

Bowling Green State University Administrative Staff Promotion Procedures

BGSU Promotion procedures provide a mechanism whereby employees can be recognized and rewarded for their successful performance and professional development. It is a practice of the University to promote from within the organization when appropriate.

The University recognizes the importance of flexibility within an organization this size and will ensure equal opportunities and diversity considerations are a key part of the promotion process. Providing opportunities for women, under-represented racial and ethnic persons, veterans, and persons with disabilities reflects our institutional mission and priorities.

These promotion procedures apply to BGSU administrative staff only.

Promotion Definition and Policy:

Definition:

An incumbent moves from a position requiring a certain level of skill, effort, and responsibility to a position requiring a significantly greater degree of skill, effort, and responsibility.

Policy:

When an employee is promoted, she/he is guaranteed at least a 5% increase in salary or the minimum salary for the new level, whichever is greater.

Administrative Staff Handbook

The Procedure:

- A. Requests for promotion must be submitted to the Office of Human Resources via the promotion request form.
- B. The promotion request must include:
 1. Approval of the unit Vice President or Cabinet level division head. (Include a VP signature line in your memo)
 2. Employee Name
 3. Current position title and position summary
 4. Detailed explanation of the promotion:
 - a. A new position (already graded by HR) – include new title and position summary
 - b. Existing vacant position
 - c. Restructure/Reorganization
 - d. Increased Span of Control
 5. Rationale for promotion
 - a. Why this/these employee(s)
 - b. What evaluation process was used in making this determination? Evaluation standards may include:
 - i. Demonstrated leadership potential/skills
 - ii. Increased responsibilities
 - iii. Positive evaluations
 - iv. Support/approval of supervisor/division head

- c. What considerations did you give to groups that may be under-represented?
- C. The Office of Human Resources will provide a response to the request within five (5) business days.
 - D. The appropriate paperwork will be submitted to the Office of Human Resources within ten (10) business days of receiving approval. (Contract addendum, new contract, etc.)
 - E. When employees accept and are reassigned, they will be issued a new appointment letter for the balance of the academic year and will be subject to the next evaluation period.
 - F. Promotions may not be acted upon until all approvals are obtained and the appropriate paperwork has been processed.

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