

# Cheyney University Policy HR-2010-5003

## Policy on Internal Employment Vacancies

**Approved by:** Administration and Finance Council/Presidents Cabinet

**History:** Issued -- 2-17-2009

**Related Policies:** n/a

**Additional References:** n/a

### I. Policy

Cheyney University encourages current employees to submit applications for internal employment vacancies. To that end, all vacancies will be posted internally by the Office of Human Resources.

### I. Purpose

The purpose of this policy is to outline the procedures and guidelines for posting employment vacancies internally. Internal postings do not guarantee that an internal candidate will be selected to fill any vacancy.

### II. Procedure

Once a position has been approved through the Personnel Action Request process, the Office of Human Resources will develop an **Internal Vacancy Announcement** (HR Recruiting Form 10-03) using the approved template.

This **Internal Vacancy Announcement** will be:

1. Posted on the job board outside of the Office of Human Resources for a minimum period of 15 calendar days. This period may be shorter if an emergency recruitment process has been approved. The expiration date of the posting may also be extended in the discretion of the Office of Human Resources, the Hiring Manager or the Vice President.
2. Distributed to the designated campus representative of the respective bargaining units, via email for additional membership notification.
3. Added to the Cheyney University "Employment" web pages by the Office of Human Resources.

The **Internal Vacancy Announcement** will include the following information:

- Position Title
- Position Control Number
- Announcement Date
- Expiration Date (if applicable)
- Hiring Department
- Position Supervisor
- Bargaining Unit
- Responsibilities
- Minimum Education & Training Requirements
- How to Apply