

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 5:066	Supersedes Policy Number:
Date: May 1, 2012	Dated: n/a
Subject: Non-Faculty Promotions	Mandatory Review Date: May 1, 2017
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: 5:01:00:00 General Personnel Policy
Approved:	President: Signature on File

I. Purpose

TBR Policy 5:01:00:00 states regarding non faculty promotions “Promotions of personnel other than faculty should be made pursuant to established and written criteria developed by the institution or center. Promotions and transfers are an acceptable means of filling vacancies. However, such promotions and transfers must be achieved within the parameters of institutional affirmative action plans. In addition, any vacant position created by that promotion must be filed within the provisions of this Policy and applicable guidelines.” The purpose of this policy is therefore to establish the criteria for non-faculty promotions at Austin Peay State University.

II. General Statement

Promotions are defined as a current exempt or non-exempt employee being assigned to a vacant position at a higher skill level or pay grade without advertising the higher level position. The recommended employee may not be in a probationary status at the time of the recommended position change. A promotion is not defined as a reclassification, which is a change of responsibilities within the employee’s current position.

III. Process

Requests for promotion may be initiated by the Department Head/Director or above based upon the needs of the individual department. Requests should be submitted via a written memo to the Director of Human Resources and the Director of Affirmative Action through the Department’s chain of approval up to the Vice-President/Provost. This may be submitted electronically or via paper with appropriate signature lines. Upon receipt, the Director of Human Resources will ensure that the employee meets the minimum position requirements. The Director of Affirmative Action will review the request to ensure that it is in compliance with the University’s affirmative action goals. Concerns may be discussed with the department for potential revision. After certification

by the Director of HR and the Director of AA, the recommendation will be presented for approval to the Vice-presidents during their monthly meeting with Human Resources.

Prior to consideration for promotion, any new position must be established through the normal grading process established through the APSU compensation plan.

Salary increases for promoted employees will be consistent with reclassification increases as stated in the APSU compensation plan.