

Guidelines for Internal Progressive Promotion of Regular Staff

Purpose

The purpose of these guidelines is to foster the career progression of current employees through internal promotional opportunities. Where a vacancy exists or becomes available in a department or unit, managers will be able to identify and promote staff within their same department or unit who have demonstrated the skills, ability, and performance level to be successful in a higher-level position.

Eligibility

Eligible employees must:

- Be currently employed by The George Washington University in a regular staff position
- Have completed the introductory employment period of the current position or have a performance rating of at least "Achieves Expectations" in the most recent performance year
- Have education and experience and other qualifications that meet or exceed the minimum required qualifications as documented on the position description

Definition

A promotion is an advancement which results in a change in position within the organization and results in higher level job responsibilities, job classification, job title, and scope of role.

The promotional opportunity must satisfy the following criteria:

- The positions are in the same school/division
- The new position is only one classification higher in career path
- The position is under the manager's reporting structure

Procedure for Non-Competitive Promotion

To ensure fairness and equity in review, decisions to promote within a department will require consultation with Human Resource Management & Development (HRMD) and the approval of the appropriate higher-level supervisor:

- Managers must [submit rationale](#) for their selection to include:
 - Why candidates' knowledge, experience, and skill level uniquely qualify him/her for the position
 - Why others within the school or division are not similarly qualified and were not or would not be considered
- HRMD will review justification to ensure all criteria are met.
- Managers will be responsible for informing the members of their staff of their decision prior to the employee starting in the new position.