



Policies, Rules And Regulations

Effective Date		Date of Revision	
10-25-65			
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EMPLOYMENT/AFFIRMATIVE ACTION		3.3.2	Page 1 of 1
Issue			
PROMOTION			

Supervisors of staff personnel are required to make annual evaluations of the work of each employee under their supervision. These evaluations will be used as criteria for recommendation for promotion of any employee. (Employees on probation receive additional evaluation.) Subject to the understanding that the best qualified person is desired for any vacancy and recognizing the University commitment to affirmative action, it is the general policy of Eastern Michigan University to promote employees within the ranks whenever it is possible and reasonable to do so, and whenever the evaluation of an employee's work indicates that he or she has earned the right to such promotion. Promotion can take place, of course, only as openings occur in the ranks and will, in general, be based on merit qualifications of the employee, the requirements of the position, and seniority.

Classification and position changes are made at the beginning of each fiscal year. Exceptions to this policy are contingent on approval of the Board of Regents, and are considered for personnel who have qualified for higher salary rate or classification due to a change in job specification.

Individuals may be required to take examinations by the Personnel Office. Such test results will be used to help determine an individual's abilities and qualifications.

Progress reports and self-evaluation check lists may be used by supervisory and administrative staff for the purpose of carrying out the procedures outlined above.

Additional regulations on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision

Minutes of the Board of Regents, October 25, 1965; para; .293M.