

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Staff Employee Promotions Transfers and Demotions

Regulation and Procedure Number: URP: 05.460

Policy Owner: Finance and Administration

POLICY STATEMENT

The purpose of this Texas Woman's University policy is to define the criteria requirements for the promotion and transfers of staff employees.

All promotions or transfers to positions in the Classified and the Professional Administrative Personnel Groups are on the basis of qualifications and suitability without regard to race, age, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, veteran status, genetic information or against qualified persons with disabilities and in keeping with the laws of the State of Texas. It is the policy of the University to fill a job vacancy with the best qualified candidate either by promoting or transferring an employee or by hiring from outside the University.

APPLICABILITY

This policy is applicable to TWU Staff.

DEFINITIONS

None

REGULATION AND PROCEDURE

I. Promotion

- A. A promotion is the change of an employee from a position of one title to a position of another title assigned to a higher pay grade.
- B. An administrator may promote a qualified employee to a vacant position within his/her area of responsibility at any time if the qualified employee possesses the skills and competencies for the vacant position. Otherwise job posting requirements would apply. To be eligible to make an application

for a promotion to a posted vacancy, the employee must have been employed in her or his present position for at least six months. However, with the approval of the OHR and the current supervisor, a promotion may occur within the first six months of employment.

II. Transfer

- A. A transfer is a change of an employee from one department to another department or a change from one position to another position within the same department assigned to the same pay grade.
- B. An Employment Opportunities Bulletin listing current vacancies is posted daily in the Office of Human Resources (OHR) and on the Human Resources' web site. Any employee who wishes to apply for one of the vacancies may do so by completing an up-to-date Application for Transfer with the Office of Human Resources.
- C. To be eligible to make an application for a transfer to a posted vacancy, the employee must have been employed in her or his present position for at least six months. However, with the approval of the OHR and the current supervisor, a transfer may occur within the first six months of employment. The employee seeking a transfer should inform her or his supervisor of the desire to change positions. Expressing interest for consideration for a transfer to a vacancy in another department will not affect an employee's present or future opportunities.
- D. Before an employee may be considered for another position, she or he must meet the minimum job requirements and must be performing at an acceptable level based on their current job performance and conduct.
- E. The effective date of a transfer will be determined after consultation with the two departments involved. A two-week notice is usually requested unless the employee's supervisor agrees to a shorter period. All transfers are contingent upon the approval of the appropriate Vice President and the availability of funds. Any salary increases related to the transfer are generally not retroactive beyond the month in which it is processed by the OHR and approved by the appropriate department head. If the staff member is in a classified position and transferring to a position of equal pay grade, an employee's salary will normally remain unchanged.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

None

FORMS AND TOOLS

None

<p>Publication Date:</p> <p>Next Review:</p>
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