



Texas Wesleyan University Promotion Policy

Purpose of Policy:

Texas Wesleyan University believes in providing opportunities for its employees to advance within the organization. Promotion opportunities to positions of higher responsibility for existing staff members will be limited only by the individual's ambition, attitude, and qualifications in experience, education, and capabilities.

This promotion policy ("Policy") is intended to serve as a guide to employees who seek promotions, as well as to supervisors who desire to promote individuals within the University. To support advancement at Texas Wesleyan, this Policy is intended to provide an avenue for career promotion, as defined below, for qualified Texas Wesleyan staff. The Policy is not intended to amend or supplant the University's Employee Handbook. If there are any inconsistencies between this Policy and the Employee Handbook, the provisions of the Employee Handbook will control in all circumstances.

The University may alter, amend, or otherwise change the provisions of this Policy at any time.

Culture of Diversity, Equity, and Inclusion:

Texas Wesleyan strives to cultivate a culture of diversity and inclusion at every level of the institution. Texas Wesleyan also encourages a workforce that supports the needs of its continually growing and diverse student body. The University upholds its commitment to provide equal opportunity to all employees and applicants for employment in all phases of employment, including, but not limited to, recruiting, hiring, placement, compensation, benefits, promotion, demotion, discipline, transfer, and termination. The University shall not discriminate in the employment context against any individual because of race, color, religion, creed, national or ethnic origin, gender, age, disability, veteran's status, sexual orientation, or any other reason prohibited by applicable federal, state or local laws.

Promotions Covered by this Policy

An employee promotion may occur when a position is posted and a current employee applies for and is hired into the position.

In this type of promotion, the employee is evaluated against other candidates (internal and/or external) who apply for the open position. When selected and hired, the employee moves from their current position to the new position. Promotions of this type occur as needed throughout the year via the standard job requisition and posting process. This Policy does not apply to a promotion that results via this method. More information about that process is located in the Employee Handbook.

Promotion is the movement of an employee to a higher title/salary level either within the same department or to another department due to a change in duties and not due to a market adjustment in salary.

- Promotions must meet or address a need within the school/business unit.
- The school/business unit funds promotions. A promotion cannot occur if the budget cannot support a salary increase.
- When considering an employee's experience and education, the employee must meet at least the minimum requirements for the job description they are being considered.

Promotion Criteria

Promotions come with greater job expectations and the addition of significant duties and/or key areas of responsibility. Generally, a change is significant when a position's duties increase in level. Examples of a significant change in duties or responsibilities include greater supervision and/or budget responsibilities, required additional skills/expertise, or increased independent judgment.

Initial Considerations

When considering a promotion, factors to review are:

1. The internal pool of potentially qualified applicants within the institution. If there are internal candidates qualified for the promotion, then the University is not required to

post the job externally, and the job will be posted internally for at least 5 days. If there are not any qualified applicants identified internally, then a promotion under this Policy may not be appropriate under the circumstances, and an external job posting should be considered.

2. Does a need exist within the college/business unit for a higher-level position?
3. Is there money available in the budget to fund a promotional increase?

The next step is to assess an employee's readiness for a promotion. To ensure an employee is ready to take on additional responsibility, a promotion should be supported by performance, experience and/or education. When considering an employee's performance, managers should consider a mix of criteria that reflect the larger picture of an employee's work. These include:

1. Skillset (ensuring their skillset matches the requirements of the position);
2. Sustained Performance (high-performance levels in at least the two most recent review cycles);
3. Demonstrated steps taken to gain new skills and continue to grow in their career;
4. Personal motivation and willingness for an increase in level and responsibility.

Managers are advised keep records of important accomplishments that they might want to consider when it is time to propose to promote one of their team members.

Prohibited Promotions:

Texas Wesleyan University will not typically consider promotion requests:

- Based solely on an employee's length of service with the organization; or
- Based solely on an employee's completion of a degree or addition of a new skill.

Promotions are inappropriate if they are discriminatory or the result of fraternization, favoritism, or nepotism. Please refer to Section 7.2 of the Employee Handbook regarding nepotism.

Transition to a Supervisory Position

Additional consideration needs to be taken with any promotion to a management role from a non-management role. Managers play a key role in the growth and development of university staff. Individuals who take on this responsibility require a unique set of skills. For example, because an employee is a high-performing individual contributor does not mean they will be a successful manager.

Employees promoted from a non-supervisory to a supervisory role must attend mandatory new supervisor training in coordination with the Office of Human Resources.

Special Note:

If a promotion will increase an employee's pay over a classification and/or benefit threshold, the department manager may want to take this into consideration when determining the promotional increase.

Approval Process for Promotion

The department manager considering a promotion for a member of their staff must follow the process approval checklist:

1. Prepare documentation supporting the promotion of an individual to a higher-level position. This may include demonstrating relevant departmental needs and how the employee's knowledge, skills, and abilities provide the talent to address the department's needs.
2. If there is not an existing job description, create a proposed job description.
3. A memo should be created outlining the employee's actual job duties and making note of major changes in responsibility that would warrant consideration of promotion. This memo should be created in consultation with Human Resources.
4. Meet with the appropriate Senior Staff or Executive Staff member to discuss the promotion request and supporting documentation.

5. Participate in a review by the Associate of Vice Human Resources prior to final approval by the executive leader to discuss and evaluate any additional information that may be helpful in the decision-making process (Ex. Organizational-wide implications/impacts, equity, adverse impact, etc.). If the candidate has any disciplinary history or performance issues, documented evidence of resolution of those issues should be provided at this time.
6. Submit the new job description to the Office of Human Resources prior to approval by the appropriate executive leader.
7. Submit a Personnel Action Form (PAF) to the Office of Human Resources for the approval process of the promotion in Colleague.
8. After final signed approval by the Vice President of Finance and Administration, notify pertinent managers of the final decision so they can communicate to staff members.

Policy approved by the Executive Staff on September 18, 2023.