

MSUAASF RANGE ASSIGNMENT APPEAL PROCESS GUIDELINES

A meeting of the System Evaluation Committee (SEC) has been scheduled to hear your appeal of the range assignment evaluation of your position. Please note the SEC is not limited in its deliberation to the content of the appeal, but may consider all relevant information available to determine the appropriate range assignment of the position. The SEC's decision is final and not subject to the grievance procedure in the collective bargaining agreement.

Preparing for any presentation can be time-consuming and at times anxiety promoting. This document is intended to help you use your time most efficiently and dispel some anxiety. In the presentation, you will be talking with five evaluators/raters. Their goal is to gain a thorough understanding of the job so that an accurate evaluation is achieved. The MnSCU Staffing Representative from the Office of the Chancellor will be facilitating the meeting.

The committee members will have received in advance the position description, the Position Analysis Questionnaire, an organizational chart and any other material that was provided at the time of the original audit request. The committee members will have reviewed these materials, and will have a basic understanding of the role of the position you are presenting.

Typically, the supervisor of the position will present the appeal to the SEC members and answer any questions they may have. The incumbent may attend to clarify the position in more detail, if necessary. A representative of the university HR Office may be in attendance to assist with any questions.

Following are a few guidelines that may be helpful to you in making the presentation:

1. **Give a brief presentation of the job.** Describe the job duties and the purpose of the position. You may bring samples or work products or outcomes if you wish, but the SEC members may not have the time to review these materials.
2. **Organize your presentation to cover the eight factors on the Position Allocation Matrix.** These are the dimensions on which the job will be evaluated, and it is helpful to the SEC if you organize your presentation around them. The committee members will have the Position Analysis Questionnaire for this position so all you will need to do is expand on the questions and provide specific examples to better clarify your responsibilities.
3. **There will be a question and answer period after your presentation.** You should be prepared to field questions. All members of the SEC may ask questions to better understand the position's responsibilities, and its role within the university. You may be asked about your responsibilities as the supervisor of the position.
4. **Limit your presentation to a maximum of 20 minutes.** The entire process, including the question period, should last approximately 30 to 45 minutes. After you have concluded the presentation and answered all questions and have left the committee members will then discuss and evaluate the position and make a final decision on the range assignment.

The staffing representative of the Office of the Chancellor will contact your HR office the same day of the SEC meeting and give them the final outcome and then follow up with a written notice of the final salary range determination.