

MIDDLE TENNESSEE STATE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

POLICY NO: IV:07:21

DATE: August 20, 2003

SUPERSEDES POLICY NO: IV:07:21

DATED: July 1, 1997

SUBJECT: Promotions of Classified, Executive and Administrative Employees

APPROVED: Sidney A. McPhee, President \_\_\_\_\_

I. PURPOSE

The purpose of this policy is to establish a procedure for promotions of non-academic employees. MTSU encourages and supports promotions from within as a means of rewarding outstanding performance and providing career growth opportunities for its employees.

II. GENERAL

- A. A promotion is when a current employee is assigned to a vacant position at a higher skill level or pay grade without advertising the higher position.
- B. When a department has a vacant budgeted position, it may recommend a non-probationary employee at a lower skill level or pay grade to fill that vacant position.
- C. A promotion is not a reclassification. A reclassification occurs when a job audit is performed and based on the current duties performed, a position is upgraded to a higher skill level or pay grade in the MTSU pay plans.

III. PROCESS

- A. The department head will write a memorandum for approval by the appropriate vice president, the Director of Equal Opportunity and Affirmative Action (EO/AA), and the Director of Human Resources (HR). The memo will outline the specific reasons for the proposed promotion, the process used to arrive at the individual recommended, and how this promotion helps the department to achieve its affirmative action goals.
- B. The Director of EO/AA will review the request for promotion based on affirmative actions goals. The director of HR will review the request for promotion based on the position's minimum requirements.

- C. Once approved by the vice president and the Directors of EO/AA and HR, the Office of Human Resource Services will recommend a salary based on the years of experience and education of the employee in accordance with MTSU's salary plans.
- D. The department head will give a written promotion offer to the employee. A Personnel Appointment Form (PAF) will be completed by the department head and forwarded for approving signatures.