

Reclassification/Promotion – Professional Staff

Step 1 – Consult department by-laws (if any) or contact Human Resources for guidance.

Step 2 – Prepare an updated job description and attach a revised organization chart noting the proposed change. Forward these along with a brief letter of justification to the Director of Human Resources.

Step 3 – The Director of HRM will analyze the material submitted and, as necessary, meet with the supervisor or incumbent to seek additional information or clarification.

- If a decision is made to reclassify or promote the individual, the Director of HRM will meet with the employee and explain pertinent changes (i.e., probationary status, change to permanent date, etc.) A written notice requesting VP approval may be sent to the functional VP.
- If a decision is made not to reclassify/promote the employee, the supporting logic will be shared with the supervisor and employee.

Step 4 – Prepare a Change of Status Form noting salary, grade and title change and forward for approval. The President's office will return the original COS to HRM for copying and distribution. The President's office will prepare and mail the new contract to the employee.

Step 5 – Prepare a new Performance Program, secure the employee's signature and route for approval.

Step 6 – File the new contract, COS and Performance Program when received and update employee file.