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
5. 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
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?

- 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.
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](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](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](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!

College of Engineering Human Resources

Jan Waterhouse, JD, MBA, SPHR, SHRM-SCP
Director of Human Resources
jan.waterhouse@uiowa.edu

Sandra Gerard, PHR
HR Administrator
sandra.gerard@uiowa.edu

Sarah Lobb, M.A.
HR Administrator
sarah.lobb@uiowa.edu

https://www.engineering.uiowa.edu/college/faculty-and-staff/engineering-human-resources