Employee Promotions

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<th>Section: Employment</th>
<th>Policy Number: 123</th>
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**Policy**

The University believes that providing employees with the opportunity for mobility and advancement promotes the retention of employees with skills and experience vital to a healthy institutional culture.

As an equal opportunity employer, the University supports the recruitment, employment, and advancement of women, minorities, individuals with disabilities, disabled veterans, and veterans of the Vietnam era for all positions in which they are qualified to perform. Only valid requirements for employment and promotional opportunities are imposed. Further, the University strives to enhance opportunities for mobility and promotion of qualified candidates who are current University employees.

Qualified employees are encouraged to pursue posted positions within the University. An internal career portal is available through UIS and St. John’s Central for all employees to view and apply for open positions. For information on Job Posting, see policy #105.

**Definitions.** Generally, a promotion is advancement to a position in a higher salary grade that requires duties of increased complexity or responsibility.

Promotions can occur in the following ways:

- An employee can pursue a vacant position in a higher salary grade within his or her current department. This can occur at any time during the year.
- An employee’s supervisor can initiate a promotion, which may occur throughout the year. In some limited circumstances promotions may occur during the annual administrator and staff merit review, with proper review and approvals.
- An employee can pursue a vacant position outside of his or her current department. An interdepartmental promotion is also considered a transfer, and would follow the guidelines provided in the Employee Transfer policy (#124).

**Procedures**

**Eligibility:** Employees who have worked a minimum of 12 months in their current position with the University, and have met their job expectations according to the University’s Partnership for Performance, policy #202 are eligible to apply for positions. Employees on corrective action are not eligible to apply. Exceptions may be made only with the approval of the employee’s current department head. Employees are eligible for promotion within their department anytime after successful completion of the three-month Orientation Period.

Employees are encouraged to inform their supervisor when they apply for positions at the University. If the employee is selected for an interview, and there is a sufficient level of mutual interest after the interview, the hiring manager will contact the Recruitment Office to check work history and performance. In general, employees must give a minimum two-week notice to their supervisor before starting a new position.
The department receiving the employee is responsible for notifying Human Resources via a Personnel Change Form (PCF).

Promoted employees and their supervisor should perform Performance Planning, including setting new objectives and identifying competencies, in accordance with the guidelines in the University’s performance management system, Partnership for Performance.

**Approvals Required for Promotions**

All promotions outside of the job posting process require the approval of the Compensation Office in the Office of Human Resources. The hiring manager should forward a detailed job description to the Compensation Office for review and approval prior to making any offer of promotion. In addition, hires and promotions must adhere to the requirements outlined below:

**Reserved to the President:** Executive Vice Presidents, Secretary of the University, Provost, Vice Presidents, Academic Deans, the Dean of University Libraries, and other administrators as are appointed by the President from time to time.

**Reserved to the Executive Vice Presidents:** Non-academic Deans, Associate Vice Presidents, and Assistant Vice Presidents.

**Reserved to the Provost:** Associate Provosts and Assistant Provosts.

**Reserved to the Deans, subject to the approval of the Provost:** Associate Deans and Assistant Deans.

**Reserved to the Vice Presidents:** Directors and positions below this level.