

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: Promotion and Position Change Policy

TIU POLICY #: P-322

STATUS: Approved, April, 2012
Updated, July 2015

I. PURPOSE:

To establish guidelines for employees seeking promotion and position changes.

II. SCOPE:

This policy applies to all full-time employees.

III. POLICY:

Trinity International University (University) encourages employees to grow and develop professionally and will endeavor to provide opportunities for promotions or lateral moves when in the best interest of both the individual employee and the University.

Job openings are generally posted on the University web page and a current employee who is interested in another position may submit an electronic application form. As a courtesy to an employee's current supervisor it is strongly recommended that an employee notify them of their intention to apply for a different position before they submit an application.

It is expected that an employee would serve in their current position for at least one (1) year prior to seeking a promotion or lateral move. Exceptions to the one (1) year provision may be made with written approval from the Senior Vice President of the area where the employee currently works.

With the approval of Human Resources, a hiring manager has discretion to post a position for internal applicants only. This avenue is intended for positions that require specific knowledge of an institutional area or process. All positions are filled based on the qualifications of the applicants and the needs of the department.