

Professional Development, Career Advancement & Promotion

SEPTEMBER 28, 2017



Agenda

1. Introductions
2. Community agreements
3. Overview of professional development
4. UI career development process & examples
6. Resources

Introductions

- Name
- Role/Title
- Department/Center
- How long you've been a supervisor
- How many people you supervise

Community Agreements

- ❖ We are all colleagues.
- ❖ We will maintain confidentiality.
 - No names
 - Discussions stay here
- ❖ Others?

Opening Thought

The growth and development of people is the highest calling of leadership.
-Harvey S. Firestone



The only thing worse than training your employees and **having them leave** is not training them and

HAVING THEM STAY.



- Henry Ford, Founder
Ford Motor Company

Professional Development

Process of improving and increasing **capabilities** of staff through access to education and training opportunities.

Helps build and maintain morale and **engagement**.



Career Development

> Overlap of organization's needs with the employee's career interests.

> Creates the opportunity for the employee to advance their career in alignment with the needs of the organization.



Examples of Professional Development

- > On-campus training through UI Learning & Development
 - In person classes
 - Online courses: myquickcoach, Lynda.com
- > Off-campus conferences/workshops
- > Cross-training
- > Job-shadowing
- > Self-study
- > Stretch assignments
- > Reflection on goal progress



Why is it important?



Why is it important?

- Improves skills.
- Develops new skills/knowledge.
- Increases productivity and loyalty.
- Improves engagement!!



Any company trying to compete must figure out a way to engage the mind of every employee.
 -Jack Welch

Supervisor's role

- Each staff member should have at least **one development goal**.
- **Help identify skills** that need improvement or new skills that are needed.
 - Real-time feedback! Don't wait for annual review.
- **Identify resources** to support development activities.
 - See handout.
- Be a **mentor**.



Break

Take 5!



UI Processes for Staff Career Advancement

3 types of career movement:

- Career Advancement
- Promotion
- Career Shift

❖ These changes are based on the UI's classification system and pay structures.

Classification & Compensation Overview

P&S Classification System

- Job Function
- Job Family
- Classification

P&S Job Classifications: https://hris.uiowa.edu/CC_Redesign/driver.php?ACTION=HOME

P&S Pay Structures: <https://hr.uiowa.edu/professional-pay/compensation-plan-structure-a-FY18>

Career Advancement

- Salary adjustment to recognize growth within current classification.
- Examples:
 - New duties for a sufficient period of time to evaluate performance, and not already recognized in a previous class/comp decision, or
 - New skills/competencies have been developed that are relevant to the work of the department, or
 - Expanded scope of responsibility; and
 - Work still fits in the current classification

Career Advancement: Process

- Salary approval: College approval if new salary is within the median zone; UI approval if above median zone.
- Salary increase: 1-5%
- Effective: first of the following month after approval
- Career Development Documentation form
 - HR Administrators are available to assist you!
 - See sample form.

Promotion

- Move to a different classification at a higher pay level
- Example:
 - Significant new duties, or
 - Expanded scope/authority, or
 - New Key Areas of Responsibility; and
 - A majority of work now falls in a higher classification.

Promotion: Process

- Approval:
 - UI HR approves classification change
 - College approves new salary if within median zone
 - UI HR approves new salary if above median zone
- Salary increase: 1-10% up to range max
- Effective: first of the following month after approval
- Career Development Documentation form

Career Shift

- Change in classification at the same or lower pay level
 - Could involve a change in job family
- Example:
 - Significant change in duties, or
 - Change in Key Areas of Responsibility; and
 - Majority of the work is now best described in a different classification, which is at the same or lower pay level

Career Shift: Process

- Approval:
 - UI HR approves classification change
 - College approves salary if within median zone
 - UI HR approves salary if above median zone
- Salary change:
 - 0-5% if same pay level
 - 0%(or decrease) if lower pay level
- Effective: first of the following month
- Career Development Documentation form
 - See sample form

Questions/Round table discussion



Resources

- > Career Development: <https://hr.uiowa.edu/career-development>
- > Quick Coach
 - Why is Career Development Important, Dr. Beverly Kaye
 - Being an Exceptional Development Manager, Jeannie Coyle
 - An Attitude of Development, Dr. Beverly Kaye

Closing Thought

*Leadership is about being of service to others,
not being served by others. Be a mentor, not a boss.*

-Patrick the Edutainer



Thank you for attending!

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