

Internal Promotion Procedure – Non-Classified Positions

As an institution committed to taking affirmative action to insure equal opportunity to all applicants, in general, the University is committed to posting and advertising all vacant faculty and non-classified positions as set forth in this plan. In exceptional circumstances a current employee may be promoted to a position of higher authority without a search as specified in the plan under the following conditions: (1) the employee must meet the minimum qualifications for the position to which a promotion is sought; (2) the department head must certify that the best interest of the department will be served by the promotion of the employee in question; (3) the appropriate Vice Chancellor (and, in academic units, the Dean, and ultimately, the Provost), in consultation with the Office of Equal Opportunity and Compliance, must certify that the best interest of the academic unit or division and the University will be served by the promotion of the employee in question.

Requests must be sent to the Office of Equal Opportunity and Compliance and the appropriate Vice Chancellor.

Promotion requests must include:

- Completed Vacancy Notification Form with promotion information – See HR website: [Vacancy Notification Form](#)
- Approved Hiring Request Form from Provost's Office used to request approval for the position – not approval of the person being promoted.
- Letter from department head describing the process for promoting the employee, how the employee meets qualifications, status of the position the employee will be vacating and justification for salary increase to include current salary, proposed salary, and percent increase.
- Resume of the employee
- Position description for the position in which the employee will be promoted
- Verification of Background Check(s) Clearance (if applicable) - See the [Fayetteville Policy and Procedure 402.1, Background Check and Substance Abuse Policy](#) for more information.
- Draft of the offer letter

Use the [Internal Promotion Request Form](#) to submit a request.

No action can be taken until approval is received from the appropriate Vice Chancellor.

The promotion policy and procedures for faculty are explained in detail in the attached section of the Faculty Handbook. Additional information is available from the department chairpersons and the academic deans.