

*This is part of a package proposal. UAW reserves the right to withdraw this package proposal at any time, at its sole discretion and without penalty. If this package proposal is not accepted as written in its entirety and without modification as described below, this proposal will be declared to be void and non-existent and the Union will return to bargaining from its language proposed prior to this package proposal.*

## **Article XX - Promotion and Pay step increases**

### **A. General Conditions**

1. The pay steps, ranks, normal period of experience at each pay step, and normal periods of experience at each rank shall be those found in Appendix \_\_\_ of this agreement. Years of experience at a pay step shall be calculated from the date of appointment.
2. Nothing in this agreement shall prevent the University from increasing an Academic Researcher's pay step or rank, nor shall it prevent the University from moving an Academic Researcher to an off-scale salary greater than their current salary level.

### **B. Experiential pay increases**

1. The effective date of a pay step increase for an Academic Researcher shall coincide with the anniversary of their appointment.
2. All Academic Researchers shall advance to at least the next pay step in their job title's pay scale on the anniversary of their appointment.
3. Academic Researchers with an off-scale salary level shall advance to the first, on-scale pay step with a higher salary upon accumulating an amount of experience to be normally eligible for a higher salary pay-step.

### **C. Accelerated Merit Advancement**

1. An Academic Researcher may additionally request to advance more than one pay steps due to meritorious performance. Academic Researchers shall be informed of eligibility for accelerated advancement and be reviewed as in section F of this article.
2. An Academic Researcher shall at least be eligible to request accelerated advancement due to merit to take effect on each anniversary of appointment.

### **D. Promotion**

1. A promotion is when an Academic Researcher advances in rank within their title series.
2. The effective date of promotion for an Academic Researcher shall coincide with the anniversary of their appointment.
3. An Academic Researcher may request promotion prior to the end of their normal period of experience in their current rank for reasons of exceptional performance or a change in job duties such that a higher rank position is more appropriate. The effective date of promotion shall be the 1st of the month following submission of the request and all materials for which the Academic Researcher is responsible.
4. An Academic Researcher who is denied promotion shall be eligible for promotion again in one (1) year.

#### **E. Criteria for Advancement**

1. An overview of the criteria for accelerated advancement due to merit and promotion for each title series can be found in Appendix \_\_\_ of this agreement. These criteria are for informational purposes only.
2. The criteria under which an individual Academic Researcher will be evaluated for promotion or accelerated advancement shall be communicated in writing within thirty (30) days of appointment. At any time, an Academic Researcher may consult with their supervisor, department chair, and other appropriate designee to clarify or update criteria under which their position will be evaluated. Such consultations shall be memorialized in writing.
3. The criteria under which an Academic Researcher is evaluated for promotion or accelerated advancement due to merit increase shall be:
  - a. Their performance of assigned job duties;
  - b. Criteria memorialized as in section F.2 below; and
  - c. Additional evidence of meritorious performance provided by the Academic Researcher.

#### **F. Review Process**

1. Each campus's process for review for accelerated advancement due to merit and promotion for each job title series shall be outlined in Appendix \_\_\_ of this agreement. This outline shall include, but not be limited to:
  - a. a listing of all review panels or committees;
  - b. all offices or individuals with authority to approve or deny;

- c. responsibilities of the Academic Researcher's supervisor, department chair, or other such individuals;
  - d. departmental ad hoc committees, peer review, or voting procedures;
  - e. materials to be produced or obtained by the candidate for promotion; and
  - f. recommendations or other materials produced at each step of the review process.
2. Additional established review practices of departments or other academic units shall be made available in writing and provided to an Academic Researcher or the Union upon request.
3. Each campus shall establish Academic Researcher peer review committees to review candidates for promotion in the Specialist, Professional Researcher, and Project Scientist title series. The University and the Union shall agree on the composition and responsibilities of peer review committees on each campus.
5. Annual reviews and progress assessments, as in Article \_\_\_ - Individual Development Plans and Progress Assessments, shall be included in the personnel review file and be considered during the review process.
6. Denial of accelerated advancement due to merit or promotion for an Academic Researcher shall only be based on the totality of the personnel review file.
7. Promotion shall not be denied due to lack of funds.

