Career Advancement [1]

Review this page for promotion and reclassification details.

Career advancement can happen in different ways at CU System, but is not guaranteed and may depend on business need.

**Promotions**

A promotion (also referred to as a promotional opportunity or promotional recruitment) exists when an employer has or anticipates a vacancy in an existing or new position that could be considered an employment advancement opportunity for one or more employee(s) in terms of compensation, benefits, status, duties or access to further advancement.

Additionally, a promotion is defined as giving an existing employee a new position, including by changing their title and/or materially changing their authority, duties or opportunities. This includes a
lateral job change or a promotion along a fixed, in-line career trajectory for which a current employee is eligible. Promotional opportunities must be announced to all employees to maintain pay and employment advancement transparency. Promotions result in a base building compensation change.

For a department to move forward with a promotional opportunity, the following must be true:

- A vacancy is required for either (1) a new position or (2) an existing position requiring a backfill.
  - Filling the promotional opportunity will create the need for a second backfill after hire.
- A new position number would be allocated to a current employee, should they receive the job.
- There would be a jump in leveling from one job level to another. Job levels are outlined below.
  - **Professional Level**: Professional, Senior Professional, Principal Professional, Program Manager, Program Director
  - **People Manager Level**: Manager, Program Director, Assistant Director, Associate Director
  - **Leadership Level**: Director and above
    - Example: An employee in a Senior Professional role moving to a Program Manager role. This is because the employee has obtained:
      - An increase in the level of discretion and decision making
      - An increase in the scope and complexity of work
      - The addition of management duties
- The promotional opportunity is posted to CU Careers.
  - The position must be posted internally, but can also be posted externally.
    - If internal only, the posting must be listed for a minimum of three (3) business days on CU’s internal job board.
    - If posted externally, regular posting and recruitment rules apply.
    - Positions at the Director level and above will typically be posted internally and externally. This is due to:
      - The magnitude, impact and complexity of work performed
      - A high level of discretion and decision making
      - The responsibility for several streams of work
      - Fosters diverse and inclusive leadership
Reclassifications

A reclassification occurs when an employee has a change in responsibility, discretion and independence resulting in a natural career progression within the same job grouping. Reclassifications are considered promotional opportunities and therefore must be announced to all employees to maintain pay and employment advancement transparency. Reclassifications may result in a base building compensation change.

For a department to move forward with a reclassification, the following must be true:

- Movement is considered part of a typical career progression with no change to an employee’s position number and no backfill required.
- The position/employee will stay within the same job level. Job levels are outlined below.
  - **Professional Level:** Professional, Senior Professional, Principal Professional, Program Manager
  - **People Manager Level:** Manager, Program Director, Assistant Director, Associate Director
  - **Leadership Level:** Director and above
- The movement is typically only one level.
- Examples:
  - Professional to Senior Professional
  - Manager to Program Director
Assistant Director to Associate Director

- The job has resulted in added responsibility, an increase in discretion and an increase in independence of the individual.
- The reclassification is posted to CU Careers.
  - The posting must be listed for a minimum of three (3) business days.
  - The posting must clarify the position is for System Administration departmental employees only.

Groups audience:
Employee Services

Source URL: https://www.cu.edu/employee-services/collaborative-hr/promotions

Links
[1] https://www.cu.edu/employee-services/collaborative-hr/promotions