

## **PERSONNEL**

### **Personnel**

#### **Promotions (6.32)**

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### **PURPOSE**

The purpose of this policy is to provide promotional opportunities for employees. A promotion is defined as movement from one position to a higher position with a comparable increase in responsibility and pay.

### **POLICY**

It is the policy of Tennessee State University to promote employees into vacant or new higher level positions when qualified employees are available and it is determined to be in the best interests of the University.

### **PROCEDURE**

An employee who is promoted to a higher level position will be required to serve a probationary period not to exceed six months unless otherwise determined by the head of the department in which the employee is promoted.

Employees promoted to higher positions will be evaluated at the end of the third and sixth month. Prior to the expiration of any probationary period the supervisor or department head has the discretion of extending the probationary period for disciplinary purposes or for purposes of further adjustment to job expectations and performance.

Probationary evaluation will carefully consider the nature, scope and detail of the promotional position and in what manner and circumstance the employee is adapting to all conditions of the position. As with any evaluation process, a promoted employee's performance should be measured against specific performance goals and objectives.

Tennessee State University recognizes in order for a promoted employee to have a high potential for success they should receive support, guidance, encouragement, training, direction and supervision intended to assure the successful adaptation to the new position. Occasionally the responsibilities and requirements of higher level positions may not prove suitable to a particular promoted employee or to the department in which the promotion took place, as determined by performance expectations. In the event a promotional assignment is unsatisfactory, for either the employee or Tennessee State University, the promoted employee may be allowed to return to a former position, if available, within the initial six month probationary period, at a pay level comparable to the former position. The opportunity to return to the former position is at the discretion of the hiring Department. The fact the former

position is vacant does not guarantee return to the position. If the former position or a comparable position is not available, the returning employee may be terminated with the opportunity to reapply at a later date for a position which the employee qualifies.

In situations such as those described above, the Personnel Director should be consulted prior to terminating a promoted employee.

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## **REFERENCE**

None