

Promotions

Purpose/Overview

To provide a mechanism for eligible and qualified employees to move into a higher grade level position within the same department. Reasons for promotion are:

- A) position duties and responsibilities have grown over time to meet department needs; and
- B) position vacancy due to departure of another employee or department reorganization.

Definitions

Eligible and qualified employee: employee meets all the minimum requirements for the higher position and has had satisfactory or higher performance during the previous 12 months or since the date of hire if employed for less than 12 months.

Grade level: regular staff positions of the College are categorized into grades according to the level of knowledge, supervisory responsibility, operational responsibility and ingenuity necessary to perform the essential duties. The grading system used by the College was developed and is used by all The Claremont Colleges.

Job analysis: the job description is reviewed and evaluated on the basis of the required knowledge, supervisory responsibility, operational responsibility, ingenuity, skills and abilities.

Procedure/Policy

Promotion due to reasons listed above. Employee or Supervisor may initiate a request for a promotion under any of scenarios described below.

Position duties and responsibilities have grown over time to meet department needs.

- 1) Employee or Supervisor may request an analysis of the job description.
- 2) Supervisor reviews and updates job description to reflect actual duties and responsibilities of the position.
- 3) Director of Human Resources conducts a job analysis and reclassifies position at a higher grade level.
- 4) Supervisor requests to corresponding Department Head and Vice President approval for promotion, and if applicable may also request additional funds for a salary increase.

Position vacancy due to departure of another employee or department reorganization

- 1) Employee requests to Supervisor consideration for promotion into the vacant position.
- 2) Supervisor reviews employee's qualifications and past performance for eligibility for promotion.
- 3) If the Supervisor supports the promotion, he/she requests to corresponding Department Head and Vice President approval of promotion.

If promotion is approved:

- Area Vice President confirms to Director of Human Resources approval of the promotion.
- Human Resources provides the employee with a promotion offer letter.
- Employee can accept or decline the offer by the indicated deadline.

If promotion is denied:

- Human Resources notifies the employee in writing that the request for promotion has been denied.

Responsibility

It is the responsibility of the Supervisor to communicate with his/her Department Head, Vice President and the Director of Human Resources to obtain all the necessary approvals for a Promotion before making a verbal or written offer to an employee.

References

None.

Attachments

None.