

Lakeland Community College

PROCEDURE TITLE:	POSTING JOBS/PROMOTIONS/INTERIM ROLES
PROCEDURE NO:	HR20-05
ORIGINALLY APPROVED DATE:	08/18/26
REVISED DATE:	N/A
EFFECTIVE DATE:	08/18/26
NEXT REVIEW DATE:	08/2031
RELATED POLICY:	3354:2-20-02
RESPONSIBLE OFFICE(S):	DEPARTMENT OF HUMAN RESOURCES
APPROVED BY:	PRESIDENT

This procedure applies to all full-time, partial-year, and part-time continuing and non-continuing administrator, supervisory/professional, FT faculty, and staff employees.

- A. All vacant jobs (or anticipated vacancies) will immediately or eventually be posted using the College's Applicant Tracking System (Simplicant) to follow a consistent and competitive employment selection process. The only exception might be if there is a uniquely qualified employee at the College who is willing and available to accept the position/promotion and meets the required and preferred qualifications identified in the job description. This type of action likely saves the college time, money, and loss of continuity of operations.
- B. Jobs that are posted for Administrator, FT Faculty, S/P, and Staff (above 09A) positions will require a search committee using the applicable search committee process. All other hiring decisions can be fulfilled by the hiring manager with or without a hiring team.
- C. Some Administrator, S/P, and Staff positions may be posted internally for a short time (less than one week) to determine if there is any internal interest and qualified candidates before the position is posted externally.
- D. When there is an internal candidate for an Administrator, FT Faculty, or Staff position who is found to be qualified upon review of application materials, the search committee may recommend to the Vice President of the division to interview qualified internal candidates prior to establishing an interview schedule for external applicants. This helps to communicate the possibility of promotional opportunities available for employees who are qualified.
- E. Occasionally, it will be necessary to appoint an employee to an interim position to cover an impending or unscheduled vacancy. The position may or may not be posted immediately depending on various factors. An employee who is willing to accept an interim role should be notified that the position will be posted at some point, generally no later than 6-9 months, although if the employee in the interim position remains in the position for one year and if the employee's performance during that time has been at least

at the level of “meets performance expectations,” it will automatically default to a permanent position for the employee, unless the employee objects to that status change.

- F. For an employee accepting an interim appointment, his/her existing position (primary position) will not be filled permanently while he/she is in the interim role in case he/she should be asked or prefer to return to it. The employee’s primary position can be covered temporarily by the employee (if possible), shared (split duties) with another employee, or entirely reassigned to another employee who is qualified and available to “work above class” for a period of up to 6-9 months.
- G. The following shall serve as guidance for promotion options:
 - 1. Noncompetitive promotion
 - a. Builds on current/existing duties, not a vacant position
 - b. Adds to existing duties and responsibilities
 - c. Change pay grade and job title
 - d. Increase in hourly rate or annual wage
 - 2. Competitive promotion
 - a. A position is new or vacated by a retiring/resigning employee
 - b. Position must be posted internally and maybe externally
 - c. The position duties are not part of an employee’s current duties
 - d. It is a higher pay grade and job title
 - e. There will be an increase in hourly rate or annual wage
 - 3. Permanent promotion
 - a. In an employee has been serving for longer than nine months (or a year) in an interim capacity or working above class in a vacant position and if the employee’s performance during that time has been at least at the level of “meets performance expectations,” s/he may be offered a permanent position (without posting the position) if his/her previous position has already been filled.