THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Personnel	**Number:**	201.76
		Revised:	7/01/04
SUBJECT:	Promotional Openings Program (P.O.P)	**Date Issued:**	
		Attachment(s)	1

APPLIES TO: Regular primary instructional, non-bargained for professional/administrative, clerical, Coaches in the Athletics Job Family, and technical staff positions

ISSUED BY: Office of the Vice-President for Academic Affairs and Personnel Office

I. Policy

The Promotional Openings Program (P.O.P.) is intended to provide staff members the opportunity to apply for and receive consideration for open positions at the same time outside candidates are being considered. The program is also intended to assist the University in achieving its affirmative action goals. A staff member's indication of interest in an opening will not affect the current position of the staff member.

II. Regulations and Definitions

A. Posting:

1. The appropriate Personnel Employment section or the Office of Professional/Administrative Staff Services must be notified of all new or open regular positions (regardless of the appointment fraction) before such positions can be filled. OPASS posts all University wide instructional and primary positions and the P/A openings applicable to the Central Campus. Employment Services posts all clerical, technical and service maintenance openings applicable to the Central Campus. The Medical Center Personnel Office posts all openings in all job families, except instructional and primary which are applicable to the Medical Center. Instructional and Primary Staff openings from the Medical Center are posted by OPASS.

2. Staff members affected by procedures such as layoff and recall, return from leave of absence, reallocation of staff, lateral transfer and rehabilitation efforts may be placed in the position prior to posting or prior to the consideration of bidders and applicants after the posting.

3. All regular primary, professional/administrative and technical openings of 20 hours (half-time) or more which are to be filled and have not been filled under II, A, 2 above, will be posted on appropriate Personnel Office bulletin boards and, in the week it is published, summarized in the University Record. All regular instructional positions of half-time or more are to be posted in the University Record.

4. Departments may also post their open positions within their physical locations, provided these postings appear simultaneously with the University-wide posting. Staff members

wishing to be considered for positions posted within departments must follow the provisions of this guide.

5. Position openings shall be posted for five calendar days before being filled.

6. Instructional and Academic Administrative positions are to be advertised in appropriate national professional journals or other appropriate media at least 2 months prior to a selection being made. Advertising is not required for Chairpersons, Associate or Assistant Chairpersons nor Directors, Associate or Assistant Directors, provided the position is to be filled from internal candidates. Newly established academic administrative positions are to be submitted to the Vice President for Academic Affairs for Regental approval prior to posting.

7. The posting on the bulletin boards will note: (a) classifications; (b) posting number; (c) departments; (d) brief description of duties and responsibilities; (e) qualifications unique to the position; (f) starting salary range and/or salary grade; (g) the statement "potential internal candidate" whenever a candidate currently working as a regular staff member in the work unit is being considered. The posting in the University Record will of necessity contain less information than indicated on the bulletin boards. Readers will be directed to the bulletin boards for more complete information.

B. Application:

1. Any regular or temporary full-time or part-time staff member of the University may apply by completing a Promotional Openings Program Request form.

C. Selection:

1. Open positions will be filled by the most qualified applicant without regard for race, sex, religion, or national origin.

2. If two or more equally qualified candidates are available, the position will be filled in the following order:

   a) The candidate who will contribute most to achieving the objectives of the Universities' affirmative action program will be selected.

   b) When not in conflict with the Universities' affirmative action program, the internal candidate will be selected over the outside candidate.

3. All interviews for posted positions are to be arranged through the appropriate Personnel Employment section or the Office of Professional/Administrative Staff Services. Nothing in this policy shall be construed to change existing policies concerning absences, to wit: 201.52 (rest periods), 201.64B (vacation scheduling), 201.31 (lunch periods), 201.67 (work schedules).

D. Transfer:

1. If a University staff member is selected for a posted position, transfer or promotion should take place as mutually agreed upon, but not longer than one month from the date of acceptance.

2. If a P/A, Primary or Technical staff member is involved, any salary increase which might be proposed with a promotion will be discussed with and concurrence obtained from the appropriate Personnel Office or the Office of Professional/Administrative Staff Services prior to discussion of salary with the candidate.

3. A P/A or Technical staff member who has been hired, promoted or transferred would not normally be considered for another promotion or transfer during the six month period following his/her promotion, transfer or date of hire.

E. Questions:

1. Staff members who have questions or concerns regarding the application of these regulations or procedures should inquire of their supervisor, the appropriate Personnel Office or the Office of Professional/Administrative Staff Services or utilize the complaint procedure.

