

# **POLICY ON INTERNAL PROMOTIONS & TRANSFERS**

January 2010

## **Introduction**

This policy provides for the consideration of internal non-faculty candidates for promotion or transfer to vacant budgeted positions prior to or concurrent with external searches. It applies to all Marietta College departments and programs. All regular full-time and part-time employees are eligible for promotion or transfer under this policy.

## **Policy Statement**

It is the policy of Marietta College to consider current qualified employee applicants, as well as external applicants, when filling vacancies in budgeted non-faculty positions.

The College fills each vacant budgeted position with the most-qualified available candidate. Within this context, the College will when practical, attempt to fill vacant positions by promotion or transfer of current employees who qualify for the position in question as defined by the associated job description and who are interested in pursuing the transfer or promotion.

Similarly, the College continually strives to provide professional development opportunities to non-faculty employees, including job training, educational opportunities, staff mini-grants, tuition remission, on-campus workshops, and other educational opportunities in order to help employees perform better and prepare them for advancement or new job opportunities.

If a current employee is being considered for promotion, or as a finalist for another position at the College, the person considering the employee's candidacy shall advise the employee that (s)he will consult with the employee's supervisor(s). The purposes of consultation are professional courtesy and to ascertain pertinent work performance information. Thereafter, the referenced person shall consult appropriately with the employee's supervisor(s).

## **Definitions**

*Transfer*—Moving a current employee to another vacant budgeted position with no increase in compensation. Transfers can occur anytime of the fiscal year, subject to budget availability.

*Promotion*—Moving a current employee to another vacant budgeted position of greater scope and compensation. Promotions can occur in one of two ways:

1. An employee can be promoted to an existing vacant and budgeted position. This type of promotion can occur at any time during the year, subject to budget availability; or,

2. An employee may be promoted into a newly-created position that is of greater scope and compensation than the employee's current position. Newly-created positions may be created only as the result of a position audit (see below). Position audit results are considered annually as part of the annual budget development process and results must be approved and funded as part of that process.

### **Transfer or Promotion Procedure**

When a non-faculty position becomes vacant, the related department head shall:

1. review the related job description with a representative from the Human Resources Office (HR) in order to assure that it accurately and thoroughly describes the position being filled;
2. discuss with HR the possibility of a transfer/promotion by identifying current employees who may be qualified candidates;
3. verify in collaboration with HR the proposed compensation package; and,
4. complete a Position Requisition form and the Request for Approval to Hire form and submit the completed forms to HR with authorized signatures affixed.

Human Resources shall assess the proposed transfer or promotion and shall recommend approval or rejection to the department head and the area Cabinet officer. If the department head and area Cabinet officer approve the transfer or promotion, the department head may approach the qualified employee to fill the vacant position. If the employee accepts the transfer or promotion and related terms and conditions, the process is complete.

If either the department head or area Cabinet officer rejects the proposed transfer or promotion, either or both shall indicate the next steps regarding filling the position. Next steps may include, but not be limited to:

1. not filling the vacant position;
2. conducting a job search in accordance with applicable College policy and procedure; or
3. restructuring the vacant position.

The department head shall collaborate with HR to fulfill the next steps, including running an internal posting and collecting resumes from interested internal candidates. Internal candidates who meet the minimum qualifications or who show great promise of succeeding in a higher level job (based on a review of their prior performance appraisals) may be granted interviews. Candidates not meeting the minimum qualifications will receive courtesy notification from the department head or a designee that they will not be continuing in the interview process.

**NOTE:** The internal posting process does not preclude the College from advertising the position externally as deemed necessary.

If upon completion of the interview process, the department head or designee decides to fill the position with an internal candidate, s/he shall complete the Request for Approval to Hire form and send a courtesy notification to the other candidates that the position has been filled. If the department head or designee is not satisfied with the candidates from the internal applicant pool, s/he shall notify all internal candidates that the search is being expanded to include external candidates.

### **Position Audit**

Over time, an employee may come to regularly perform job duties that are in addition to or at higher levels of responsibility and complexity than those listed in the job description. Under these circumstances, an audit of the position may be warranted. If a department head chooses to initiate a position audit, the head shall:

1. notify HR of the pending position audit request;
2. prior to or during the annual performance appraisal process (July through September) and the annual budget development process (October-November), the department head shall carefully review and update the related job description to assure alignment of the job description and the incumbent's current job duties; and,
3. submit the updated job description to HR for audit.

HR shall complete the position audit in a timely manner by reviewing the updated job description and comparing the incumbent's current salary against appropriate compensation benchmarking data.

After audit completion, HR shall provide the department head with written findings and recommendations, including recommendations regarding compensation adjustment, if any. The department head shall incorporate HR findings and recommendations into the departmental budget request during the annual campus budget development process.

Subject to approval in the budget development process, the department head shall collaborate with HR to complete the Position Requisition form and the Request for Approval to Hire form in order to implement the audit results in a timely manner.

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