

## Job Posting Guidelines

Wesleyan University is committed to a practice of hiring employees through a process that reflects equity, openness and integrity in hiring the best person for a job vacancy. We are committed to advancing our internal applicants when he/she meet the qualifications of the position and have the ability and experience necessary for success in the position. Our goal is to provide all qualified employees with an equal chance at internal job openings, regardless of age, race, color, religion, sex, disability, national origin, genetic information, sexual orientation, marital status and gender identity and expression.

Generally, all open positions, other than re-assignments as a result of position elimination, will be posted on the Human Resources website for a minimum of 7 working days.

Promotions resulting from the normal career progression of an incumbent may not be posted, such as promotions from Assistant Director to Associate Director. In order for a promotion to occur without posting the following criteria must be met:

- The incumbent is not advancing to a director (or equivalent level) position or above
- The incumbent continues to perform their existing primary duties while assuming significant additional responsibilities
- The incumbent is not filling an existing vacancy

Consideration may be made for not posting a director (or equivalent level) position and above when one of the two conditions apply:

- There is a request for a title change only (for market or industry related reasons) or
- The majority of the job responsibilities remain the same and there is no backfill resulting from this change.

Human Resources will thoroughly review all requests for a title change to a director level position and above with the Chief Diversity Officer but this type of request is not expected to be typical.

Occasionally, positions will be posted for “internal candidates only”. This is a competitive process that will typically occur when there is a prospective pool of internal candidates for the open position and the university has made a commitment to fill the position from within in order to promote a strategy of internal talent development.