



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

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REVISION  
2

PAGE  
D2-120.7

SUBJECT

APPOINTMENTS

SUB-TOPIC

CLASSIFIED SERVICE, Continued

PROMOTION

GENERAL POLICY

When a vacancy exists within the Classified System, every effort will be made to promote those qualified employees who show a special ability and capacity for growth, can prepare themselves for jobs ahead, and illustrate potential for greater responsibility. This promotion policy is intended to select the most qualified candidates for available positions and assist UTD in achieving its Equal Employment/Affirmative Action goals.

All requests for promotion will be considered in a confidential manner and an employee's interest in a promotional opening will not affect his/her current position. Employees may apply for promotion to a specific job vacancy without prior notification of his/her supervisor; however, employees are encouraged to discuss such action with their supervisors at the point in time they are accepted as a viable candidate in the opened position's "applicant pool."

WHO IS ELIGIBLE FOR PROMOTION

Any regular employee who has completed a minimum of six (6) months continuous employment at UTD may apply for a posted opening through the Human Resources Office. Normally, an employee may not be considered for more than one (1) promotion at any one time and also may not be considered for promotion for a period of six (6) months following the period of a promotion without administrative approval.

POSTING OF OPENINGS

Administrative officers who anticipate or have a vacant position should properly complete a "Request for Appointment" (RFA) and an RFA Addendum form (see Exhibit D2 and D2A) and forward them to the Budget Office. A completed RFA form with all approvals is due in the Human Resources Office by noon each Wednesday in order to be included in the following week's Employment Opportunities Bulletin, Sunday Dallas Morning News classified section, and/or other published announcements of job openings. To ensure timely receipt of the RFA in Human Resources by noon, Wednesday, the form must be received in the Budget Office by 10:00 a.m. Wednesday.