



Learning Series

Progression and Promotion

TODAY

- Progression and promotion are interchangeable terms
- You typically perform the **same work**, but your **title changes** and your **pay increases**
- Minimum requirement is often years of service

What progression/promotion might look like today



LATER IN 2021

In the future, progression and promotion are defined separately

➔ PROGRESSION

- **Pay increases** within the same job
- Your **job title** and **core responsibilities** remain the **same**
- Based on acceptable performance
- Reasons for pay increases continue to include factors such as pay plan, market changes, retention and parity



⬆ PROMOTION

- Advancement to a **new job** in a higher salary grade
- Your **job title** and **responsibilities change**
- Based on work performed
- Starting salary takes market data and parity into consideration



KEY POINT:

Employees have multiple ways to advance, both by growing in their current jobs and by moving into new jobs.

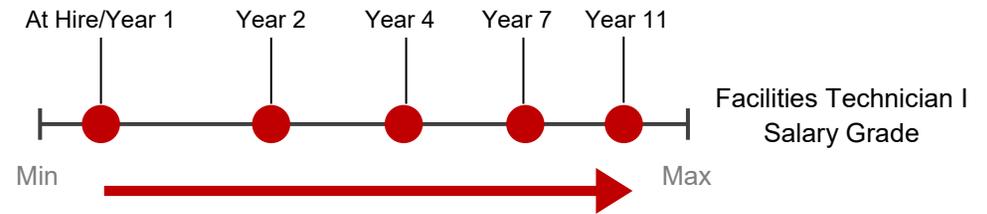
Progression & Promotion Examples



PROGRESSION EXAMPLE 1



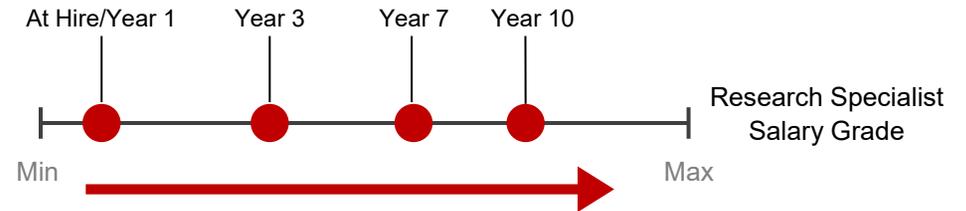
Ingraham is a Facilities Technician I, and receives a pay increase after one year for outstanding performance. In the fourth year, Ingraham receives another increase as part of a pay plan adjustment. In years seven and eleven, Ingraham receives performance increases for consistently performing above expectations. During this time, Ingraham has the same job title and responsibilities. Ingraham remains a Facilities Technician I, but progresses through the assigned salary grade based on continuous high performance and pay adjustments.



PROGRESSION EXAMPLE 2



Randall is a Research Specialist. After two years on the job, Randall receives a pay increase for high performance. In the seventh year, Randall receives another performance increase. In year ten, Randall receives an increase to account for market changes in research specialist jobs. During this time, Randall has the same job title, responsibilities, and is in the same position. As Randall's knowledge, skills and experience increase, Randall's high performance is recognized through progression in the assigned salary grade.



PROMOTION EXAMPLE



Helen has been an Academic Program Specialist who has been in the current position for several years, gaining increasing knowledge and experience in the position. An Academic Program Manager position opens up in the unit. Helen applies and is selected for the position. As a result of the promotion, Helen takes the lead to manage two academic programs. Helen's new responsibilities include managing program budget, implementing new standard operating procedures, and representing the programs on and off campus. Helen takes on the new title of Academic Program Manager and moves into a higher salary grade.

