Information

Promotions

Effective

May 1, 1992

Number

PER-2.05

Applicability

This policy applies to University Staff.

Administrative Authority

Vice President for Human Resources

Responsible Unit

Human Resources

Miller Information Technology Center Rm 02C

2315 South First Street Walk

Louisville, KY 40292

Phone: 502-852-6258
Email: askhr@louisville.edu

History

Revision Date(s): July 8, 2014; November 15, 2017; April 17, 2019; December 14, 2020; December 14, 2021 (minor edits); August 24, 2022 (minor edit); June 27, 2025; April 1, 2026 (minor revision)

Reviewed Date(s): March 8, 2016; December 14, 2020; June 27, 2025

Categories

Statement:

A. The university will make every effort to fill vacant positions from within the institution and to offer promotional opportunities without regard to race, sex, age, color, national origin, ethnicity, creed, religion, diversity of thought, political viewpoint, social viewpoint, disability, genetic information, sexual orientation, gender, gender identity and expression, marital status, pregnancy, or veteran status.
B. A regular status employee, who meets the minimum qualifications of an available position, may apply for promotional opportunities.
C. Employees who apply for promotions will be considered before outside applicants are considered.

A regular status employee, with more than six months of service, who is promoted to another position will serve a six-month qualifying period. During this period, the employee's performance is to be appraised every 60-calendar days for a six-month period. If during this six-month period of employment the employee receives an unsatisfactory appraisal, the employee will be appraised at least once every 30 calendar days for a maximum of 90 calendar days until his or her performance has improved and is evaluated as at least satisfactory or the employee is terminated.A provisional status employee who is promoted to another position will be subject a six-month provisional period from the date of the promotion.

Related Information:

PER-3.03, Appointment Rates

PER-1.08 Employee Categories and Status

Definitions:

A promotion occurs when an employee moves from a job in one pay grade to a job in a higher pay grade.

https://louisville.edu/hr/policies/definitions

Procedures:

Staff members who wish to apply for promotional opportunities must complete an application for employment.

Responsibilities:

The final decision for accepting or declining a particular applicant is made by the hiring supervisor/unit head and is subject to review by the Human Resources Department to ensure consistency with university policies and applicable employment regulations.

Forms/Online Processes:

Employment Application