

Internal Promotions

Policy Purpose: To ensure equity and fairness for staff across units within Provost Division.

- Contingency funds within the discussion and salary savings on new hire lines will be held within the Provost's account.

Managers who wish to promote an employee or add salary dollars to compensate an employee for additional duties will do the following:

- Manager/Director needs to discuss reasons/rationale with Provost.
- Provost will prioritize requests within the division twice a year: prior to annual merit reviews in the spring and mid-year (December).
- Upon Provost approval to pursue promotion/additional salary, manager will provide new job description and position evaluation questionnaire to compensation manager in Human Resources (Jennifer Burns). Human Resources will evaluate position for upgrade.
- If additional compensation is warranted, manager/director must discuss compensation amount with Sr. Budget Director to determine availability of funds within division.
- Sr. Budget Director will make recommendation to Provost for final approval of funds for promotion.
 - Employee is not to be promised promotion or salary increase until approval of Provost is granted.
- If approved, manager/director should complete salary authorization for promotion with date of promotional approval.

Notes:

Compensation for additional duties will only be given for duties above current job grade, not simply for "extra" duties or "working hard."

New 4/20/15