

33.99.04.C0.01 Promotion, Transfer, and Voluntary Moves



Approved: April 20, 2015
Revised: April 10, 2017
Next Scheduled Review: April 10, 2022

Procedure Statement

This procedure establishes the guidelines for promoting, transferring, and voluntarily moving from one department within the university to another. This procedure applies to non-faculty employees at Texas A&M University-Corpus Christi. Promotions and transfers will be made without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, age, disability, genetic information, veteran protected status.

Reason for Procedure

This procedure shall apply when non-faculty 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 procedure.

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 – When an individual moves from one position to another, both of which are assigned the same salary range, title, or organizational level.

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

Demotion – When an individual moves from one position to another position having a lower pay range and/or less senior title requiring less education, experience and responsibility.

Procedures and Responsibilities

1. GENERAL

Human Resources will be consulted and review all personnel transactions (promotions, transfers, voluntary moves, and demotions) in accordance with University Procedure *31.01.01.C2.03, Reclassification of Non-faculty Positions* and University Rule *31.01.01.C2, Employee Compensation Administration*. Additionally, Human Resources will coordinate with Employee Development and Compliance Services who will ensure adverse impact analysis is conducted and management is apprised of the action with respect to underutilization of protected groups.

2. PROMOTION

- 2.1 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, Appointing Power and Terms and Conditions of Employment*. 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.
- 2.2 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 *33.99.04.C0.02, Promotion of Tenured and Tenure-Track Faculty Members*.
- 2.3 Non-faculty employees will be evaluated for promotion based on whether they meet or exceed the qualifications documented in the position description.
- 2.4 All non-faculty employees who have above average records of performance and who have been employed in their present positions for at least three (3) months are eligible for promotion to other positions within their own department and in other departments. Exceptions to the three (3) months' prohibition and/or the performance criteria may be authorized by the director or dean of both the releasing and receiving units.

3. TRANSFER

- 3.1 All non-faculty employees of the university are eligible for transfer after employment in their present positions for at least three (3) months. Exceptions to this three (3) months' prohibition may be authorized by the director or dean of both the releasing and receiving units. 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.

4. VOLUNTARY MOVE

- 4.1 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.

5. DEMOTIONS

- 5.1 Demotions as disciplinary actions are discussed in System Regulation *32.02.02, Discipline and Dismissal of Nonfaculty Employees*. Demotions due to a reduction in force must comply with System Regulation *33.99.15, Reduction in Force for Nonfaculty Employees*.

6. DEPARTMENTAL GUIDELINES

- 6.1 Departments hiring persons presently employed by another department within the university should follow institutional processes 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 (2) weeks' notice. Releasing and receiving units will coordinate the administrative and business needs associated with the change.
- 6.2 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.

Related Statutes, Policies, or Requirements

System Policy [*01.03, Appointing Power and Terms and Conditions of Employment*](#)

System Regulation [*31.01.01, Compensation Administration*](#)

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 [*31.01.01.C2, Employee Compensation Administration*](#)

University Procedure [*31.01.01.C2.03, Reclassification of Non-faculty Positions*](#)

University Procedure [*33.99.04.C0.02, Promotion of Tenured and Tenure-Track Faculty Members*](#)

Contact Office

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