

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Staff Employee Promotions and Transfers

**Regulation and Procedure
Number: URP: 05.460**

Policy Owner: Finance and Administration

POLICY STATEMENT

It is the policy of Texas Woman's University ("TWU") to fill a job vacancy with a qualified candidate. All job vacancies are filled by either promoting or transferring a qualified current employee to the vacant position or by recruiting and hiring a qualified candidate who is external to TWU. TWU seeks to define the procedure for the promotion and transfer of TWU staff employees to the Classified and the Professional and Administrative positions.

APPLICABILITY

This policy is applicable to TWU Staff.

DEFINITIONS

1. "Promotion" means the movement of an employee from one pay grade to a higher pay grade because of a change in duty assignments and job title and may involve a higher level of responsibility and qualifications. A Promotion may involve an increase in compensation.
2. "Staff" means each classified, administrative, and professional employee who is appointed to work at least 20 hours each week for a period of four and one-half months, excluding students employed in positions for which student status is required as a condition of employment and those employees holding teaching and/or research positions classified as faculty.
3. "Transfer" means the movement of an employee to another position with the same classification level and salary range. There is no change in pay associated with a Transfer.

REGULATION AND PROCEDURE

I. General Guidelines

- A. To be eligible to apply for a Promotion or Transfer to a posted vacancy, an employee must have been employed in their current position for at least six months. Exceptions to this requirement may be authorized by the Office of Human Resources ("OHR") and the employee's current supervisor.
- B. To be eligible for Promotion or Transfer to another position, the employee must meet the minimum job requirements for the new position and must be performing at an acceptable level based on their current job performance and conduct.
- C. An employee who wishes to apply for Promotion or Transfer to a posted vacancy may do so by completing an online application. An administrator may promote a qualified employee to a vacant position within the administrator's area of responsibility at any time if the qualified employee possesses the skills and competencies for the vacant position.
- D. The effective date of a Promotion or Transfer will be determined after consultation with the department(s) involved. A two-week notice is usually requested unless the employee's current supervisor agrees to a shorter period.
- E. All Promotions or Transfers are contingent upon the approval of the appropriate Vice President and the availability of funds.
- F. Any salary increases related to the Promotion or Transfer are not retroactive beyond the month in which it is processed by the OHR and approved by the appropriate department head. Exceptions to this restriction may be authorized by the OHR.
- G. Expressing interest for consideration for a Promotion or Transfer to a vacancy in another department will not affect an employee's present or future opportunities.

II. Equal Employment Opportunity

TWU is committed to equal opportunity in employment and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, age, religion, genetic information, veteran's status, or against qualified individuals with disabilities.

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

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