

5.b.4 Employment-Staff Promotion

Subject	Faculty and Professional Staff	Effective From	Sep - 2011
Policy #	5.b.4	Latest Revision	Feb - 2025
Title of The Policy	Employment-Staff Promotion	Next Review	Dec - 2025
Responsible Entity	HR Unit	Policy Pages	2
Definitions	Administrative staff: A non-faculty staff members		
Purpose	The purpose of this policy is to ensure maximum opportunity for the promotion of employees, consistent with the commitment to institutional needs and excellence, affirmative action, equal opportunity, and applicable contractual agreements. It is the policy of AAU to enhance the upward mobility of staff members through promotion as well as complement the present practices at the university which allow for personnel development.		
Scope	This Policy is applicable on all the Administrative staff members.		
Statement	A promotion is defined as advancement to a different position which has increased responsibilities and adjustment to a higher salary level.		
Procedures	It is recognized that a promotion may occur through the following: • Reclassification of the existing position: A reclassification of the individual's existing position as a result of the individual performing duties at a higher degree of responsibility and complexity than the current classification calls for. This requires an audit of the position through the job evaluation process. • Filling of an existing higher-level vacancy: This happens when an existing higher-level vacancy is filled by a promotable individual at a lower classification. Both processes must include a current job description and a new job description of the individual being promoted. Accordingly, it is within AAU policy to provide internal employment to qualified candidates through intradepartmental and interdepartmental promotion whenever possible. The criteria used when considering employees' qualifications for promotion must be fair and unbiased, and all university employment policy requirements must be fully met and documented. Employees are to be considered for promotion regardless of age, sex, race, colour, national origin or physical impairment. <u>ELIGIBILITY:</u> All AAU employees who have successfully completed four years specified by conditions of employment or contract are eligible to be considered for promotion if available. They are encouraged to review all job vacancies circulated to each department and posted on the AAU's website on a regular basis. Supervisors should also be aware that promotable candidates need to satisfy the qualifications as specified in the job description and not the qualities, skills or knowledge of the candidate.		

	<u>IMPLEMENTATION:</u> Supervisors should encourage all support staff members within their areas of responsibility in the pursuit of career advancement and should ensure that all qualified internal applicants are duly considered for vacancies in their unit before recruiting outside candidates. For the implementation of the promotion policy, the following criteria must be met: The positions are in the same department, and one position genuinely prepares the employee for the next. This allows for upward movement within the same or related family of job groups where skills are easily transferable. • The employee has already demonstrated the ability to perform the higher job. • The employee has met any special requirements such as a course or a skill. • The department must be able to demonstrate a satisfactory past record of the employee. • The employee has no warning in his file for the past 4 years. • The unique and specialized requirements (including but not limited to qualifications, experience, personal attributes, and professional skills) of the open position justify promotion. Responsibilities of Appropriate Dean, Department Head or Manager A completed Promotion Application Form is signed by the Dean, Department Head, or Manager and submitted to the HR Manager. The “current status” of the candidate and the recommended “new status” should be stipulated. Accompanying the Promotion Application Form should be the following documents: • A memorandum justifying the reasons for the recommendation. If the promotion exists either through the filling of a vacancy or through a reclassification, all relevant data chronicling the person’s most recent evaluation(s) and the criteria being evaluated should be included. Also included should be a statement of functional and organizational changes within the department impacting the position; other data such as, but not limited to, include proof of added qualification; completion of job-related service training courses which enhance current job knowledge and skills. • A current job description of the candidate. • A copy of the vacant position or a statement outlining the new duties and responsibilities to be evaluated. Responsibilities of the HR Manager The HR Manager shall review all aspects of the promotion with respect to payroll, salary, benefits, grade change, title change, effective start date, and the organizational structure created by these movements. Upon completion of this review, the HR Manager forwards all materials to the Senior Management. Upon Completion of the analysis, the Senior Management will approve or decline the promotion request. Effective Date of Promotion A promotion becomes effective from the date of approval from the Senior Management.
Recent Changes	

Name:

Date:

Pls Check or select one:

☐

Transfer only

☐

Promotion only

☐

Transfer & Promotion

Joining Date:

Staff ID:

CURRENT POSITION

Department:

Unit Head/Supervisor:

Position Title:

Grade:

POSITION YOU ARE REQUESTING TRANSFER/ PROMOTION TO

Department:

Position Title:

Grade:

Remarks :

Manager /HOD Signature:

(HUMAN RESOURCE UNIT USE ONLY)

Date Form Received:

Date Interviewed by Transferring Department:

Committee Member Names:

Special Instructions to Employee if any:

Offered Position:

Yes

☐

No

☐

Accepted Position:

Yes

☐

No

☐

Approved by:

Effective date of promotion:

Name

Signature

Attach: * Job description for current job
* Job description for new job

HR Unit