

Promotion

A promotion is the advancement of a current university employee to a position at a higher level that may have greater authority. The two recognized university methods for promoting employees are “competitive hire” promotions and “internal department” promotions.

“Competitive hire” and “internal department” promotions for positions funded by sponsored project accounts need to ensure compliance with the contract/grant.

A. Competitive Hire Promotion

A “competitive hire” promotion occurs when a current university employee submits an application through Talent Management for an open **posted** position at a higher level with increased duties and responsibilities that may also include greater authority, is interviewed along with other qualified candidates, is selected as the final candidate, is offered and accepts the position. The value of using the “competitive hire” promotion is that it may provide a fairly large pool of qualified candidates to choose from, which is why it is the most common type of promotion.

All applicable paperwork required by Payroll Services for new employees applies to a “competitive hire” promotion including a signed offer letter, successful completion of background screening, signed at-will and arbitration agreements, signed job description and Job Information Questionnaire. The new rate of pay is determined on the same basis as any candidate newly hired into a posted position.

B. Internal Department Promotion

An “internal department” promotion occurs when a uniquely qualified employee who has demonstrated increased skill level, knowledge and experience is offered and accepts a new, different position at a higher level, in most cases within the same job family and same department, with increased duties and responsibilities that may have greater authority. An “internal department” promotion may or may not involve a change in exemption status. In order to be considered eligible for an “internal department” promotion, an employee should be in his/her current position for at least one year, and not presently performing the majority of the duties and responsibilities of the new position. Promotions may be considered at any time.

Human Resources Administration must review and approve all internal promotions prior to any communication to the employee; note that all internal promotion requests should be discussed with and supported by the appropriate management within the school/department before submission to Human Resources Administration/ Compensation for review and approval.

Once the proposed internal promotion is discussed with and supported by the appropriate management, submit the following to Human Resources Administration/ Compensation:

- rationale/justification for internal promotion, which should:
 - demonstrate why the candidate's knowledge, experience and skill level uniquely qualify him or her for the position
 - explain why others within the school or division are not similarly qualified and were not or would not be considered
 - explain why external candidates would not be considered
- proposed job description
- proposed organizational chart or explain the new reporting structure

Attach the following to employee's worker documents in Workday if they are not already attached:

- current job description
- resume

Departments may not make a commitment to the employee until Compensation staff has reviewed and approved the promotion. The effective date of the promotion may not be retroactive.

The promoted employee is not guaranteed any increase in pay because of the change in responsibilities; however a wage or salary increase is typically a fair response to an "internal department" promotion. The rate of pay for the position is determined on the same basis as any candidate newly hired into a posted position. A pay increase for an "internal department" promotion requires the supervisor to follow the guidelines outlined in the "Staff Wage and Salary Guidelines" (see "Market Pay Adjustments").

Effective date of the pay increase may not be retroactive.