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**SUBJECT: Hiring, Promotions, and Transfers**

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**1.0 PURPOSE**

- 1.1. To establish policy, procedures, and guidelines that will promote fairness and rigor around decisions to hire, transfer, and promote employees at Snow College
- 1.2. To provide opportunities for upward mobility for current employees who are qualified for higher-level positions.

**2.0 REFERENCES**

- 2.1. [Snow College Personnel System Policy, 301](#)
- 2.2. [Snow College Advancement and Tenure Policy, 410](#)

**3.0 DEFINITIONS**

- 3.1. Adjunct Faculty: A person who is not Faculty but who is employed to teach classes. All Adjunct Faculty are considered At-will Employment Employees.
- 3.2. Administration Employee: Officers of the administration whose primary responsibilities are management and general business operations including the President, Vice-Presidents, Associate Vice Presidents, Assistant Vice Presidents, and other administrative employees as designated by the employee's MOU. All Administration Employees are considered At-will Employment Employees.
- 3.3. Faculty: A person who is a member of the College's full-time Faculty as defined in Policy. A person may be a Faculty member and in a Staff position in which case this Policy applies to employment in the Staff position. Rights as a Faculty member are addressed in the College's Advancement and Tenure Policy or Professional Track policy
- 3.4. Hiring Committee: A short-term committee established by a hiring manager to evaluate candidates for an open position at the college.
- 3.5. Hiring manager: The person who will be the immediate supervisor of the selected employee, whether or not salaried.
- 3.6. Human Resources or HR. The office in the College charged with the administration and record maintenance of personnel matters or such other person as may be specially designated by the President to act in regard to this Policy.
- 3.7. Immediate Supervisor: The lowest level of salaried supervision of an Employee. The Immediate Supervisor may designate a Line Supervisor or higher level as the Immediate Supervisor for purposes of this Policy.
- 3.8. Part-time or Temporary Staff Member: A Staff Member assigned to work less than full-time, or in a position considered temporary or expected to be of short duration. Normally, a Part-Time Staff Member is one assigned to work less than 75%. A Temporary Staff Member is an Employee in a position that

is not expected to last more than 9 months. All Part-time and Temporary Staff Employees are considered At-will Employment Employees.

- 3.9. Permanent Part-time Employees: Part-time employees in positions expected to remain funded for the foreseeable future
- 3.10. Promotion: Moving or advancing an employee to a different position within the college that has increased pay, authority, and/or other job characteristics as the previous position.
- 3.11. Regular Staff Member: A staff member whose employment is of a continuous nature, initially funded for a non-temporary period, who has successfully completed the probationary period. This includes exempt and non-exempt employees not covered by a similar faculty procedure, but excludes Probationary Regular Staff Employees, At-will Employment Employees, Administration Employees, Part-time Staff Employees, Temporary Employees and Adjunct Faculty. Normally, a Regular Staff Member is one assigned to work 75% or more (For example 30 or more hours per week, or 9 or more months in a year) in a position expected to last more than 6 months that is a full-time benefits eligible position and defined as a Regular Staff Member in an employment MOU. May also be referred to as Regular Staff Employee.
- 3.12. Student Employees: Employees who are taking at least six credits worth of classes and are in positions typically reserved for students.
- 3.13. Transfer: Moving an employee to a different position within the college that has comparable pay, authority, and other job characteristics as the previous position.

#### 4.0 POLICY

- 4.1. Snow College is committed to hiring those persons who are most qualified for the positions for which they have applied based on their experience, knowledge, skills, and abilities in relation to the requirements of the position, and based on their ability to strengthen the college and help it meet its mission.
  - 4.1.1. In general, having standardized hiring processes serve this Policy best. The Human Resources Department shall maintain such standardized processes and oversee the hiring process. While deviations from a standardized process may be authorized on a case-by-case basis where such deviations do not undermine this Policy, such deviations should be rare, documented and justified. The standardized processes shall be designed to accomplish the following:
    - 4.1.1.1. Attract and hire talented individuals by providing hiring authorities with the tools to find, interview and select the best candidates.

- 4.1.1.2. Provide clear and reasonable procedures for searches that are standard for each type of position.
    - 4.1.1.3. Balance the cost of employee searches with the needs of the College. For example, temporary positions may justify shortened or summary searches.
- 4.2. Snow College is committed to providing employees with promotion opportunities within the College. This may include starting search processes for higher level positions by first looking within the College, providing for advancement, and/or providing for development of employees and greater opportunities and responsibilities within their existing positions.
- 4.3. At times transferring employees to different positions is beneficial for the employee and the College by better aligning strengths, skills, and interests of employees and positions. Vice Presidents may transfer employees within their jurisdiction. The College President may transfer employees across Vice President jurisdictions.
  - 4.3.1. Human Resources should be involved in transfer decisions. The commitments outlined in 3.1 should be considered in all transfer decisions.
- 4.4. Human Resources shall maintain and publish procedures implementing and assuring compliance with this policy and shall prepare guidelines to help Hiring Committees and Hiring Managers implement this policy and the Procedures.
- 4.5. Human Resources shall be involved in all hiring, promotion and transfer decisions to assure consistency, fairness and compliance with law and policy.
- 4.6. All decisions related to hiring, transfer, or promotion must be compliant with policies on Equal Employment Opportunity, Nepotism, and any other applicable law or policy.