

PROMOTION POLICY

PREFACE

It is the policy of New Jersey Institute of Technology to foster the advancement of its employees. This policy enhances the upward mobility of staff members through range 23, and complements the present business practices at the university which allow for personnel development.

The policy is based on the recognition that in the course of meeting institutional objectives, the duties and functions of an employee may change in complexity and responsibility. Promotions therefore, are based on status changes that involve increasing responsibility levels. The added benefits of promotion serve as an incentive for better work performance, enhance morale and create a sense of individual achievement and recognition. While good past performance enhances the validity of the promotion, it should not, of itself, be the primary nor sole reason for recommending a candidate for promotion. Consistent with prior practice, all positions above range 23 will be filled through NJIT's search and screen procedures. Exceptions may be requested through the appropriate Vice President; the business, organizational, fiscal and legal implications of the request must be fully explained and justified.

Employment opportunities at NJIT may occur because an incumbent has been given expanded duties, responsibilities and authority, progressing, for example, through a recognized family of titles (e.g., Clerk III, Clerk II, Clerk I), or has moved to a different position vacated as a result of another incumbent having been promoted, transferred, discharged, or retired. The promotion of a staff person at the university does not typically involve an additional budget line being added to the promotion department's budget. Along with the increased responsibilities, the promoted person will receive an increase in salary, sufficient direction to begin the new position, and a new job description.

Persons seeking to promote staff members in their respective areas are reminded to pay particular attention to past annual performance evaluations. These documents indicate prior performance levels and accomplishments in the department, illustrating, for example, how effectively the tasks assigned were completed.

The formal policy statement follows this section. A committee appointed by the President to monitor the use, effectiveness and institutional impact of the policy will review the policy one year after its initial implementation.

PROMOTION POLICY STATEMENT

It is NJIT's goal to ensure maximum opportunity for promotion from within, consistent with the commitment to institutional needs and institutional excellence, affirmative action, equal opportunity and applicable contractual agreements.

1. It is recognized that a promotion may occur through the following ways:
 - (1) 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.
 - (2) The filling of an existing higher level vacancy 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 university 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, color, national origin or physical impairment.

ELIGIBILITY

For the purpose of this policy statement, a promotion is defined as advancement to a different position which has increased responsibilities and adjustment to a higher salary level. All NJIT employees who have successfully completed the probationary period specified by conditions of employment or contract are eligible to be considered for promotion. They are encouraged to review all job vacancies circulated to each department and posted in the Personnel Office and Affirmative Action office on a regular basis.

Supervisors should also be aware that promotable candidates need only satisfy the qualifications as specified in the job description and not the qualities, skills or knowledge of the incumbent.

IMPLEMENTATION

I. Posting/Waiver of Posting and/or Advertising

Supervisors should encourage all support staff member within their areas of responsibility in the pursuit of career advancement and should ensure that all qualified internal applicants, especially women and minorities, are duly considered for vacancies in their unit before recruiting outside candidates. Accordingly, to promote internal mobility, a procedure for waiving job posting requirements and/or external advertisement has been established.

For positions below 24, the following criteria must be met:

- (1) The positions are in the same department, and one position genuinely prepares the incumbent for the next. This allows for upward movement within the same or related family of job groups where skills are easily transferable.
- (2) The incumbent has already demonstrated the ability to perform the higher job, but in no event will the incumbent be promoted to positions higher than 3 grade ranges.

- (3) The incumbent has met any special requirements such as a course or a skill.
- (4) An employee on layoff status is to be rehired.

For positions above range 24, the following additional criteria must be met:

- (1) The person proposed for the position must advance the attainment of Affirmative Action goals for women or minorities; or
- (2) The department must be able to demonstrate a satisfactory past record in the hiring and promotion of women or minorities; or
- (3) the unique and specialized requirements of the open position justify promotion individuals possessing the special qualification to meet those requirements.

To request a waiver of search for a position, a “Waiver Request” form must be submitted by the hiring department to the Affirmative Action Director outlining the circumstances giving rise to the request relevant to the established criteria. The request should also include the race, ethnicity, sex and qualifications of the person selected for promotion. The “Waiver Request” must be signed by the Affirmative Action Director, the area Vice President and Vice President of Human Resources prior to processing the Position Requisition Form.

All interdepartmental promotions will be posted if the intradepartmental search has not been successful.

II. PROCEDURES FOR PROMOTION

1. Responsibilities of Appropriate Dean, Director, or Department Chairperson

A completed Personnel Action Form is signed by the Department Chair, Dean and Budget Office and submitted to the Director of Personnel. The “current status” of the candidate and the recommended “new status” should be stipulated under the remarks section. Accompanying the Personnel Action Form should be the following documents:

- (1.1) 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: proof of graduation from certificate, baccalaureate or master's program; completion of job related service training courses which enhance current job knowledge and skills.
- (1.2) 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.

2. Responsibilities of the Director of Personnel

The Director of Personnel shall review all aspects of the promotion with respect to payroll, salary, benefits, seniority change, range/step movements, change in union membership, effective start date and the organizational structure created by these movements. If a position is to be reclassified, the Personnel Director conducts a hay job evaluation, determines the new range and develops the new job description and title for the position. Upon completion of this review, the Personnel Director signs the Personnel Action Form and forwards all materials to the Director of Affirmative Action.

3. Responsibilities of the Affirmative Action Director

The Director of Affirmative Action will then review the credentials, job classifications, and organizational composition of the affected department to insure that the promotion satisfies Affirmative Action program goals and guidelines. The review must insure that, whenever possible, the employment status of minorities and women will be enhanced, and that these individuals will not be subject to unfair standards, tests or considerations with respect to the criteria used to make selections. Upon completion of the analysis, the

AA Director signs the Personnel Action Form and forwards all materials to the chairperson of the Institute Classification Review Committee.

4. Responsibilities of the ICRC

The ICRC reviews all the data compiled to determine the appropriateness of the promotion with respect to the short and long term staffing needs of the department and university as well as the budget implications. The determination of the committee will be communicated to the candidate, department and President.

5. Effective Date of Promotion

A promotion resulting from a reclassification becomes effective retroactive to the date of receipt of the Personnel Action Form to the Director of Personnel.