

<b>TUSCULUM COLLEGE HUMAN RESOURCE POLICY</b>			
<b>Job Posting, Transfers &amp; Promotions</b>			
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It is the policy of the College to fill job vacancies for staff positions by transfer and/or promotion from within if qualified employees are available, and provided such transfers and/or promotions are consistent with all equal opportunity and any other relevant policies of the College. See the Faculty Handbook for procedures related to faculty promotion and filling job vacancies for faculty positions.

### **Vacancies filled from inside the Department**

A department Director and/or Vice President may generally fill a job opening within the department without posting or advertising the position. The Director must first prepare the required paperwork (Form 14, Employment Change Request), and send it to the Vice President, along with the job description, for approval. If the Vice President approves the need for filling the position, the paperwork must be sent to the Vice President/Chief Financial Officer (VP/CFO) and President for their approval. Once approved by the VP/CFO and President, the approval will be sent to the Director of Personnel Services for preparation of all necessary paperwork. The transfer and/or promotion of the employee will be effective upon written notification from Human Resources.

An employee interested in applying for a transfer and/or promotion to a job opening within his or her department, should contact his or her Director. An employee must have been in his or her current position for at least 90 days prior to applying for a new position within the College.

### **Vacancies filled from outside the Department**

If the vacancy is not filled within the department, it must be posted and open to the general public. The Director must request to open the position by preparing the required paperwork (Form 13, Employee Search Requisition) and forwarding it, along with the job description, to the Vice President for approval. If the Vice President approves the need for the position, the paperwork must be sent to the VP/CFO and the President for final approval. If approved by the VP/CFO and President, the approval will be sent to the Director of Personnel Services for review and preparation of all necessary postings and advertisement. The position will be posted by Human Resources on the Tusculum College website ([www.tusculum.edu](http://www.tusculum.edu)). All applicants, including Tusculum employees, must direct their applications or resumes to the Human Resources department. While Tusculum College prefers to promote from within, it will select the best-qualified applicant after a fair search and comprehensive evaluation.

If a Tusculum College employee is selected for transfer, the Director must prepare the required paperwork (Form 14, Employment Change Request), and send it to the Vice President, along with the job description, for approval. If the Vice President approves the transfer, the paperwork must be sent to the VP/CFO and President for their approval. The VP/CFO and/or President may deny any transfer and/or promotion based on financial or budgetary issues, or for any reason related to the more efficient and effective operation of the College. Once approved by the VP/CFO and President, the approval will be sent to the Director of Personnel Services for preparation of all necessary paperwork. The transfer and/or promotion of the employee will be effective upon written notification from Human Resources.

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If an external candidate is selected, the Director must prepare the required paperwork (Form 16, Employment Requisition), and send it to the Vice President, for approval. If the Vice President approves the hiring of the candidate, the paperwork must be sent to the VP/CFO and President for their approval. Once approved by the VP/CFO and President, the approval will be sent to the Director of Personnel Services for preparation of all necessary paperwork. The employment of the candidate will be effective upon written notification from Human Resources.

**Promotion**

A department Director and/or Vice President may promote a staff employee. The Director must first prepare the required paperwork (Form 14, Employment Change Request) with financial budget and reasoning for promotion and send it to the Vice President, along with the job description, for approval. If the Vice President approves the need for the promotion, the paperwork must be sent to the VP/CFO and President for their approval. Once approved by the VP/CFO and President, the approval will be sent to the Director of Personnel Services for preparation of all necessary paperwork. The promotion of the employee will be effective upon written notification from Human Resources.