

Cortland Plan for
Career Opportunities
July 2, 2004 (revised January 7, 2009)

Statement of Purpose:

Management and the UUP bargaining unit at SUNY Cortland recognize the benefits of retaining a strong work force. One aspect of retention is providing employees with opportunities for career growth. The Cortland Plan for Internal Promotion of Professionals was developed in 1989 to foster professional growth and provide career opportunities for professionals. This revision changes the program name to the Cortland Plan for Career Opportunities to reflect that it is not solely a promotional program, but one that includes other (e.g., lateral) opportunities. The new Cortland Plan also expands the eligibility requirements.

Policy Statement:

Under its Equal Employment Opportunity and Affirmative Action commitment, and in consideration of its responsibility to employees and to the State of New York, SUNY Cortland recognizes both the need to provide equal opportunity for all people to obtain employment as well as the need for providing career opportunities for existing employees. As a means of balancing these needs, SUNY Cortland will give its employees first consideration for professional positions at the SL-1 through SL-4 levels in accordance with the eligibility and procedures outlined below.

These opportunities will be consistent with employee development, qualification, and job performance.

Positions not filled through this internal program, or vacancies resulting from use of this program, will be filled consistent with the campus Affirmative Action program.

Eligibility:

1. Current full- or part-time professional employees represented by UUP must meet the following criteria to be eligible to apply for opportunities under this program:
 - a. Must have a minimum of one year of consecutive service at SUNY Cortland. The one year service requirement is a college year for people holding college year appointments or calendar year for employees holding calendar year appointments.
 - b. Must have been appointed to SUNY Cortland as the result of an approved affirmative action search. Approved affirmative action search includes national, regional, and/or local searches for part-time or full-time positions (temporary, term, or permanent).

Professional employees are defined in the *Policies of the Board of Trustees*, Article II, §1(n) as “employee in the Professional Services Negotiating Unit, other than an employee with academic or qualified academic rank.”

2. Current full- or part-time employees represented by CSEA, Council 82, PEF, the Research Foundation, academic employees, and those designated as management/confidential are also eligible to apply but will only be considered after a determination has been made regarding the applications of eligible UUP professional employees. Employees in these groups must meet the following criteria to be eligible to apply for opportunities under this program;
 - a. Must have a minimum of one year of consecutive service at SUNY Cortland. The one year service requirement is a college year for people holding college year appointments or calendar year for employees holding calendar year appointments.
 - b. Must have been appointed to SUNY Cortland as the result of an approved affirmative action search or through a NYS Civil Service Eligibility list. Approved affirmative action search includes national, regional, and/or local searches for part-time or full-time positions (temporary, term, or permanent).

Procedure:

1. When the requirements of Article 35 (Retrenchment) of the *Agreement* between the State of New York and the United University Professions have been met and a professional vacancy has not been filled by a retrenched employee and the position has been cleared by the Affirmative Action Office for recruitment under this program, the Human Resources Office will post the vacancy to the campus through the Human Resources Announcements list. The posting will include budget title, campus title, rank, salary, qualifications and the deadline for receipt of applications, and the posting period is ten (10) work days.
2. External advertising may be done simultaneously with internal posting at the discretion of the hiring manager and approval of the Affirmative Action Officer; however, internal applications must be considered before external applications.
3. At the conclusion of the posting period, all applications will be reviewed by the Affirmative Action Officer to determine if they meet the criteria for internal consideration. If ineligible, applicants will be notified in writing.
4. Applications will then be reviewed by the Affirmative Action Office to assess whether or not candidates possess the minimum qualifications for the position. If not qualified, applicants will be notified in writing. Eligible applications will be sorted by first priority (UUP professionals) and second priority. First priority applications will be sent to the search committee for consideration. The search committee will make one of the following three decisions:
 - a. The applicant is acceptable, interviewed, and the search committee submits a recommendation for hire to the hiring manager. It is within the purview of the hiring manager to hire the applicant or to require the

- search committee to consider the applicant as part of a larger pool obtained through an external search
- b. The applicant is acceptable but the search committees decides that the applicant will be included as part of the larger candidate pool for further consideration.
 - c. The applicant is not acceptable and is, therefore, not selected.

The search committee will notify internal applicants of its decisions.

6. Second priority applications will be sent to the search committee for consideration after first priority applications have been processed in accordance with number 4 above. The search committee will make one of the following three decisions:
 - a. The applicant is acceptable, interviewed, and the search committee submits a recommendation for hire to the hiring manager. It is within the purview of the hiring manager to hire the applicant or to require the search committee to consider the applicant as part of a larger pool obtained through an external search
 - b. The applicant is acceptable, but the search committees decides that the applicant will be included as part of the larger candidate pool for further consideration.
 - c. The applicant is not acceptable and is, therefore, not selected.

The search committee will notify internal applicants of its decisions.

6. If the internal process has no successful candidates, the search will proceed in accordance with campus search procedures and the affirmative action program.

Part-time to full-time conversions:

A policy was approved by President Taylor in 2002 which allows a part-time professional or academic employee to be converted to full-time without a search under specific circumstances. That policy follows:

Conversion of Part-time Faculty and Professional Staff to Full-time Employment November 12, 2002 (Approved by President Taylor)

Proposal: Allow part-time faculty and professional staff to be appointed to the position they currently hold on a full-time basis when specific eligibility criteria are met.

Purpose: To provide opportunities for part-time employees to secure full-time employment. This plan rewards employees who have already dedicated time to the institution. The campus benefits as well through the elimination of costly and time-consuming searches when a fully qualified employee is already performing the duties of

the position. From a public relations perspective, the campus will not be seen as simply going through the motions to reach a pre-determined result.

Eligibility criteria: To be eligible for appointment to the full-time position, the employee must have been hired as the result of an affirmative action search. This includes national, regional, and/or local searches for part-time and/or full-time temporary positions. Additionally, the employee must have served in the same capacity (same job responsibilities within the same department) and have been granted a term appointment. The Board of Trustees Policies grant term appointments to part-time faculty and professional staff after six consecutive semesters (three years), because it is at this point in time that an employee is seen as having more than a temporary relationship with the campus.