Demystifying the Promotion Process Fact Sheet

OVERVIEW

The promotion process at the University of California Office of the President (UCOP) provides opportunities for career growth and recognizes employees' increasing responsibilities and contributions. Understanding the steps and requirements for promotion ensures that employees navigate the process effectively. This fact sheet aims to demystify the promotion process, highlighting key steps, timelines, and resources for UCOP employees.

PROMOTION DEFINED

A promotion is a job change involving a significant increase in job scope, responsibilities, and/or authority at a higher position level and can be either within the same or a new job family.

KEY COMPONENTS

Eligibility Criteria (As of 2024):

- Only policy-covered employees are eligible.
- Minimum time in position must be at least one year as of January 1 of the current fiscal year.
- Must have a performance review rating of "Solid Performance" or higher from the last review period.
- Must have a significant increase in job duties, responsibilities, and scope, and consistent performance at a higher level than the current job.
- A change in job code/family (or reclassification) at the same grade or higher will be reviewed.

Required Documentation (As of 2024)**:**

- Promotion request form.
- Supporting documents, including solid business case/ justification for promotion; job descriptions, performance evaluation, side-by-side responsibilities comparison, and organizational charts.

STEP-BY-STEP PROCESS

1. **Initiate the Process:** A memo is sent to managers in March to begin the promotion on-cycle process. Consult with your managers on department-specific timelines.
2. **Prepare Documents:** Managers prepare the necessary documents, including job descriptions, a business case, and material changes in job scope.
3. **Submit for Review:** Managers submit promotion requests to the HR department in March- April.
4. **Approval Process:** After submission, HR Compensation reviews the promotion request if it meets the defined criteria, including a significant change in job scope and organizational need. The Executive Workforce Action Committee (EWAC) makes the decision on final approval.
5. **Notification:** Once approved, a promotion letter is issued to the employee. The effective date for promotions is typically the beginning of the fiscal year, July 1.

PROCESS TIMELINE/CHECKLIST

- See the Promotion Process Timeline/Checklist here.

Q&A

- Here are some questions and answers about the promotion process.

GUIDELINES & FORMS

Useful aids for planning through the process:

- Promotion Process Memo
- Promotion Request Form
- Promotion Request Summary
- Job Description Side-by-Side Comparison Template

Documents referenced here are from a prior year.

POLICIES

- PPSM-20: Recruitment-Promotion Policy & Procedure
- PPSM-30: Compensation Policy & Procedure
- PPSM-36: Position Classification Policy & Procedure

ADDITIONAL RESOURCES

- e-Course: Understanding Compensation at UCOP
- UCOP HR Compensation Program
- Job Builder by JDX (Click the Single Sign-On Box to log in)
- Job Code Lookup
- JDX Training & Tutorial Materials

KEY CONTACTS

- Contact your assigned HR Business Partner here