VI. FY20 Promotion (Job Audit) Process: Staff Salary Increase Process

Overview
Promotions should be used to recognize staff who have assumed higher level responsibilities. UHR - Compensation Services is available to consult with senior officers/department heads regarding staffing levels, position evaluations, job description development, and promotion recommendations.

Eligibility
All staff who receive an overall performance rating of effective and exceptional may be considered for a promotion (job audit).

Criteria for consideration
- The job description is no longer accurate because a position has changed substantially requiring higher level qualifications.
- The new responsibilities are at a higher level.
- The promotion is part of an established career path.

Steps for submitting a promotion (job audit)
1. Update the job description to accurately describe the major responsibilities and requirements of the position so that a comprehensive evaluation of the position can be conducted.
2. Prepare a Job Audit Request Form, documenting the justification and the changes.
3. Discuss the promotion (job audit) with the appropriate senior staff member or divisional representative prior to submitting the audit request; obtain approval for the funding source or request central funds.
4. Email the completed job audit form, along with the new job description, to your HR Business Partner or UHR - Compensation Services.
5. Contact your Merit Coordinator to input the promotion (job audit) recommendations into the Salary Increase Process in Workday.
6. Job descriptions and job audit forms are due to UHR – Compensation Services by May 15, 2019.

Resources
For additional information and resources on promotions (job audits), please refer to the UHR - Compensation Services website.

For a broad guide of the education, experience, and work parameters that are representative of grades at Brown, please refer to the job evaluation rubric on the UHR - Compensation website.

For further assistance, please contact Betsy Warner, director of Compensation and Organizational Services, at elizabeth_warner@brown.edu or Terese Reynolds, senior compensation analyst, at terese_reynolds@brown.edu.