



UNIVERSITY OF CENTRAL FLORIDA

**Office of the President**

<b>SUBJECT</b>  Career Advancement Policy	<b>Effective Date</b> 1/3/2023	<b>Policy Number</b> 3-014	
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	<b>Responsible Authority</b> Associate Vice President and Chief Human Resource Officer		

**APPLICABILITY/ACCOUNTABILITY**

This policy applies to all non-unit university A&P, USPS, and visiting line employees. This policy is inapplicable to employees who are subject to a collective bargaining agreement and does not apply to promotions that occur through a competitive search process.

**BACKGROUND**

University of Central Florida employees are encouraged to develop their skills and seek advancement opportunities within the university. To support advancement, a skilled workforce, and the acknowledgement of employee achievement, this policy provides an avenue for promotion to employees who are qualified. Developing and maintaining a talented workforce is paramount to helping UCF meet its mission and strategic goals.

**POLICY STATEMENT**

UCF is committed to career mobility for qualified high-performing university A&P, USPS, and visiting line employees. An employee identified for promotion must meet all of the following:

- the minimum qualifications for the position, which may include passing a background check when applicable;
- have been in their position for a minimum of 12 months; and USPS employees must have successfully passed probation with required documents on file with Central Human Resources;

- have received performance ratings of satisfactory or above documented in the most recent appraisal on file in Human Resources. In the absence of a recent performance appraisal, the approval of the appropriate Dean or Vice President is required.

Colleges or units are responsible for funding changes in pay associated with a promotion and the budget must exist to support the appropriate salary increase.

A promotion may be a progression from the employee's current position to one level above their current level or if within a different job family to one level above their equivalent level in the new job family. A promotion may result from the following:

- non-competitive advancement, where an employee's position is reclassified to the appropriate position based on the employee's performance of higher level duties for at least six months; or
- non-competitive advancement, where an employee is promoted into the next highest level position with a greater level of responsibility.

Employees in a visiting line may be promoted:

- directly into another visiting line position (one level above or equivalent) for the remaining appointment period; or
- after being selected for a position as part of a competitive advancement where the employee applies for and competes for a regularly funded position or a different visiting line new appointment period.

## **DEFINITIONS**

**Minimum Qualifications.** The minimum threshold of education and experience required to perform a given job.

**Promotion.** A permanent advancement of an employee to a position that is classified at a higher level, with a recognized increase in job responsibilities which results in movement of salary to a higher grade or a higher level within the same grade.

## **PROMOTION REVIEW AND APPROVAL REQUIREMENTS**

When considering an employee's performance, supervisors must consider a mix of criteria that reflect the larger picture of an employee's work. These include:

- skillset (ensuring the employee's skillset matches the requirements of the new position);
- sustained performance (the employee demonstrates a consistent performance level);

- demonstrated steps taken to gain new skills and continue to grow in their career; and,
- personal motivation and willingness for an increase in level and responsibility.

UCF will not consider promotion requests:

- based solely on an employee's length of service with the organization;
- based solely on an employee's completion of a degree or the addition of a new skill;
- that are requested based on discrimination, fraternization, favoritism or nepotism; or
- for employees with documented performance or conduct counseling or discipline, including a performance improvement plan, within the last 12 months of employment in the employee's current role.

All promotion decisions must be consistent with the university's commitment to inclusion and diversity. In cases where the proposed promotion is to a position in a job group in which underrepresented groups are underutilized per the university's Affirmative Action Plan, promotions require Office of Institutional Equity approval.

### **PROMOTION SALARY CHANGES**

All promotions will follow the Salary Administration Guidelines. A salary evaluation must be performed by Human Resources for all other promotions and will be based upon an evaluation of relevant experience, performance, relative position in the new salary range, internal equity, and external competitiveness to determine appropriate salary.

### **AT-WILL EMPLOYMENT NOT AFFECTED**

Notwithstanding anything to the contrary stated in this policy, nothing herein is intended to alter the at-will status of any employee. UCF at all times retains the right to terminate any employee at any time for any lawful reason, or for no reason at all.

### **CONTACTS**

Office of Human Resources, UCF, 12201 Research Parkway, Suite 200, Orlando, FL 32816-0140

Phone: (407) 823-2771

Compensation Department, Office of Human Resources, UCF, 12201 Research Parkway, Suite 200, Orlando, FL 32816-0140 Phone: (407) 823-2771.

**INITIATING AUTHORITY**

Senior Vice President for Administration and Finance

**POLICY APPROVAL**  
**(For use by the Office of the President)**

Policy Number: 3-014

Initiating Authority:  Date: 12/12/2022

University Policies and  
Procedures Committee Chair:  Date: 10/26/22

President or Designee:  Date: 12/15/2022

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