



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Promotions

Policy:

Opportunities for promotion at Alcorn State University occur when a higher level position becomes available for which a current employee is qualified, provided he/she has successfully completed the six (6) month probationary period. When a vacancy occurs and is posted, employees are encouraged to consider and apply if interested; however, the selection of a candidate to fill a vacancy will be made based upon the perceived best available applicant.

Interested candidates for an advertised position must submit an on-line application through the Human Resources portal. As a courtesy, internal applicants are encouraged to inform their current supervisor of their intent to apply for a different internal position, and because the current supervisor may be contacted as a reference. An employee does not retain any right to return to his/her former position after the effective date of transfer or promotion to the new position.