

Permanent Appointment Process for UUP Professional Employees

The Policies of the Board of Trustees of the State University of New York offer to professional employees, eligibility for permanent appointment (*see Policies of the Board of Trustees, Article XI, Title C*). A professional employee who has completed seven consecutive years of full-time service as a professional employee at the college, where the last two years of employment have been in that professional title, must be on the basis of permanent appointment. Such appointment shall not be effective until made so by the Chancellor.

Eligibility for Initial Permanent Appointment

- Seven consecutive years of full-time service in an eligible professional title.
- Last two years must be in same eligible professional title.
- Leave of absence at full salary counts toward years of eligibility.
- Consecutive full-time time service in temporary and probationary appointments are included unless the position title has been designated “special.”
- Leave of absence at less than full salary does not count but is not considered an interruption of consecutive services.
- Part-time service does not count but is not considered an interruption of consecutive services.
- Time served in academic title does not count toward years of eligibility.
- Appendix A, B and C titles are not eligible for permanent appointment.
- Prior service credit up to a maximum of three years of service in a professional title at any one college of SUNY can be requested to be included.(A statement of the employee’s right to request prior service credit and a request form is provided to the employee by human resources when they start employment; prior service credit must be requested within the first six (6) months of employment.)

Procedure for Renewal and Initial Permanent Appointment

- Recommendations for renewal accompany a supervisor’s written evaluation of the employee.
- Evaluations of UUP professional employees occur at least annually based on each individual’s appointment dates and consistent with the notice of non-renewal requirements contained under Article XI, Title D, Section 5 (a)(b)(c)(d)(e) of the Policies of the Board of Trustees.
- The supervisor upon recommending renewal at the professional employee’s sixth-year evaluation cycle will prepare a recommendation for permanency. A recommendation memo template is available on the human resources website. This recommendation should be sent to the next-level supervisor for review and approval up through to the president.

- A Form UP-3 will be prepared by human resources and sent to the Chancellor's Office at SUNY System Administration requesting permanent appointment. The Chancellor grants permanent appointment in a letter directly to the employee with a copy to Human Resources.
- An employee will only become a permanent employee once a letter from the Chancellor confirming that permanency has been granted has been received. *Policies of the Board of Trustees, Article XI, Title C, Section 4(a)(1) and (2).*

Consideration for Earlier Permanent Appointment

A professional employee does have the right to request consideration for early permanent appointment consistent with the subsections below. If an employee is interested in seeking early consideration, it is highly recommended that the employee consult with human resources and the UUP chapter president or vice president for professionals prior to making such request to assist the employee in making a fully informed decision and to assist in the process of making such a request.

- Upon completion of three consecutive years of full-time service as a professional employee at that college, the last year of which has been in that professional title, a professional employee in a title eligible for permanent appointment may initiate early consideration for permanent appointment through notification to the chief administrative officer of the college. To be effective, such notification must be in writing and received by the chief administrative officer of the college no later than nine months prior to the date upon which such employee would otherwise receive written notice that a term appointment is not to be renewed upon expiration. In the event the chief administrative officer of the college grants the employee's request for such early consideration, any further employment of that employee after completion of five consecutive years of full-time service as a professional employee at that college, the last two years of which have been in that professional title, must be on the basis of permanent appointment; provided, however, that such appointment shall not be effective until made so by the Chancellor *Policies of the Board of Trustees, Article XI, Title C, Section 4(1)(a).*
- Upon completion of four consecutive years of full-time service as a professional employee at that college, the last year of which has been in that professional title, a professional employee in a title eligible for permanent appointment may initiate early consideration for permanent appointment through notification to the chief administrative officer of the college. To be effective, such notification must be in writing and received by the chief administrative officer of the college no later than nine months prior to the date upon which such employee would otherwise receive written notice that a term appointment is not to be renewed upon expiration. In the event the chief administrative officer of the college grants the employee's request for such early consideration, any further employment of that employee after completion of six consecutive years of full-time service as a professional employee at that college, the last two years of which have been in that professional title, must be on the basis of permanent appointment; provided, however, that such appointment shall not be

effective until made so by the Chancellor. *Policies of the Board of Trustees, Article XI, Title C, Section 4(1)(b).*

Procedure for Subsequent Permanent Appointment Following a Change in Professional Title

- A professional employee holding a permanent appointment in a professional title who is appointed to a different professional title at the same college, e.g. a promotion or change in jobs across the college, shall be given a one year probationary appointment in the new title.
- At the successful completion of the probationary appointment, a new Form UP-3 will be prepared by human resources and sent to the Chancellor's Office at SUNY System Administration requesting permanent appointment. The Chancellor grants permanent appointment in a letter directly to the employee with a copy to Human Resources.
- An employee will only become a permanent in the new professional title once a letter from the Chancellor confirming that permanency has been granted has been received. *Policies of the Board of Trustees, Article XI, Title C, Section 4(a)(1) and (2).*