

# Employee Promotions

## Employees – Human Resources

### CWU Policy 301-07

**Effective:** September 22, 2021

**Policy Review Date:** YEAR

**Policy Executive:** Senior Vice President – Finance and Administration

**Responsible Office/Unit:** Human Resources

#### **Policy Statement:**

#### **Applicability:**

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#### **Content:**

Policy

Appendix A – Promotional Procedure

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- (1) This policy applies to all non-represented classified employees. To the extent that this policy addresses terms not covered under collective bargaining agreements for represented employees, the terms of this policy shall prevail.
- (2) This policy addresses requirements of [WAC 357-16](#) by defining promotable candidates and identifying the use of promotional preference in the recruitment and certification process. This policy is to be used in conjunction with the WAC and university procedures.
- (3) Central Washington University recognizes the value to employees and the organization of investing in our employees' development and in providing opportunities for career growth within the organization, and as such, recognizes the importance of promotional opportunities for qualified employees.
- (4) Promotable candidate – To be considered a promotable candidate, an employee must apply for the position, meet the competencies and other requirements of the position, and successfully pass any required examination(s), and be:
  - A. A current classified employee of Central Washington University who has successfully completed an initial probationary period as designated by the university; or
  - B. A former permanent employee of the university seeking to return from separation due to disability or layoff within two years of separation; or

- C. A permanent employee who has accepted a project appointment within the university.
- (5) Promotional organizational unit – In accordance with [WAC 357-16-055](#), Central Washington University has established the following promotional organizational units for the purpose of promotional recruitment and hiring:
- A. The university
  - B. The division of the university in which the vacancy exists
  - C. A subdivision of an area reporting to a vice president such as a college or department in which the vacancy exists, or
  - D. The immediate work group in which the vacancy exists.
- (6) Promotion preference – Recruitment for new and vacant positions is typically open to internal and external audiences. Appointing authorities, in consultation with Human Resources, may limit who is eligible to apply for new or vacant positions to employees within one or more promotional organizational units. If the scope of search is limited to internal employees only, the recruitment notice must specify the promotional organizational unit(s).
- (7) Exceptions – Exceptions to this policy may be granted in accordance with the WAC and university procedures when they are determined to be in the best interest of the university.

**History:**

*PAC: 03/16/05, 06/08; Responsibility: BFA; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 04/17/2013; 10/4/18; 09/22/21 (reviewed); Approved by: A. James Wohlpart, President Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-30-080, June 2025 Attached Procedure CWUR 3-40-130 as Appendix A, June 2025*

## Appendix A - Promotional Procedure

(1) Applies to - non-represented classified employees. To the extent that this procedure addresses terms not covered under collective bargaining agreements for represented employees, the terms of this procedure shall prevail.

### (2) Administrative responsibility

A. The president's cabinet shall:

1. Render decisions on matters for which authority has not otherwise been delegated.

B. President, vice presidents, division and department heads shall:

a. Ensure that all recruitment and hiring practices of personnel under their supervision are in accordance with this and other university procedure and the Washington Administrative Code (WAC).

b. Consult with human resources regarding this procedure and university procedures.

C. Managers and supervisors shall:

a. Ensure that all recruitment and hiring practices are in accordance with this and other university procedures and the WAC.

b. Consult with human resources regarding this and other university procedures.

D. Human resources shall:

a. Develop and recommend promotional policy and procedures.

b. Administer this procedure in accordance with the WAC and the policy.

c. Review and approve recruitment notices for compliance with procedure and in adherence with sound practices.

d. Provide interpretation and consultation to managers and supervisors regarding this procedure, the policy and the WAC.

e. Provide recommendations to the appropriate appointing authority regarding exceptions to this and other university procedures in accordance with the WAC.

E. Employees shall:

a. Provide the university with complete and accurate information regarding their skills and qualifications relative to the position(s) sought.