Title

Promotions

HR Policy No: 20.013
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Revised: October 1, 2025

## Purpose

To establish guidelines* for internal promotions

## Applicability

Administrators and Support Staff

## Policy

Consideration is given to qualified employees within the College in filling all position openings. The Office of Human Resources, in accordance with established guidelines, is responsible for managing all activity related to promotions. This includes activities such as:

- Identifying potential candidates for promotion prior to filling position vacancies
- Screening for qualifications for promotion
- Recommending suitable salary adjustments in consultation with the appropriate supervisor
- Reviewing promotion practices, programs, and results, and making changes as appropriate

The supervisor is responsible for discussing potential promotions with higher level management within the division and obtaining approval for the promotion.

## Responsibility

The senior associate vice president for human resources is responsible for overall administration of this policy.

## Guidelines*

A promotion occurs when an employee moves to a position with greater or substantially different responsibilities that has a higher grade level, and a new title.

If a position is below the vice president level, an individual may be promoted into the higher position within the department/division without posting the position. The supervisor will hold a discussion with the divisional vice president and the senior associate vice president for human resources, and if approval for the promotion is given by the divisional vice president and the associate vice president for human resources,

the promotion is effected. If the position is at the assistant or associate vice president level, the Executive Vice President's approval also will be required.

A salary increase will be affected to at least the minimum of the new grade. The salary adjustment will be made in consideration of the employee's length of service and internal salary equity within the grade, as well as market data for the position, when available. If an employee is promoted into a new position on or after January 1 through June 30 the employee will not be eligible for a merit increase for the next fiscal year. The employee will enter a 6-month introductory period for the new position and, in place of an annual performance review, the employee will receive the 6-month review before the employee continues beyond the introductory period.

In cases of transfer and/or promotion where two or more employees are of equal ability, as determined by the supervisor and the director of employment/employee relations, seniority of an employee governs except when one of the employees is in the department in which the vacancy exists. In such cases, given equal abilities, preference is given to the employee who is currently in the department. Since Providence College is an equal opportunity employer, and since positions may require specialized training and experience, nothing stated herein prevents the College from filling any vacancy by hire, by transfer, or by any other means.

Whenever possible, vacancies offering more opportunity and responsibility are filled from within the College on the basis of ability, competency, and seniority of the employee.