

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Promotions
FPU Policy Number: FPU-6.0120P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: 11/3/17
Date Revised:
Responsible Division/Department: Finance & Administration/Human Resources
Initiating Authority: Office of the Chief Financial Officer (CFO)

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to all University personnel positions whether exempt, non-exempt, or OPS, but excludes those personnel who are represented by a union.

B. POLICY:

1. Promotions may be granted or awarded in one of three ways:

- a) **Nomination and Approval Based on Merit.** When the employee is nominated by the President or Vice President over the employee's department/division for a merit-based promotion to another position with a greater level of responsibility in the same department, and the promotion is approved. Normally there is no vacancy being filled or created by this type of promotion. The process for nominating and approving such promotions is normally done one time per year. The President must approve the promotion in the University's Enterprise Resource Planning (ERP) system.
- b) **Internal Promotion within a Division.** When there is a vacancy in the employee's department/division in a position that would logically be the next step progression for that employee, and the employee is selected to fill the vacant position (this can be done without an open recruitment process when the employee is uniquely qualified and an open recruitment process would be counterproductive and/or an inefficient use of resources). The President must approve the promotion in the ERP system to be effective.
- c) **Internal Promotion across Divisions.** When there is a vacancy in a position or a newly created position at the University and the employee is the successful candidate in an open recruitment process that was posted for the position (process may be open to internal candidates only or to internal and external candidates).

2. Minimum eligibility requirements for an employee to be eligible for promotion consideration:

- a) An employee must have worked in current position at the University no less than six continuous months, unless an exception is granted by the President.
- b) The employee must have received an overall rating of “highly effective” (or the equivalent if “highly effective” is not a term used in the appraisal instrument) or above on the employee’s last performance appraisal. However, the President may grant an exception for this requirement for promotions under 1.b) or 1.c) above.
- c) The employee must meet or exceed the minimum qualifications for the new position, which may include passing the background check required for the new position.

3. A promotion may or may not result in a pay increase.

C. DEFINITIONS:

“Promotion” is defined as a permanent movement of employee from one position at the University to another position with a different title at a higher pay grade, which may or may not result in a pay increase. (Movement into an “Interim” or “Acting” position is not a promotion under this policy.)

POLICY APPROVAL	
Policy No.: FPU-6.0120P	
_____ Initiating Authority	_____ Date
_____ Policies & Procedures Review Committee Chair	_____ Date
_____ President/Designee	_____ Date
Approved by FPU BOT, if required	_____ Date
EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL	