

# Professional Growth

## Employees – Exempt Employee Code

### CWU Policy 305-13

**Effective:** September 5, 2012

**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 - Professional Growth Procedure

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**(1)** It is in the interest of the University to encourage exempt administrative professional growth and job satisfaction through the judicious and strategic use of various job design strategies such as job enlargement, job enrichment, and job rotation. Professional growth opportunities provide individuals with new skills and competencies that may prepare them for new positions, growth within their current position, or a promotion. Additional compensation is not provided for professional growth opportunities.

#### **(2) Definitions:**

- A. Job enlargement broadens the scope of a job by expanding the number of units for which the position is responsible and thereby adding increased challenges and opportunities for the incumbent.
- B. Job enrichment increases the depth of a job by adding responsibility in the areas of planning, organizing, controlling and evaluation of the work within the functional unit.
- C. Job rotation is the process of shifting a person to a different job (typically for a finite period of time) for the purpose of ensuring the staff are cross trained in multiple units of the department thereby preparing the person for future job enlargement or job enrichment opportunities.

#### **(3) Promotions:**

- A. Promotions occur when there is an elevation of a position to a higher level of responsibility and salary by increasing responsibilities and duties.

- (4) Each of these strategies can be used to add variety and challenge to a job while also allowing the individual to learn new skills and to refine and develop existing skills to better prepare for advancement opportunities that may occur.
- (5) The human resources department will develop and maintain procedures for professional growth.

**History:**

*EEAGB: 4/7/08; BOT: 6/6/08; BOT: 2/09; BOT: 6/09; Responsibility: CFO/BFA; Authority: President's Office; Reviewed/Endorsed Cabinet/PAC; Review/Effective Date: 9-5-12; Approved by: James L. Gaudino, President Reformatted and Assigned new Policy Number - Previous Policy CWUP 6-30-050, June 2025 Attached Procedure CWUR 6-30-050 as Appendix A, June 2025*

## Appendix A - Professional Growth Procedure

- (1) Should the department determine a need to reevaluate the title and/or compensation for an existing filled position as a result of added value to the university due to job enlargement, job enrichment, a job rotation assignment, the department head / appointing authority shall initiate the following steps:
  - A. Redesign the position description to include new duties, level of responsibilities, etc.
  - B. Complete Professional Growth Through Job Design Form to include demonstration of reason for requests such as:
    1. length of time in the position;
    2. increased level of responsibilities;
    3. change in duties;
    4. change in reporting structure;
    5. staff with similar responsibilities to incumbent
  - C. Submit Professional Growth Through Job Design, Position Description, and resume of employee to HR Representative for review.
  - D. HR representative will benchmark the position against applicable salary survey tools and submit a salary recommendation back to the department.
  - E. The department will forward the documents to the appropriate appointing authority for final approval.
  - F. Once approved the form will be forwarded to Human Resources.
  - G. Human Resources will provide quarterly information regarding position upgrades and promotions to the President's Cabinet.