Reviewer Sign-Off Form
For Academic Staff Request for Title Prefix Review for Category A: Professional Academic Staff

Reviewers -- please review all candidate materials and sign below indicating your support or non-support for this request. Attach this form to the 3 sets of supporting information and forward the documentation package to the next Reviewer within 10 working days of receipt. Reviewers are encouraged to also attach a letter of support or nonsupport. Please review the projected salary increase for an affirmative review as outlined below.

Review Chain:

Academic Staff Applicant: ____________________________

Immediate Supervisor*:

+ * The WNEP County Coordinator is the Immediate Supervisor for a Nutrition Educator.

Second Reviewer:

State Program Office/Unit Office

Cooperative Extension HR distributes to Academic Staff Title Prefix Review Committee for recommendation to Dean

Dean makes recommendation to Chancellor, who makes final approval decision.

Salary Increase Information

A successful title prefix review request will result in a standard salary increase of either (1) a Standard Dollar Salary Promotion Increase (listed immediately below), or (2) Category A Academic Staff Salary Minima for the new title prefix (listed further below), whichever is greater. To find the amount of the increase, you can calculate the new salary both ways, to determine which calculation provides the greatest increase. An approved title prefix promotion becomes effective on the first of the month following the initial submission to the immediate supervisor. (HR and the Budget Office will complete the official calculations for the Dean's and Chancellor's approval.)

1) Standard Dollar Promotion Increase

- promotion to No Prefix = $2,500 increase (same amount as faculty promotion to Assistant Professor)
- promotion to Senior = $3,500 increase (same amount as faculty promotion to Associate Professor)

2) Category A (Professional) Academic Staff Salary Minima for Title Prefix (7/01/13 - 06/30/14):

Locate applicant’s projected prefix and job title in the Grade List below.

Grade 1: $27,734 [Includes Associate Instructional Specialist, Associate Media Specialist, Associate Research Specialist]

Grade 2: $31,784 [Includes Instructional Specialist (no prefix), Media Specialist (no prefix), Research Specialist (no prefix), Associate Administrative Specialist, Associate Development Specialist, Associate Cartographer]

Grade 3: $36,426 [Includes Senior Instructional Specialist, Senior Media Specialist, Senior Research Specialist, Administrative Specialist (no prefix), Development Specialist (no prefix), Cartographer (no prefix), Associate Advisor, Associate Artist, Associate Editor, Associate Geological Survey Specialist, Associate Outreach Specialist, Associate University Relations Specialist]

Grade 4: $41,750 [Includes Senior Administrative Specialist, Senior Development Specialist, Senior Cartographer, Advisor (no prefix), Artist (no prefix), Editor (no prefix), Geological Survey Specialist (no prefix), Outreach Specialist (no prefix), University Relations Specialist (no prefix), Associate Administrative Program Specialist, Associate Information Manager]

Grade 5: $47,854 [Includes Senior Advisor, Senior Artist, Senior Editor, Senior Geological Survey Specialist, Senior Outreach Specialist, Senior University Relations Specialist, Administrative Program Specialist (no prefix), Information Manager (no prefix)]

Grade 6: $54,857 [Includes Senior Administrative Program Specialist, Senior Information Manager]

Example of how to calculate whether (1) standard dollar salary promotion increase or (2) salary minimum applies:

1. If a 50% fte "no prefix" Instructional Specialist has a current salary of $16,000 ($32,000 fte), we would calculate the increase as follows:

   = $32,000 (fte salary) + $3,500 (dollar increase for promotion to "Senior") X .5 (percent of fte) = $17,750

2. The Salary Minimum for a Senior Instructional Specialist is Grade 3 (which includes the Senior Instructional Specialist job prefix and title) is $36,426 X .5 (percent of fte) = $18,213.

Result: The new salary would be $18,213, the greater of the two calculations.

If you wish to request a salary adjustment greater than the standard adjustment that is calculated above, please contact Sharon Klawitter, Director of Human Resource Development.