Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

To establish the process for promotions, demotions and transfers of regular unclassified employees.

PROMOTIONS or DEMOTIONS

Policy

1. Departments are encouraged to fill vacancies in the unclassified service through promotions or transfers of current staff.

2. The Human Resources Compensation Division must approve all promotional and transfer appointments for all staff and executive positions. The Office of the Provost must approve all promotional and transfer appointments for all faculty positions.

3. Only employees who meet the minimum qualifications for the posted position shall be considered.

4. When a promotion or transfer is to a different primary department, the receiving primary department assumes responsibility for accrued sick leave, vacation credits and compensatory time (if applicable).

5. Promotional and transfer appointments to a different primary department will be effective at a time agreeable to both departments, usually not to exceed two (2) weeks following notification. The effective date of the promotion or transfer is usually the beginning of a pay period.

Procedure

1. The primary department initiates the Electronic Request form to fill a new or vacant position, indicating preferences regarding departmental or University-wide promotion on the form and forwards it through the appropriate workflow.
2. Human Resources will contact the appropriate administrative authority/supervisor to explain the recruitment process.

3. If underutilization exists within the primary department, the hiring unit must work with the appropriate areas within Human Resources to ensure a diverse pool of candidates.

4. An application and/or resume for the posted position must to be submitted via on-line applicant tracking system prior to the posted deadline date.

5. Human Resources will evaluate applicants and identify candidates who meet minimum qualifications. The primary department will contact the candidates to schedule interviews.

6. The primary department and/or the search committee will interview the candidates.

7. Once the selection has been made, the primary department utilizes the on-line applicant tracking system in order to initiate the promotion or transfer of the chosen candidate. When underutilization exists, written justification for selecting a candidate other than a female, people of color, veterans and individuals with disabilities is required.

DEMOTIONS:

Policy

1. A demotion is defined as the movement of an employee from one established position to another established position in a lower classification.

2. The movement to a position in a lower classification may be voluntary or involuntary, as a result of departmental reorganization, performance factors or disciplinary action.

3. When a demotion occurs within the same primary department, the employment and Affirmative Action processes need not take place.

4. When a demotion is to a position in a different primary department, the established employment and Affirmative Action processes must take place.

5. Both HR Compensation and Labor and Employee Relations must be engaged for approval of the demotion.