



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

### **DC-11 Career Advancement**

**APPROVED:** April 16, 1979

**REVISED:** September 1, 1995

Year of last review: 2021

**AUTHORIZING BOARD POLICY:** DC

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

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**OBJECTIVE:** To establish procedures to provide for the promotion of current full-time employees.

**PROCEDURE:**

- I. As employment vacancies occur, District supervisors should consider the promotion of current qualified full-time employees. Employees who show special ability, have a capacity for growth, and have demonstrated quality service may be advanced to positions of greater responsibility. An employee is considered to have been promoted when they remain in the same workload and status and the employment action results in an increase in salary, or the appointment is to a position in a different grade with a mid-point higher than the mid-point of the employee's present grade. Promotions are normally made through a competitive process.
- II. Competitive Promotions
  - A. Employment opportunities at the District are published and distributed to every department for posting to provide current employees the opportunity to apply for the competitively advertised positions. All announcements for vacancies with the District are also posted on the Employment Vacancy Announcement bulletin board in the Human Resources Department. Additionally, positions are announced on the District telephonic and TDD job line.
  - B. Employees interested in making application for a position vacancy may contact the Employment Services section of the Human Resources Department for additional Information.
  - C. No minimum length of service with the District is required in applying for a promotional vacancy.
  - D. The appropriate candidate evaluation procedure is used to evaluate and select the person to fill the vacancy.
- III. Non-competitive Promotions
  - A. Supervisors who desire to non-competitively promote a current qualified full-time employee to fill a vacant position may submit their recommendation for consideration.
  - B. The recommendation will include a full and complete justification for the noncompetitive promotion and must address the special qualifications possessed by the recommended employee making them the most qualified from all the others considered. The supervisor should include a review of the employee's performance in their current position and address the individual's potential performance in the promotional position.
  - C. The recommendation and supporting documentation along with a completed Personnel Action Record (PAR) will be forwarded through administrative channels to the Human Resources Department. Upon approval, the Human Resources Department notifies the recommending supervisor and extends to the employee an offer of employment, subject to approval by the Board of Trustees.