#### **G. Notification and Timeline**

1. The University shall fully inform a candidate for accelerated advancement due to merit or promotion in writing of the process for advancement, including but not limited to:
  - a. the review process as in F.1 above;
  - b. additional established review practices of departments or other academic units, as in F.2 above;
  - c. the criteria for review and review period;
  - d. the right for a candidate to inspect their personnel review file and any non-confidential reviews or recommendations, including that of their supervisor and department chair; and
  - e. the right for a candidate to submit responses to or comment on materials in their personnel review file.

The candidate's department chair or equivalent shall be available to meet and discuss the review process with the candidate.

2. Each campus shall establish reasonable timelines for accelerated advancement due to merit and promotion, memorialized in Appendix \_\_\_ of this agreement. Timelines shall include:
  - a. Days prior to reaching the end of the normal period of experience in a pay step or rank by which the University shall notify the Academic Researcher of eligibility for advancement, as in section G.1 above.
  - b. Days an Academic Researcher shall have, after receiving their notice of eligibility, to prepare and submit necessary materials.
3. The University shall extend any deadline for which a candidate is responsible due to an Academic Researcher's leave of absence under Article \_\_\_ - Leaves of Absence or Article \_\_\_ - Work-Incurred Injury or Illness by a number of days equal to the duration of leave.
4. If the University does not meet timelines memorialized in Appendix \_\_\_ for a promotion-eligible Academic Researcher, then the Academic Researcher shall receive additional pay equal to one (1) workday of pay for every two (2) days beyond the date on which the merit increase or promotion would have been effective, until the promotion has been fully processed.

#### **H. Advancement to Professional Researcher Series**

1. A promotion eligible Academic Researcher in the Project Scientist, Specialist, or Coordinator of Public Programs title series may request that they be considered for transfer to the Professional Researcher title series.
2. Requests for transfer to the Professional Researcher title series shall be reviewed under the provisions of section F of this article. The criteria for review shall be the same as those for making an appointment to the Professional Researcher series.
3. Academic Researchers who are approved for transfer to the Professional Researcher series shall be placed at a Professional Researcher series rank and pay step greater than what they would receive through promotion within their current title series. The effective date of transfer shall coincide with the anniversary of the Academic Researcher's appointment.
4. Nothing in this article shall prevent the University from transferring an Academic Researcher to the Professional Researcher series by mutual agreement of the Academic Researcher and the University.

#### **I. "Stopping the Clock"**

An Academic Researcher may “stop the clock” for their promotion review for up to two (2) years due to:

1. childbearing or childrearing;
2. serious health condition including disability or bereavement; or
3. significant circumstance or event beyond the Academic Researcher’s control that disrupts the Academic Researcher’s ability to pursue their duties.

An Academic Researcher who “stops the clock” shall receive pay equal to that which they would receive had they been promoted on schedule.

## **J. Reporting and Consultation**

The University and the Union agree that it is in the interest of the University’s research mission to ensure a fair and equitable promotion process. As such, the parties agree that:

1. Each campus shall produce and provide to the Union a quarterly report including the outcome of each promotion and request for accelerated advancements due to merit. This report shall, at a minimum, the following information:
  - a. the individual’s name, department, job title, pay step, supervisor, and employee ID;
  - b. the recommended action of each individual or committee in the review process, and;
  - c. the final determination.
2. The Union and University shall establish a joint promotion committee (JPC) to discuss the Academic Researcher review process and make recommendations for improvements or changes.
3. Each party shall select two (2) individuals to serve on the JPC. With mutual agreement, the parties may have additional representatives on the JPC.
4. The JPC shall meet at least quarterly, or more frequently if needed.