BINGHAMTON
UNIVERSITY
STATE UNIVERSITY OF NEW YORK

Office of the Executive Vice President for
Academic Affairs and Provost

PO Box 6000
Binghamton, New York 13902-6000
607-777-2141, Fax: 607-777-4831

MEMORANDUM

DATE: October 23, 2026

TO: Binghamton University Staff and Supervisors of Staff Represented by UUP

FROM: Executive Vice President and Provost Hall, Vice President Navarro, Vice President Rose, Vice President Murphy, Vice President Whitmore, Director of Athletics Marshall, Vice President Jones, Vice President Delviscio

RE: 2026 Presidential Discretionary Increase for UUP-represented Staff

This memo describes the process Binghamton University will use to distribute the 2026 .5% discretionary pool provided by the UUP contract.

- The total pool will consist of ½ % of total SUNY-wide basic annual salaries as of 06/30/2026.
- To be eligible for these payments, the employee must be active or on paid leave on the eligibility date of 06/30/2026 (or April 30, 2026, for part-time employees whose employment expires before July 1, 2026) **and** at the time of payment (12/16/2026).
- If an employee is on leave without pay at the time of payment, the employee would be eligible to receive the raise upon returning to the payroll.
- If an employee is terminated at the time of payment, they are not eligible for the increase.

Process
Presented below are the criteria to be used to evaluate contributions of professional staff to the University and the procedures to be followed. Both criteria and processes are generically described. The various units of the University are quite diverse in culture and methods of operating and should be considered when making discretionary recommendations.

Objectives
The purpose of the discretionary increase is to recognize truly outstanding performance among professional staff across the full range of the University's responsibilities. Determining excellence requires critical and discriminating judgments. Discretionary increases should be used to recognize and stimulate the desire to exceed those same standards.

Minimum Criteria
To be eligible professional staff must have completed their required annual compliance training and be current with employee performance programs and evaluations of their direct reports. Supervisors who have questions regarding the completion of performance programs and/or evaluations should contact Sara Declemente-Hammoud in HR for assistance.

Additional Considerations
The University seeks to acknowledge professional staff who have made outstanding contributions to their respective units and the institution as a whole. Individuals who remain actively engaged with their careers and with the University, increasing their skills and competencies, improving processes and services, and helping others perform well are those we need to recognize.

Outstanding contributions among professional staff come in many forms:

- Exceptional performance in one's responsibilities, including qualities of judgment, attitude, initiative, creativity, dependability, problem-solving, and communications with others
- Innovations and improvements in fulfilling one's responsibilities
- Demonstrable contributions to advancing the University's Roadmap plan
- Initiative in advancing the interests of the University – "thinking outside of the box."
- Balanced leadership and teamwork in working with others within and across units

Procedure
Supervisors will develop recommendations for discretionary increases. Since Binghamton University comprises many different units that participate in the review, how it is conducted will differ across these units. Recommendations for a discretionary increase forwarded by a supervisor to a vice president or senior officer must be accompanied by a succinct, but clear rationale that outlines the nature of the staff member's contributions.

Alternative Process
A second pathway also exists for all professional staff. A professional staff member who wishes to have their performance recognized by a discretionary increase can write to their supervisor. That letter should identify the basis for the request for review and provide any supporting materials the individual wishes to attach. The request should specifically address how one's contributions fit within the criteria outlined in this memorandum. The supervisor will review these materials and provide their recommendation about the increase. Both the original request from the professional staff member and the supervisor's recommendation shall be forwarded through channels to the appropriate vice president or senior officer by Wednesday, November 4, 2026. The vice president or senior officer will review the candidate's initial statement and the supervisor's opinion in making their recommendations to President D'Alleva for her final approval. If a case is presented for equity, it should be accompanied by a case for merit. That is, a salary at a comparatively lower level is not, in itself, an indication that a discretionary increase is warranted.

c: Anne D'Alleva, President
Joseph P. Schultz, Associate Vice President for Human Resources