



The University Corporation

Research, Investments and Commercial Services
California State University, Northridge

Procedure Number: HR007

Original Date: April 20, 2015


Rick Evans, Executive Director

Title: Promotion Policy

Objective

The University Corporation offers employees promotions to higher-level positions when appropriate. Unless outside recruitment is considered to be in the company's best interest, we prefer to promote from within our organization. Accordingly, we may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level. The University Corporation is committed to promoting the most qualified employees within the organization without regard to race, color, sex, national origin, religion, age, disability, genetic information, or marital or veteran status.

Eligibility

The University Corporation encourages all employees to seek advancement opportunities and to obtain promotion and career guidance from their supervisors, department heads and the human resource (HR) department.

Employee eligibility for promotion will be determined by the requirements of the position to be filled. To be eligible, employees must have held their current position for at least 3 months, have a satisfactory performance record and have no disciplinary actions during the same period.

Procedure

Job openings and promotions for which employees may be eligible will be posted on the CSUN website. When job openings or promotion opportunities are posted: a) interested employees must complete an internal application form and submit it with a cover letter to the HR department prior to the cutoff date specified in the posting, b) department heads may initiate the procedure within the same time period and propose employees for the position, and c) the HR department may, at its discretion, solicit outside candidates during or after the posting period.

Employee candidates for promotion will normally be screened and selected based on work records, performance appraisals and job-related qualifications, including, in some instances where permissible by law, aptitude or achievement tests.

The University Corporation by approval from The University Corporation Executive Director retains the discretion to make exceptions to this policy when deemed necessary or in the company's best interest.