

HUMAN RESOURCES ADMINISTRATIVE MANUAL  
CLASSIFICATION, COMPENSATION, AND PAYROLL: PROMOTIONS



UNIVERSITY SYSTEM  
OF GEORGIA

# Promotions

## CITATION REFERENCE

<b>OFFICIAL TITLE</b>	POLICY ON PROMOTIONS
<b>VOLUME</b>	HUMAN RESOURCES
<b>RESPONSIBLE OFFICE</b>	USG HUMAN RESOURCES OFFICE
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## Policy Statement

A promotion is the shift of an employee from one job title or position to another having more responsible duties or involving more skill and generally associated with a higher minimum rate of pay. To be promoted, the employee must meet the minimum job qualifications or minimum hiring standards required by the new job title or position. An employee affected by a promotion may be subject to a background check.

This policy ensures general consistency in the definition of promotion among institutions of the University System.

## Applicability

All units of the University System of Georgia are covered by this policy.

## Who Should Read This Policy

All Human Resources personnel and employees within the University System of Georgia should be aware of this policy.

## Definitions

These definitions apply to these terms as they are used in this policy:

- **Promotion:** A shift of an employee from one job title or position to another having more responsible duties or involving more skills and generally associated with a higher minimum rate of pay.

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- **Minimum Hiring Standard:** The minimum threshold of education and experience required to perform a given job.
- **Reclassification:** A change in a position that results in the position being assigned to a different classification. For the purposes of this policy, a reclassification that results in the position being assigned to a classification level that is assigned to a higher pay grade or range than the former position is considered a promotion.
- **Reorganization:** Organizational changes within a department that results in a position assuming additional responsibilities such that the position is reclassified to a higher level or movement of an employee to a higher level position in accordance with reorganization plan.

### Process and Procedures

Promotions may come in the form of reclassification, reorganization, or through competitive recruitment.

Each institution shall establish procedures to implement this policy.

### Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
<b>Vice Chancellor for Human Resources, USG</b>	Maintain and revise promotion policy as appropriate	404-962-3235 <a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a>
<b>Institution Chief Human Resources Officers</b>	Each institution shall establish and maintain an adequate procedure for implementing this policy.	See University System <a href="#">HR Officer Listing</a>

### Appendices (Internal Documents, Forms and Web Links)

- None

### Related Documents and Resources (External)

- None

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