



Internal Promotion and Appointment Policy

I. Purpose and Guiding Principles

The University of Detroit Mercy is committed to fair, impartial, and inclusive hiring practices that support open and competitive processes for filling vacant positions. While national searches are the norm, in limited circumstances¹, internal promotions or appointments may be made without conducting a full external search. Such exceptions must:

- advance the mission and strategic needs of the University;
- be made in a manner that is inclusive and consultative; and
- remain consistent with federal and state employment regulations.

This policy does not preclude the employer from opting to conduct a full external search when there is evidence of position and employee eligibility.

II. Position Eligibility Criteria

A position may be eligible for an internal appointment or promotion without a full search if it:

- is an administrative role listed on the University's Leadership Roster;
- requires a qualified individual with specific institutional knowledge and experience; and
- addresses a critical or time-sensitive institutional need.

III. Employee Eligibility Criteria

An employee may be considered for an internal promotion or appointment if the employee:

- meets or exceeds the minimum required qualifications for the position;
- was originally hired through an inclusive process that engaged stakeholders;
- has successfully completed the University's probationary period;
- is identified as part of a succession plan for the position; and
- is in good standing with the University.

¹ Internal promotions may be appropriate in limited circumstances, when there is 1) a university business need, e.g., a vacant position or need for higher level work to be performed; and 2) a university employee who demonstrates readiness for upward advancement.



IV. Internal Promotion or Appointment Process for the Academic Leadership Position of Dean

This process ensures transparency, engagement, and fairness when considering an internal candidate for a dean-level position.

Step 1: Position Review

- The President or Provost and Vice President for Academic Affairs (or designee) evaluates the position against eligibility criteria.
- Human Resources reviews and updates the job description to reflect current institutional needs.

Step 2: Candidate Identification

- Eligible internal candidates are identified by the Provost and Vice President for Academic Affairs and invited to submit a letter of interest, CV, and supporting documents.
- A review panel (consisting of three to five representatives from the list of stakeholders in step three) is convened by the Provost and Vice President for Academic Affairs. The review panel conducts an initial assessment of candidates' qualifications and institutional alignment.

Step 3: Stakeholder Engagement

- Candidates advancing to the next stage will meet with key stakeholders, which may include:
 - President and Provost and Vice President for Academic Affairs
 - Vice Presidents
 - Peer Deans and Academic Leaders
 - College/School Faculty
 - Students or Student Leaders
 - Alumni or Advisory Board Members
- Stakeholder engagement may include, but not limited to one-on-one interviews, group interviews, interviews during a meal, or public presentations.
- Feedback is gathered and shared with the President, Provost and Vice President for Academic Affairs, and the Academic Leadership Team.

Step 4: Evaluation and Recommendation

- The President, Provost and Vice President for Academic Affairs, and relevant academic leadership review all feedback.
- A decision is made whether to proceed with an internal appointment.

Step 5: Offer and Communication

- A formal offer (interim or permanent) is extended.



- Upon written acceptance, a formal contract is issued.
- A campus-wide announcement is made.

Step 6: Contingency

If the internal process does not result in a successful appointment or promotion, an external search will be initiated in accordance with University policy.

V. Internal Promotion Process for Leadership Positions (excluding the President and Deans)

This section applies to administrative positions held by University Leadership Council members, excluding the President and Deans.

Step 1: Position Review

- The President or Provost and Vice President for Academic Affairs (or designee) evaluates the position against eligibility criteria.
- Human Resources reviews and updates the job description to reflect current institutional needs.

Step 2: Candidate Identification

- Eligible employees are identified based on the criteria in Section III.
- The updated job description is shared, and interested candidates submit updated resumes/CVs within two weeks

Step 3: Candidate Evaluation

- Informal interviews are conducted with interested candidates.
- The supervisor (President, Vice President, or Dean) submits a recommendation to Human Resources, including a rationale and list of eligible candidates.

Step 4: Offer and Confirmation

- Upon HR approval, a verbal offer is extended.
- A formal written offer follows and must be signed and returned within two weeks.

Step 5: Contingency

If the internal process does not result in a successful appointment or promotion, an external search will be initiated in accordance with University policy.



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