Leadership Positions Career Progression

University Facilities (UF)
Internal Procedure: 02.B.14.01
Effective Date: April 2024
Last Modified Date: April 2024
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This document establishes a procedure to use when reviewing a leadership position employee's Career Progression. It is designed to provide a fair and sustainable process.

Summary

The following procedure and guidelines should be followed when a leadership position (Supervisor or Manager) is being reviewed for possible progression within the Career Progression process.

Timing

Frequency

Reviews may be considered every two years. The employee will request a review by September 30.

Time Frame

Review will be held in the months of January & February.

Procedure

The Director over the Supervisor or Manager being reviewed will establish a review committee.

The committee will contain a total of five members from the following groups:

- Direct Supervisor
- Up to two peers (i.e. a supervisor/manager from a different shop)
- Up to two people from the Employee Development team
- Up to two customers

*Committee must consist of at least one person from each group

Reviews will cover at least the following:

- Leadership Skills Assessment
- Culture of Safety
- Lean 5S
- Communication Assessment
- Positive Team Morale
- Culture of Team Engagement
- Culture of Effective Change Management
- Level of Efficiency
- Team Quality of Work

This list is not intended to be exhausted and other categories may be included.

Key Steps

- Employee will notify their Director that they want to be reviewed for progression.
- The Director will select five members of the committee.
- Committee will meet and review the process.
- The Chair will be an Employee Development Team Member.
- The Chair assigns tasks. Each group member will need to research their assigned KSA's.
  - Director/Manager to ask HR about Kronos items and disciple issues.
  - A committee member will survey customers for feedback.
  - A committee member will survey direct reports for feedback.
  - A committee member will survey peers for feedback.
  - KSA's, years of experience, and Certification requirements verified.

- Supporting documentation collected.
- KSA's reviewed by committee members in advance of meeting with employee.
- Meeting held with the employee and the employee is allowed to present additional documentation.
- The committee makes a recommendation to move the employee up the progression or to keep them where they are.
- Decision is reported to the employee by direct supervisor.

*Process should start by October so that review can be completed in January/February

Responsibility

Department Director

The Directors are responsible for selecting the committee and assuring that the decision about the employee's Career Progression is in compliance with the program's mission, decisions are fair, and recommendations are applied with consistency.

Committee Chair

The Committee Chair is responsible for assigning tasks needed to perform the review and for all documentation.

Committee Members

Committee Members are responsible for doing due diligence and providing objective feedback to the employee and the committee.

Employee Being Reviewed

The employee being reviewed is responsible for providing any supporting documentation that they have that may assist the committee in making their recommendation.