

PROMOTION

POLICY NUMBER: RESERVED FOR FUTURE USE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF HUMAN RESOURCES

RESPONSIBLE OFFICE: OFFICE OF HUMAN RESOURCES

I. POLICY STATEMENT

The University encourages promotions within the University and departments are encouraged to fill job vacancies by internal promotion of qualified staff members. All administrators, professional and managerial, clerical, technical and service and maintenance staff are encouraged to apply for promotions when they meet the qualifications of the position. The University maintains this policy to develop and provide effective incentives to staff members and to aid departments in obtaining skilled, trained and experienced staff.

Promotions, like all employment actions, must be conducted in accordance with Affirmative Action/Equal Opportunity Policies.

To be eligible for a promotion, a staff member must:

- Be classified as a regular status employee, (includes grant and contract employees).
- Have satisfactorily completed the probationary period.
- Meet the qualifications of the position.
- Have a satisfactory performance and attendance record.

Staff members are encouraged to discuss promotional opportunities with their department head or Human Resources. Staff members may seek a promotion by applying for vacant positions through Human Resources.

When an employee is promoted into another department, the current department and the department to which the staff member is being promoted must agree on a mutual transfer date.

A promotion from within a department may become effective only after written approval from Human Resources upon completion of a basic job search, internal only job search, or department only job search.

Criteria for approval includes affirmative action utilization review, including past hiring techniques, practices, minority recruitment effort and availability of minority workforce in the area.

If two or more candidates are considered similarly qualified for a position, the University's affirmative action goals should be considered in making the selection. All qualified candidates will be interviewed and given due consideration for the position.

A promoted employee is subject to a three-month probationary period in the new position.

II. ENTITIES AFFECTED

Faculty and Staff

IV. DEFINITIONS

- “Promotion” can be defined as an advancement in rank or job grade of an employee from one position to a higher job grade or salary. Included are positions of the same grade level that offer the employee an opportunity to pursue an area of interest. Promotion of staff members may be made within or between departments.
- A “Basic Job Search” is a job search which includes advertising in newspapers, professional trade magazines, journals, national or local publications and relevant websites with the intent to reach the broadest and most diverse pool of applicants. Human Resources will be available to provide assistance in preparing and placing advertisements.
- An “Internal Only Job Search” requires prior approval from Human Resources and a minimum online posting of five days.
- A “Department Only Job Search” requires prior approval from Human Resources and a minimum online posting of three days.

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	