

POLICY 6.3 – Career Opportunities

Policy Category:	Personnel
Subject:	Career Opportunities
Approving Authority:	Board of Governors
Responsible Officer:	Vice-President, Operations and Finance
Responsible Office:	Human Resources
Related Procedures:	Administrative Procedures for Career Opportunities
Related University Policies & Procedures:	
Effective Date:	July 1, 2013
Supersedes:	June 20, 2013 <i>(Incorporated Policy 6.2 Employment/Transfer, Policy 6.24 Temporary Career Placements and Policy 6.8 Career Counselling)</i>

I. PURPOSE

Western endeavours to provide its Professional and Managerial Staff with an array of management and skills development opportunities in order to enhance their professional growth and to foster promotion from within the University. This policy applies to employment opportunities for PMA Eligible Staff for both regular full-time and temporary career placements at Western.

II. DEFINITIONS

Temporary Placements - Work opportunities of a limited duration in formally structured arrangements that benefit both the staff member and the unit in order to meet temporary staffing needs. Temporary Placements are greater than four months and normally do not exceed twenty-four months in duration. The placements must be defined according to the classifications of the Professional and Managerial Association.

III. POLICY

1. Employment

- a) PMA Eligible Staff have the right to apply, in confidence, for posted positions within Western for which they believe they are qualified.

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- b) The most suitable, qualified candidate will be selected for any vacant position at the university. Where in the opinion of Human Resources two or more final candidates' qualifications are equal, preference will be given to regular full-time staff.
- c) Following an internal posting period as delineated in [Procedures for Career Opportunities, 2. \(a\)](#), if there are qualified PMA Eligible Staff within the Unit or Faculty, the hiring supervisor may select and appoint from these staff members.

2. Temporary Placements

- a) PMA Eligible Staff who accept a temporary career placement under this policy are covered by the terms and conditions of all PMA policies and PMA compensation practices.
- b) At the end of a temporary placement, the PMA Eligible Staff member will return to his/her same position if it still exists or to a comparable position if it does not. If no comparable position exists, the staff member will be treated in accordance with [Policy 6.15 – End of Employment Relationship](#).