

PROMOTION POLICY

PURPOSE

Mercer County Community College is committed to the advancement of its employees. This policy aims to enhance the upward mobility of employees and provide guidelines to ensure consistency and transparency in the process. This policy is consistent with the college's Strategic Goal #3: Invest in Professional and Organizational Effectiveness.

All advancement and promotions must be based on institutional needs and result in status changes and increased responsibilities and complexity of the work assigned, which often entail increased responsibilities. Such promotion serves as the recognition of exceptional contribution and an incentive for further and greater efforts on the part of an employee.

DEFINITION

A promotion in this policy is defined as advancement to a higher level of responsibility and salary. This promotion policy does not apply to any employee who applies for an open position as an internal candidate.

PROCEDURE

1. A written request from the immediate supervisor of an employee who is being considered for a promotion to a higher level of responsibility, detailing the rationale and all relevant changes in the proposed structure, including the proposed job responsibilities;
2. Should the area vice president support the proposal, he/she shall present it to the President's Leadership Team during its regular business meetings;
3. The President, after receives the input from the PLT, makes the final decision whether or not to advance the promotion to the Board for approval;
4. Should the President decide to recommend the promotion to the board for approval, Human Resources will ensure all proper paper work is completed correctly.

ELIGIBILITY

All Mercer County Community College's employees who have successfully completed the probationary period specified by conditions of employment or collective bargaining agreements are eligible to be considered for promotion.

Managers should encourage all members within their areas of responsibility in the pursuit of career advancement and should ensure that all qualified employees are duly considered for advancement whenever the College has the need.

The criteria used when considering employees' qualifications for promotion must be fair and unbiased, and all Mercer County Community College's 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 disability.

Board of Trustees:
January 17, 2019