

Refer to Section {B}  
{Personnel}Unit  
**Procedure for {B 18– Promotion Opportunities}**

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1. Employees are encouraged to seek advancement opportunities and to obtain career guidance from their supervisor.
2. Notification will be given to the director of human resources of a future vacancy by submitting a completed position description form. Desired beginning date of position should be listed and proposed salary.
3. The director of human resources will post job openings via broadcast e-mail to faculty and staff and place a position posting on the Midway College web-site (<http://www.midway.edu/job>). Printed notices will be posted on the bulletin board in Pinkerton, across from the Human Resource office.
4. Eligible employees may apply for available positions through the office of the director of human resources.
5. Newly appointed staff must serve a period of six months as employees at Midway College before they are eligible to apply for promotional opportunities.
6. Regular staff employees who have been promoted must serve a minimum period of six months in their new capacity before being eligible for other promotional opportunities.