III. Procedures

RESPONSIBILITY		ACTION
Department	1.	Complete Form 9823 "Notification of Open Position" for an Academic Administrative, instructional, primary staff or professional/administrative position, or Form 5197 "Request for Personnel" for a technical position as soon as an opening occurs or is anticipated.
	2.	(a) Submit Form 5197 or Form 9823 to the compensation section of the appropriate Personnel Office for primary, P/A, and technical openings. (b) Submit Form 9823 with required approvals from Dean/Director Office to OPASS for all instructional and academic administrative openings.
Compensation Sections (Central Campus and Medical Center)	3.	Verify Forms 5197 and 9823 against budget position control records and approve the classification titles.

RESPONSIBILITY		ACTION
	4.	Enter classification number, title, salary grade, department code for non-instructional positions and forward to appropriate Employment Section.
Office of Professional/ Administrative Staff Services, Employment Services and Medical Center Personnel Office	5.	Post position in the University Record and on designated bulletin boards the following Monday morning for a period of five calendar days ending at 5:00 p.m. on the following Friday.
Staff Member	6.	Complete the POP Request Form and bring or mail it to the appropriate Employment section to be received not later than 5:00 PM on the Friday following the Monday morning posting. Instructional candidates submit their credentials directly to the contact person listed on the posting.
Office of Professional/ Administrative Staff Services, Employment Services section, or Medical Center Personnel Office	7.	Send request forms to the department for review and response.
	8.	Determine from the employing department which applicants are to be interviewed.
	9.	Arrange interviews.
Department	10.	Interview applicants (you may contact applicant's present supervisor for references).
	11.	Select the individual for the open position.
	12.	Secure approval of salary from the appropriate Personnel Office (via the telephone if necessary) when P/A and technical job openings are involved. The Appointment Activity Record (Form 9906) is completed and returned to OPASS or the Medical Center Employment Office when P/A jobs are involved before the person hired or promoted can be paid. The Appointment Activity Record (Form 9906) is forwarded directly to Staff Records along with all other appointment documents when instructional and primary appointments are involved.

RESPONSIBILITY	ACTION
	13. Arrange transfer date with the selected applicant's supervisor. If agreement on date of transfer cannot be reached with the candidate's current supervisor, contact the appropriate Personnel Office.
	14. Inform applicant of selection, salary and date of transfer. The appropriate employment office will perform this function upon request.
	15. Complete and distribute results section of P.O.P. request form within 5 working days following the acceptance of the final candidate or, if preferred, send a letter to the unsuccessful candidates.
Office of Professional/ Administrative Staff Services, Employment Services Section, and Medical Center Personnel Office.	16. Return late P.O.P. request forms to applicants.

Please Type or Print
[Ball Point Ink Pen Only]
Please Attach Two Copies of Your Resume

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PROMOTIONAL OPENINGS PROGRAM REQUEST FORM

For Use by Regular U-M Staff Only

Name (Last) (First) (Middle)	Social Security No. / /	
Home Address Street City	Home Telephone No.	OPEN POSITION NO. (See University Record or P.O.P. Bulletin Boards)
Present Classification Title	Date of Hire / Salary Grade	Position Title
Department	Supervisor	Salary Grade or Range
Your Campus Address Bldg. Room	Campus Phone	Date Request Submitted / Department or General Location

Check one: I am presently a regular employee: _____ Full Time _____ Part Time

Do you have relatives now employed by or enrolled at the University? Yes ☐ No ☐ If yes, please list.

Name _____ Dept. _____ Name _____ Dept. _____

INSTRUCTIONS

Return completed request by 5:00 p.m. date of closing to the Personnel Service Center which posted the position:

a. Schools, Colleges, Institutes and Libraries Service Center 1020 LSA Bldg. 1382

b. Administrative Services Personnel Office 2031 Admin. Serv. Bldg. 1432

c. Medical Campus Human Resource Department 300 North Ingalls Bldg. (NIB) NI8A04, Box 50 0422

d. Dearborn Campus Personnel Office 1020 Admin. 48128-1491

e. Flint Campus Personnel Office 281 UCEN 48502-2186

EDUCATION — LIST ALL EDUCATION INCLUDING TRADE, BUSINESS, MILITARY SCHOOLS, COLLEGE OR UNIVERSITY.

Type of School	Name of School and Location	Attended From	Attended To	Year Graduated	Major	Indicate Degree Earned
HIGH SCHOOL						
COLLEGE						
OTHER						

EXPERIENCE — Start with most recent. Include all U-M positions and others related to desired job.

Dates From	Dates To	Employer or U-M Supervisor	Position	Duties

PLEASE DESCRIBE RELEVANCE OF YOUR BACKGROUND TO ABOVE POSITION. INCLUDE LANGUAGE AND/OR TYPING IF APPLICABLE.