

**ADMINISTRATIVE PROCEDURES**

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| **10.26 Career Ladders and Promotions** | **Revised: November 2, 2023** |

1. GOVERNING REGULATIONS

This procedure is governed by System Regulation [31.01.01](http://policies.tamus.edu/31-01-01.pdf) Compensation Administration and Administrative Procedure [10.02](http://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/1002%20Compensation%20Administration.docx) Compensation Administration.

2. PURPOSE

The purpose of this procedure is to ensure a standardized process for the promotion of employees within established career ladders.

3. CAREER LADDERS

To the extent possible, department heads will initiate the creation of career ladders for all positions within their respective departments. Only approved titles contained in the A&M System pay plan may be used. The procedures for adding new titles are addressed in Administrative Procedure 10.02 Compensation Administration. Department heads will prepare a summary matrix showing the job requirements for each level in a career ladder (e.g., Resource Specialist I, II, III and IV) and submit it to Employee Development (ED) for review.

4. CAREER LADDER PROMOTION ELIGIBILITY

The criteria in the career ladder matrix and employee development manual (if applicable) must be met for employees to be eligible for promotion consideration. In addition to meeting minimum criteria, overall job performance (as evidenced by a current evaluation on file in ED) must be at a “Meets Expectations” level or higher to be eligible for promotion consideration.

5. SALARY INCREASE AMOUNT

Salary increases for promotions will be as follows:

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| **Promotion To** | **Pay Increase – the greater of** |
| Position with Career Ladder | * pay range minimum for new title * 6% increase from current pay rate * $2,500/yr (salaried) or $1.20/hr (hourly) increase |
| Position with No Career Ladder | * pay range minimum for new title * 7.5% increase from current pay rate |

6. REQUEST PROCESS

6.1 Promotion recommendations may be made at any time during the fiscal year.

6.2 A [Promotion Request](https://tfsfinance.tamu.edu/modules/finance/admin/procedures/Promotion%20Request.docx) and [Form 500](https://tfsfinance.tamu.edu/modules/finance/admin/procedures/Form%20500%20Personnel%20Budget%20Action.docx) will be prepared for requested promotions. The required reviews and approval are made in accordance with Administrative Procedure [01.03](https://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/0103%20Director's%20Delegations%20-%20HR%20Admin.docx) *Director’s Delegations – Human Resource Administration*.

6.3 Approved promotions will take effect the following pay period.

7. COMMUNICATIONS

There will be no discussion of recommendations with employees. Upon approval or disapproval of promotions by the Approving Authority, the supervisor will be notified. Supervisors are responsible for notifying affected employees who have been approved for promotion.

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