Employee Promotion Policy

1. Purpose

Texas Wesleyan University supports opportunities for employees to advance within the organization when advancement is aligned with legitimate business needs, position requirements, employee qualifications, and available funding. This Policy establishes the standards for employee promotions and distinguishes between promotions that occur through the standard posting process and direct promotions that may occur without a posting.

2. Scope

This Policy applies to staff promotions at Texas Wesleyan University, including posted position promotions and direct promotions. This Policy does not amend or replace the University's Employee Handbook. If this Policy conflicts with the Employee Handbook, the Employee Handbook controls.

3. Definitions

Term	Definition
Promotion	The movement of an employee to a higher title and/or salary level due to a significant change in duties, responsibilities, scope, or position level, and not solely due to a market adjustment in salary.
Posted Position Promotion	A promotion that occurs when an employee applies for and is selected for an open position through the University's standard job requisition and posting process.
Direct Promotion	A promotion that occurs without requiring a posting when an employee is assigned substantially increased responsibilities that warrant movement to a higher-level position and the promotion is in the best interest of the University.

4. Policy Statement

Employee promotions may occur through either a posted position promotion or a direct promotion. Promotions must be supported by a legitimate business need, must be consistent with the employee's qualifications and position requirements, and must be approved in accordance with University requirements.

A posted position promotion occurs through the University's standard job requisition and posting process. If qualified internal candidates are identified, the University may post the position internally for at least five days before considering an external posting.

A direct promotion may be appropriate only when the promotion is supported by a legitimate business need and is determined to be in the best interest of the University. Human Resources determines whether a proposed promotion may proceed as a direct promotion or must be filled through the posting process.

Direct promotions may be considered for reasons including, but not limited to:

- Position reclassification resulting from a significant and permanent changes in duties,
- established career progressions,
- organizational restructuring that resulted in expanded scope or responsibility,
- permanent assignment of significant additional duties or leadership responsibilities that justify placement into a higher-level position, or
- other exceptional business circumstances approved by Human Resources.

5. Responsibilities

Promotions must meet or address a need within the applicable school or business unit. The school or business unit is responsible for confirming that funding is available to support any promotional increase. A promotion may not occur if the applicable budget cannot support the increase.

5.1 Human Resources

Human Resources is responsible for reviewing proposed promotions, job descriptions, reporting relationships, compensation, internal equity, organizational impact, and related factors to determine whether the promotion is appropriate and whether the request should proceed as a direct promotion or through the posting process.

5.2 Supervisors and Executive Leaders

Supervisors and Cabinet members are responsible for identifying the business need for a

promotion, confirming funding availability, consulting with Human Resources, ensuring the employee meets the minimum requirements of the position, and obtaining required approvals before implementing a promotion.

6. Compliance and Enforcement

Promotion decisions must be made in a nondiscriminatory manner and must not be based on favoritism, fraternization, nepotism, or other improper considerations. Promotion requests will not typically be approved when based solely on length of service, completion of a degree, or acquisition of a new skill. Employee violations are addressed through applicable Human Resources policies and procedures.

7. Related Documents

- Employee Promotion Procedures
- Employee Handbook
- Personnel Action Form
- Applicable job description and compensation documentation

8. Revision History

Date	Description	Approved By
September 18, 2023	Initial policy.	Executive Staff
August 2026	Clarified posted position promotion and direct promotions. Updated policy format and separated policy requirements from procedure.	Cabinet