

Internal Promotion

Policy Number: 8160

Date Created/Revised: ~~07/01/2015; 06/ /2024~~TBD

Executive Responsibility/Policy Manager: ~~Vice President and Chief Human Resources Officer- Finance and Operations~~

Functional Responsibility: ~~Human Resources~~

Applies to: Ohio Administrative Code 3352-5-10

Former Wright Way Policy: ~~4209~~

8160.1 ~~Purpose~~Background~~Policy Statement:~~

Wright State University values its employees and ~~is committed~~strives to providing opportunities for ~~their~~ professional development, growth, succession planning and career advancement ~~in a manner that supports and encourages fairness, accountability, and engagement~~. Hiring managers are encouraged to use both a ~~build from within, i.e.,~~ internal promotion, and ~~buy, i.e.,~~ competitive search ~~of talent,~~ strategies within their units and ~~must be consistently and compliant with all applicable federal and state laws and regulations. As with hiring, Wright State University does not consider race, gender, age, national origin, religion, or any other protected trait in making promotion decisions.~~

It is the Policy of Wright State University to promote internally in accordance with applicable federal and state laws, regulations, and other authorities. The University is an equal opportunity employer; applicants for internal promotion are evaluated and selected on the basis of individual competency, experience, training, qualifications relevant to the position, and legitimate operating needs of the institution. The University does not discriminate illegally (for or against) any applicant for internal promotion on the basis of any trait or status protected by applicable law. The University will conduct all aspects of its employment application and screening procedures, including but not limited to those described in this Policy, in accordance with applicable laws and regulations.

In order to fully utilize its available human resources, the University attempts when circumstances permit:

1. to fill vacancies by promotion from within when practicable and consistent with the University's business needs and employment policies~~its commitment to affirmative action;~~
2. to promote on the basis of skills, knowledge, ability, and performance~~individual competency, experience, training, qualifications relevant to the position, and legitimate operating needs of the institution;~~ and,
3. to provide job experiences, training and educational opportunities to help employees perform better to the best of their abilities, and to help prepare them for advancement or new job opportunities.

8160.2 Eligibility:

An internal promotion may be made with or without a job posting. A promotion is when an employee moves to a higher pay range, or to a position with a higher salary where pay ranges do not exist. The following are ways internal promotions typically occur:

1. Application via a job posting;
2. Reorganization;
3. Job Audit;
4. Valid succession planning process;
5. Successful interim appointment.

Employees serving a probationary period must successfully complete the probationary period prior to an internal promotion.

Requests for promotion outside of these ~~options-situations should~~ must be reviewed and approved by Human Resources ~~and the Office of Equity and Inclusion~~.

8160.3 Procedure (Non-competitive):

1. A department/college/division/unit shall may request that a particulare position be filled through a non-competitive internal promotion.
2. A department/college/division consults with Human Resources to discuss the business case, determine the appropriate classification and compensation of the position, and evaluate the workforce planning options available.
3. The appropriate Vice President, Vice Provost, Dean or designee will make a decedision whether or not to continue with the non-competitive process.
4. If ~~the~~ continuing with the non-competitive process, the following documentation shall must be submitted:
 - a. A list of eligible employees in the same department/school/college/unit who are qualified and were considered for the position;
 - b. A summary of the selected employee's credentials that document that the individual meets the established minimum qualifications for the position and has the skills and experience at least equal to other internal candidates; and.
 - c. The reasons for selecting the designated employee for the position.
5. ~~A review shall be conducted by both~~ Human Resources will conduct a review (HR) ~~and the Office of Equity and Inclusion (OEI)~~ in collaboration with the department/college/division/unit to determine if this is the most appropriate process to fill the position and grant approval for selected candidate. If agreement cannot be reached, no promotion will occur or a competitive search will commence.
6. If the recommendation is approved by ~~OEI and~~ HR, the unit recommending the promotion will submit a request for internal promotion via the Wright State University's on-line employment system. (Note: Approval by ~~OEI and~~ HR does not imply approval by any other office which may choose to deny the request, e.g., Budget, Provost.)

8160.4 Procedure (Competitive):

- A department/college/division identifies a new or vacant position for which they want to consider an existing Wright State University employee. (The following groups are not considered existing employees: student employees, graduate assistants, interns, retirees and former employees. Adjunct Faculty are only eligible if teaching in the same term in which they apply.)
- The appropriate Vice President, Vice Provost, Dean or designee shall authorize via the on-line applicant tracking system that the position is to be filled by internal promotion.
- The position may be posted to the Wright State University workforce or only within the department/school/college/unit.
- The following documents are compiled and submitted via the on-line applicant tracking system:
 1. Updated job description including required qualifications;
 2. Memo outlining the reasons why an external search would not result in a more qualified candidate; and
 3. Proposed salary range.
- HR will consider aAll eligible, qualified candidates who apply are given consideration for the position and applicable will ensure that University employment procedures and policies are consistently followed.
- ~~The hiring manager or designee shall complete the relevant information via the on-line applicant tracking system.~~

8160.5 Administrative Offices roles:

- ~~HR consults on workforce planning strategy and policy interpretation.~~
- ~~OEI reviews the impact of the proposed internal promotion on Wright State's Affirmative Action Plan.~~
- ~~Provost office evaluates the metrics and how the position will be funded.~~
- ~~HR Compensation evaluates the salary range (and appropriateness of proposed salary).~~
- ~~HR Employment supports the internal posting process.~~
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