Promotions, Reclassification of Position and Transfers

It is the policy of WPI to promote persons in all job classifications without regard to race, color, religion, age, sex, national origin, sexual orientation or handicap and to ensure that promotional decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.

The University will attempt to fill vacancies from within. Employees who are capable of performing higher levels of work and assuming greater responsibility, should apply for, and be considered for, a promotion to a position of greater opportunity, challenge and pay.

The following factors are considered for a promotion:

- Length of time in current position
- A consistent and sustained track record of excellent performance in the current position
- Demonstration that employee has significantly increased his/her job responsibilities

Generally, a request for a promotion or transfer will not be considered until at least one (1) year of service is completed in any given position.

The promotion and/or transfer within or between departments is arranged between Department Heads and the Office of Human Resources in conjunction with the individual staff member to be promoted or transferred.

Information relating to current vacancies can be obtained from the Office of Human Resources. The Office of Human Resources is responsible for the coordination of all internal and external advertising.