

To: System Office Senior Leadership and Unit HR Contacts

From: Jami Painter, Associate Vice President for Human Resources (Interim)  
Barbara Wilson, Executive Vice President & Vice President for Academic Affairs

Re: Improvements in System Offices Hiring and Promotion Processes

We are pleased to report that we are initiating two substantial improvements in System Office HR processes. Both of the changes are based on feedback from system-level leaders and are designed to provide greater flexibility and efficiency for units. We thank you and your employees for your hard work and dedication during the past few years and we hope these improvements will enhance your operations. **The changes will go into effect on March 16, 2018.** Please share this information with your management team as appropriate.

## 1. Streamlined Approval Process

Hiring Exception Form requests\* will no longer require separate approval from the CFO and the President, eliminating two steps in the process. Instead, final approval will be required from the relevant vice president overseeing the unit. In other words, the form will go through the following approval queue, based on the vice president's portfolio:

System HR  $\implies$  Unit/Dept Head  $\implies$  Org S/AVP (if applicable)  $\implies$  Relevant VP

### Example Routing Queues:

#### *Unit in VP/CFO Portfolio*

System HR  $\implies$  Unit/Dept Head  $\implies$  S/AVP (Bass or Newman)  $\implies$  Avijit Ghosh, VP/CFO

#### *Unit in EVPAA Portfolio*

System HR  $\implies$  Unit/Dept Head  $\implies$  Sarah Zehr, on behalf of EVP/VP Wilson

#### *Unit in VPEDI Portfolio*

System HR  $\implies$  Unit/Dept Head  $\implies$  Kristy Kuzmuk, on behalf of VP Seidel

#### *Unit reporting to President*

System HR  $\implies$  Unit/Dept Head  $\implies$  Laura Clower, on behalf of President Killeen

\*Note: Retiree Rehire requests will require approval as follows – Unit, CFO, VPAA, and President.

## 2. New Promotion/Retention Processes

Requests for promotions may be submitted without having a vacancy, so long as there is strong justification that there is an increase in the *scope of responsibilities*. Merely taking on additional volume of work is not grounds for a promotion. Current EEO and/or civil service policies for promotions and reclassifications still apply. Promotions for multiple employees who are assuming the work of a vacant FTE that will not be filled also can be requested. Please note that salary program guidelines set forth

with the budget and reappointment process may impact an employee's eligibility for a subsequent salary program if he/she receives a substantial increase with the promotion.

Counteroffers to retain a highly performing employee may be requested if the following criteria are met:

- a) Offer from competing company/organization or university/system office unit must be in writing (letter or email) and include the salary being offered.
- b) If the counteroffer includes a promotion in title, current EEO and/or civil service policies for promotions and reclassifications must be met.
- c) Counteroffer cannot exceed the salary being offered by the competing company/organization/unit.
- d) Counteroffers for an individual employee may not be requested more than once in a 24-month period.

All requests should still go through the HireTouch approval process facilitated by *System HR*. The full hiring/promotion guidelines may be found on the [System HR website](#). If you have any questions, please contact Angela Foster at [anfoster@uillinois.edu](mailto:anfoster@uillinois.edu) or 217-333-7671.

cc: Timothy Killeen, President