ANNUAL PROMOTION PROCESS

Technical Review Committees

The Technical Review Committee (TRC) reviews promotion proposals for scientific and technical positions. This group provides the technical expertise to evaluate the proposals for positions where the scientific/technical abilities and output of the employee are key to determining the appropriate classification level. The TRC review process requires a significant commitment of time and resources. The members of the TRC are appointed by division heads. The proposed changes are intended to make the process more efficient, providing the divisions the opportunity to take more ownership of promotional decisions.

The Technical Review Committees are:
>   Scientist – Accelerator
>   Scientist - Nuclear
>   Computer Scientist
>   Engineers & Associate Coordinators
>   Technician

Previous Process:

All promotions in the below job groups are reviewed by the Technical Review Committee (TRC).
>   Scientist
>   Computer Scientist
>   Engineers & Associate Coordinator
>   Technician

All other promotions are reviewed by HR.

Division Head makes final decision on all promotions.

NEW Promotional Process

TRC
>   Maintain all four current TRC committees:
>   Scientist
>   Computer Scientist
>   Engineer & Associate Coordinator
>   Technician

In the above job groups, TRCs only review the proposed promotion levels listed below:

Scientist:	Scientist III	Sr. Scientist	Pr. Scientist
Computer Scientist:	Comp Sci III	Sr. Comp Sci	Pr. Comp Sci
Engineers:	Engineer III	Sr. Engineer	Pr. Engineer
Assoc. Coordinators:	A/C I	A/C II	ESM
Technicians:	T/D II	T/D III	

TRC's will review lateral reclassifications from one technical/scientific family to another to ensure consistency.

Non - TRC
HR will review:
- All proposed promotions from non-exempt to exempt
- Promotions to A/S IV

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- Promotions to SA III, Sr. SA

The following promotion proposals will be reviewed in the respective divisions:
- Scientist II   - Engineer II
- Computer Scientist II   - Sr. Skilled Trades
- A/S II & III   - C/F II & III   -SA II

Rationale:
- Promotions from level I to level II in the Scientist, Computer Scientist and Engineer series are fairly routine and therefore do not require committee review. Discussions with selected committee members supported this change.
- HR will review promotions from nonexempt to exempt status to assure compliance with the Fair Labor Standards Act.
- HR will review promotions to the higher levels of the administrative and support positions to assure consistency and avoid "grade creep".
- The divisions will have the latitude to internally approve promotions listed above.   The divisions have ample internal expertise to make these assessments.
- HR will consult with Division Heads on final promotion approvals to maintain consistency.

Required Documentation (for all promotions):
- Comparison of position vs. the factors in the appropriate Skills Matrix
- A new position description to reflect changes in the job scope
- A cover memo justifying the promotion
- Letters of recommendation (Only for scientists where external recommendations are relevant – some scientists are more focused on internal operations and therefore do not have the external exposure.)
- The performance expectations for the person being proposed for promotion. The expectations will provide more job specific information and reduce the need to interview supervisors.
- The last two performance ratings.

Process Flow:
- Supervisor prepares promotion proposal package (see above)
- For promotions requiring division level review only:
  - The packages are submitted to Division Head
  - Division Head makes the final decision
  - Division forward copies of promotion documentation to HR
- For packages requiring further review (TRC or HR):
  - Division Head reviews the proposed promotions
  - Promotions that the Division Head supports are forwarded to HR
- Committees:
  - HR distributes promotion packages to the Committees
  - Review the proposals
  - Send recommendations to the divisions and HR
- HR reviews the packages it has responsibility for and informs divisions of their evaluation
- All proposed promotions
  - Division Head reviews proposed promotions and recommendations from Committees and HR
  - Division Head makes final decision

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