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

The only thing worse than training your employees and having them leave is not training them and HAVING THEM STAY.
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!

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