



## Direct Promotion

**Document Number:** HMRS-0059

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### *General Description*

#### **Policy Summary:**

In order to provide merit-based promotions for qualified staff in administrative, office and technical positions within a department.

#### **Purpose:**

When a job opening occurs within a department, the previous practice/policy required a posting period, even when an employee in the same department could be promoted into the position who meets the minimum qualifications. This practice diminishes the positive recognition and reward impact for the employee who must compete for a job for which they are obviously qualified and it wastes the time of the department manager and those who apply for the posting when there is a favored candidate.

This policy creates a way for department managers to directly promote staff within their department/reporting line when there are qualified employees in the department and the job group is not reported as underutilized in the Affirmative Action Plan.

#### **Scope:**

Full and part-time employees who:

- have served in their current position for over six (6) months; and
- are presently employed in a department where a vacancy exists; and
- meet or can reasonably be expected to meet the minimum qualifications of the job within six (6) months.

#### **Exceptions:**

There are no exceptions to this policy for Full and Part-Time employees that meet the criteria already outlined.

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## **Policy Content**

### **① Procedure**

The department initiates the job posting/direct promotion workflow.  
The Chief Human Resource Officer, or designate, will:

1. review the Affirmative Action utilization analysis for the job family in which the vacancy occurs;
2. examine the qualifications of the candidate(s) for direct promotion;
3. approve direct promotions when no underutilization exists or an existing underutilization is not improved by the direct promotion and employees meet the minimum requirements for the job

The Chief Human Resources Officer, or designate, will advise the department that:  
The appointment of an internal candidate is appropriate as a direct promotion  
-OR-

That the position must be posted due to the lack of qualified internal applicants or the job group is identified as underutilized in the most recent Affirmative Action Plan.

If only one candidate was proposed, the department communicates with and appoints the candidate. If multiple candidates were considered, the department selects and communicates its decision to the candidates.

### **② Requirements**

When a vacancy occurs within a department, employees in the department with the ability, skill, training and other relevant qualifications to fill the opening, may be directly promoted into the vacant position without a job posting. In the event these factors are considered equivalent between multiple employees in the same department, the employee with the most service shall be selected.

Any vacancy created by a direct promotion may be filled through a subsequent direct promotion until the vacated position fails to produce a promotable internal candidate or the entry-level position has been reached. Where either occurs the vacancy must be filled through regular recruitment procedures.

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## Terms & Definitions

### Terms and Definitions:

<b>Term:</b>	<b>Definition:</b>
Department	an organizational entity that has fiscal, programmatic and administrative responsibility for employees. (Specific units are determined as appropriate by the designated UM or campus administrator.)
Utilization	The percentage of an under-represented group (i.e minorities, women, etc.) employed in a particular job group when compared to the availability of that group in the workforce. When the percentage is less than would reasonably be expected given their availability, that particular job group is considered underutilized and an Affirmative Action placement goal is established for that job group.

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## Revision Management

### Revision History Log:

<b>Revision #:</b>	<b>Date:</b>	<b>Recorded By:</b>
v1.0	10/5/2021 8:34 AM	Kelleebeth Cantu

### Vice President Approval:

<b>Name:</b>	<b>Title:</b>
Gary Logan	Vice President for Finance & Administration