

## Background

Enhancements and a new policy for USF's recruitment and hiring practices require that most vacant positions be filled through a competitive recruitment. Nevertheless, there may be circumstances in which a noncompetitive recruitment for a vacant position would best serve the needs of the University and further the University's mission. Departments need a mechanism that offers flexibility for internal promotions, while also balancing the University's commitment to equal opportunity and diversity. Succession planning and internal promotion programs serve as mechanisms to develop and retain highly talented individuals with strong institutional knowledge and competencies. The solutions below will strengthen USF's ability to retain top talent, while also creating the opportunity for USF to begin succession planning opportunities.

Please note, reclassification actions may not be used to bypass the recruitment process for a vacant position. A position may be reclassified when the duties of a position change substantially, a department reorganizes, new functions or programs are added, or other changes occur that have a major impact on the duties assigned to a position.

## Internal Promotion Options

Based on CHR, USF Health, Regional HR and unit HR partner feedback, the following two options will enhance succession planning and internal promotions:

- a. Allow noncompetitive promotions, provided that appropriate requirements as noted below are met.
- b. Allow department-only internal recruitment when more than one employee is eligible for the vacant position. (This differs from the current internal recruitment mechanism, through which any active employee may apply, regardless of department.)

## Requirements for Non-competitive Promotions

Departmental Requirements:

- The Department must submit required documentation to Central Human Resources (CHR), USF Health HR, or Regional HR office for review and approval prior to taking action and/or communicating any promotional position or salary information to the identified employee. For consideration, provide the following required documentation:
  1. Complete a [Classification and Compensation Request](#) form.
  2. The updated Position Information Questionnaire for the vacant position must be completed within the Classification and Compensation Request form; and
  3. in the justification, include the following:
    - a. Relevant responsibilities or competencies that have been acquired since the employee was initially hired by USF and/or credentials acquired in past employment that are relevant to the new position
    - b. Consideration/evaluation conducted to identify special, unique, and/or scarce skills, knowledge and abilities
    - c. Justification/rationale for noncompetitive recruitment, including why an external search is unlikely to result in a more qualified candidate, and why
    - d. the non-competitive promotion would best serve the needs of the University and further the University's mission

Identified Employee Eligibility Requirements:

- Must be currently employed in a regular position
- Must meet all minimum qualifications for vacant position
- Must have maintained high performance levels in the past year
- Successfully completed probationary period, if applicable
- Served in current role for at least six (6) months

If there is only one employee that meets the requirements and eligibility for promotion, CHR, USF Health HR or Regional HR Classification and Compensation team will approve the promotion.

If more than one employee is potentially eligible within the department, the department shall work with the Talent Acquisition team to discuss best options, which may include whether an internal promotion is appropriate or if conducting an internal, department only recruitment would be the best option.

CHR, USF Health HR or Regional HR Classification and Compensation team will review the required documents and justification, and the employee requirements. Once approved, the department can request the promotion.

To implement the promotion, submit:

1. An offer letter
2. ASF/Manager Self Service, as appropriate