Procedure Statement

This procedure establishes the guidelines for promoting, transferring, and voluntarily moving from one department within the university to another. Promotions and transfers will be made without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, age, genetic information, veteran status, or disability.

Reason for Procedure

This procedure shall apply when employees within the university are promoted, when they are transferred to another department, or when they voluntarily move to another department. Guidelines for these changes are also listed. Demotions are not covered within this rule.

Procedures and Responsibilities

1. PROMOTION

1.1 The authority to nominate for promotion is vested in the same officials having the authority to nominate persons for employment as defined in System Policy 01.03. Appointment to a position requiring higher qualifications (such as greater skill or more experience or involving a higher level of responsibility) a higher rate of pay, and usually a title change is considered a promotion and will be so classified in all applicable personnel documents.

1.2 Standards and procedures by which faculty members of the university will be evaluated for promotion will be based on appropriate academic criteria, program purpose, and informed judgment. Such standards will be applied according to procedural guidelines designed to ensure equal consideration of all eligible faculty members of an academic department. Faculty promotions must be compliant with University Procedure 12.01.99.C0.01 Promotion of Ranked Faculty Members.

1.3 Non-faculty employees will be evaluated for promotion based on whether they meet or exceed the qualifications documented in the position description. Human Resources will be consulted and review all non-faculty promotions. Approved actions must be compliant with University Procedure 31.01.01.C2.03 Reclassification of Nonfaculty Positions and 31.01.01.C2 Non-faculty Compensation Administration.
1.4 All non-faculty employees who have above average records of performance and who have been employed in their present positions for at least three months are eligible for promotion to other positions within their own department, in other departments. Exceptions to the three months' prohibition and/or the performance criteria may be authorized by the Director or Dean of both the releasing and receiving units.

2. TRANSFER

2.1 All non-faculty employees of the university are eligible for transfer after employment in their present positions for at least three months. Exceptions to this three months' prohibition may be authorized by the president/CEO or designee. A transfer is a lateral move to another position with the same salary range and/or a move to another position with the same title and/or duties of similar complexity and comparable level responsibilities.

2.2 Human Resources will be consulted and review all non-faculty transfers. Approved actions must be compliant with University Procedure 31.01.01.C2.03 Reclassification of Nonfaculty Positions and 31.01.01.C2 Non-faculty Compensation Administration.

3. VOLUNTARY MOVE

3.1 When an employee voluntarily moves to a position in a lower salary range or to a position with duties of lesser complexity and responsibility, the salary may remain the same or be reduced. The salary must fall within the appropriate salary range, if ranges exist, for the new position, be appropriate for the new duties, and be consistent with internal equity.

3.2 Human Resources will be consulted and review all voluntary moves. Approved actions must be compliant with University Procedure 31.01.01.C2.03 Reclassification of Nonfaculty Positions and 31.01.01.C2 Non-faculty Compensation Administration.

4. DEMOTIONS

4.1 Demotions as disciplinary actions are discussed in System Regulation 32.02.02 Discipline and Dismissal of Employees. Demotions due to a reduction in force must comply with System Regulation 33.99.15 Reduction in Force for Nonfaculty Employees.
5. DEPARTMENTAL GUIDELINES

5.1 Departments hiring persons presently employed by another department within the university should follow institutional procedures established to conduct a reference/referral from the employee’s current supervisor and should document this with Human Resources. Employees accepting promotions or transfers are expected to give their present department employer two weeks' notice. Releasing and receiving units will coordinate the administrative and business needs associated with the change.

Interest in an employee by another department will not be sufficient justification for granting the employee a salary increase or a change in his or her present classification.

Definitions

Promotion – Appointment to a position requiring higher qualifications (i.e., greater skill, more experience, involving a higher level of responsibility), a higher rate of pay, and usually a title change.

Transfer – For classified positions, a transfer is a lateral move to another position on the same pay grade. For non-classified positions, a transfer is a move to another position with the same title and/or with responsibilities of similar complexity/comparable level.

Voluntary Move – When an employee voluntarily moves to a classified position in a lower pay grade or to a non-classified position with duties of lesser complexity and responsibility.

Related Statutes, Policies, or Requirements

- System Policy 01.03 Appointing Power and Terms and Conditions of Employment
- System Regulation 32.02.02 Discipline and Dismissal of Nonfaculty Employees
- System Regulation 33.99.04 Promotion, Transfer, and Voluntary Moves
- System Regulation 33.99.15 Reduction in Force for Nonfaculty Employees
- University Procedure 12.01.99.C0.01 Promotion of Ranked Faculty Members
- University Procedure 31.01.01.C2.03 Reclassification of Nonfaculty Positions
- University Procedure 31.01.01.C2 Non-faculty Compensation Administration.

Contact Office

Contact for interpretation or clarification: Human Resources Office
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