University Policies and Procedures

07-09.20 – REGULAR EMPLOYEE PROMOTIONS

I. Policy Statement: These policies provide direction for promoting Regular Employees.

II. Reason for Policy: Towson University has established implementing procedures pursuant to the USM Policies www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII920.html; www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII940.html and Towson University Policy 07-09.10 Salary Increases/Adjustments and Bonuses for Regular Employees, Policy # Job Reclassifications; and Policy # Pay Administration for Regular Exempt Employees.

III. Definitions:

A. Promotion - the formal advancement of an employee from one position to a more responsible vacant position of a different classification which has a higher range prescribed, and there is a change in the Position Identification Number (PIN).

B. Position - defines the specific core responsibilities, duties and any special assignments assigned to an employee. Through an analysis of the core responsibilities and special assignments (job evaluation process), a Position is assigned to a Job Classification.

C. Budgeted Title - is the formal State title that the employee’s position is assigned. The Budgeted Title is used for State and USM reporting purposes.

D. Internal Title - a University specific, or functional title, that is descriptive of the overall purpose of the position. Departments may use the Internal Title or the employee’s Budgeted Title to reference the position. Internal and Budgeted Titles may or may not be the same.

E. Promotion in Lieu of Search - when an employee is appointed to a vacant position (change in PIN) of a different classification which is a higher range prescribed without a competitive recruitment taking place. Requires approval from the Office of Diversity and Equal Opportunity.
F. Effective Date - the date on which, after the necessary approvals have been submitted to the Office of Human Resources (OHR), the employee begins to work in the new budgeted title.

IV. Responsible Executive and Office:
Responsible Executive: Associate Vice President of Human Resources

Responsible Office: Office of Human Resources

V. Entities Affected by this Policy: All Towson University regular employees.

VI. Procedures:

A. General

1. A promotion results when an employee is the successful applicant for a vacant position through a competitive recruitment or there is a promotion in lieu of search.

2. All recruitments and promotions in lieu of search shall be in accordance with USM Policy VII-9.20 Salary Increases and Bonuses, Policy VII-9.40 Salary Upon Transfer or Reclass and Towson University Policy 07-09.10 Salary Increases/Adjustments and Bonuses for Regular Employees, Policy # Job Reclassifications, and Policy # Pay Administration for Regular Exempt Employees, and confirmed by the OHR.

3. An employee’s salary shall not exceed the maximum of the pay range for his/her classification.

4. All promotions require the approval of the Divisional Vice President and/or Provost. The Divisional and University Budget Offices shall confirm that funding is available.

B. Departments who have selected an internal candidate to fill a vacancy shall contact the OHR to determine if the hire will result in a promotion for the candidate. The hiring department shall contact the OHR prior to any discussions with the candidate.

C. The OHR will review the classification and compensation details and respond to the department. The OHR shall formally notify the candidate at the time an employment offer is extended.

D. Salary

1. Regular Non-exempt Employees
a. A Non-exempt employee’s salary shall be increased according to the following:

(i) In accordance with USM Policy VII-9.40 Salary Upon Transfer or Reclass, if there is a (1) pay range difference between the employee’s initial classification pay range and the higher classification pay range, the employee shall receive a 6% salary increase.

(ii) If there is a two (2)-pay range difference between the employee’s initial classification and the higher classification pay range, the employee shall receive a 12% salary increase

b. Non-exempt employees are eligible for a 2.5% salary increase as a result of successfully completing a promotional probationary period.

c. An employee’s salary shall not be below the minimum of the targeted classification’s pay range nor exceed the maximum of the pay range for his/her classification.

2. Regular Exempt Employees

a. Exempt employees are eligible for a promotional salary increase if the job responsibilities of the position to which they have been promoted are of a higher level of responsibility and, as a result, the Divisional Vice President and OHR have approved the promotion.

b. Determination of the salary increase shall be based on salary data provided by OHR. The salary data will include market data respective to the University employment market, internal job value, and equity, and the individual pay of the employee.

c. The requesting department shall seek approval for the salary increase from their Divisional Vice President. The salary increase must be in accordance with *Towson University’s Planning and Allocation Process Manual* (contact Departmental/Divisional Budget Manager).

d. Salary increases that are not in accordance with the USM salary guidelines for the fiscal year from the Chancellor
(contact OHR) require approval of the University President and shall be reported to the Chancellor’s Office.

e. The salary of the employee may not be below the minimum nor exceed the maximum of the pay range of the targeted classification.

**Related Policies:**
- USM Policy VII-9.20
- USM Policy VII-9.40
- TU Policy 07-09.10
- TU Policy 07-
- TU Policy 07-

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Approved by: President’s Council 9/11/2006