PROMOTION OF PROFESSIONAL AND ASSOCIATE SUPPORT STAFF

I. Definition

Promotion is the movement of an employee from one classification to another classification with more responsibility at a higher pay grade.

II. Promotional Policies and Procedures and Eligibility for Promotion

The department supervisor with the approval of the department Vice-President will have the right to promote staff within the department before advertising on campus. If an internal department promotion is not feasible then all College Staff members will be contacted in written form by the Human Resources Office when a promotion for a specific position is to be filled. Each employee who meets the requirements established for a position may be deemed eligible for consideration for promotion. The interested employee may apply to the Human Resources Office for a vacant position which represents a promotion. If the employee is determined to be qualified, their application is placed in the eligible file for that position. The best qualified promotional applicant(s) will be referred from the eligible file by the immediate supervisor of the position. Both the appropriate area Vice-President and the President must approve a supervisor's recommendation of an employee promotion. The Board of Trustees must also approve promotions to the following positions: administrators and full-time faculty, including temporary full-time faculty. Administrators are classified by the College as associate dean positions and higher.

III. Promotion of an Incumbent in a Position Which Has Been Reclassified

An employee who is an incumbent in a position which has been reclassified shall be given first consideration for promotion to the reclassified position on a non-competitive basis. If the employee does not meet the new qualification requirements or does not otherwise qualify for promotion the appropriate supervisor may recommend retention of the incumbent in the reclassified position in a trainee status.

IV. Salary Step of a Promoted Employee

An employee who is promoted from a lower grade to a higher grade ordinarily shall be placed on the new scale for salary determination. The new salary will be adjusted if the placement on the new scale results in a lower or similar pay. A placement which differs from this procedure requires the recommendation of the immediate supervisor, the approval of the appropriate area Vice-President and the approval of the President of the College.

V. Effective Date of Promotion

The effective date of any promotion shall be the date on which an employee begins their new duties.