereby request to appeal the decision and request a review of that determination by the College Review Panel. The following documents are submitted for the Panel's consideration:

- A copy of my initial UUP Professional Promotion or Salary Increase Application and my application materials
- Organizational chart for my area up to and including the Provost/Vice President

Signature of Employee

Date

College Review Panel Recommendation:

Promotion Request:

☐ Recommended *

☐ Not Recommended**

Salary Increase Request:

☐ Recommended ***

☐ Not Recommended****

College Review Panel Chair

Date

Promotion Request:

*Recommended: Attach reasons and forward to the president and copy the employee and Human Resources. The decision of the president shall be rendered in 90 calendar days. If a decision is not rendered in 90 calendar days the president shall be deemed to have denied the request for the purpose of the employee's right to file an appeal to the University Review Board.

**Not recommended: Attach reasons and forward to employee and copy Human Resources.

Salary Increase Request:

***Recommended: Attach reasons and forward to the president and copy the employee and Human Resources. The decision to provide a salary increase is within the discretion of the president and that decision shall be final.

****Not recommended: Attach reasons and forward to employee and copy the supervisor, president and Human Resources.