33.99.04.R0.01  Non-Faculty Promotion, Transfer & Voluntary Moves

Approved November 16, 2011
Next Scheduled Review: November 16, 2016

Procedure Statement

This procedure establishes the intention and scope for Texas A&M University-Commerce to promote, transfer, and voluntarily move employees.

Reason for Procedure

This procedure is necessary to ensure compliance with State statutes and The Texas A&M System policies and regulations dealing with the employment practices.

Procedures and Responsibilities

In accordance with System Regulation 33.99.01, Employment Practices, A&M-Commerce may promote or transfer qualified internal candidates to fill positions without posting a vacancy.

1. PROMOTION

1.1 The authority to recommend for promotion is vested in the same officials having the authority to recommend persons for employment as defined in System Policy 01.03. Promotions will comply with criteria as stated by the Equal Employment Opportunity guidelines.

1.2 Employees are eligible for promotion within their department or within other departments, after three months of continuous employment with the University. Exceptions to this three-month period may be authorized by the President of the University. Employee promotions can be requested by the employee’s supervisor, with approval from the next administrative level. Appropriate documentation and justification must be included for the promotion.
2. TRANSFER

2.1 All employees are eligible for transfer after being employed in their present position for at least three months. Exceptions to this three-month period may be authorized by the President of the University. For classified positions, a transfer is a lateral move to another position with the same classified salary range. For non-classified positions, a transfer is a move to another position with the same title and/or duties of similar complexity and comparable level responsibilities.

2.2 Transfers of employees from one department to another department must be coordinated with the Chief Human Resource Officer to ensure that all procedures are followed.

3. VOLUNTARY MOVE

When an employee voluntarily moves to a position in a lower classified salary range or to a non-classified 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, be consistent with internal equity and fit within the department’s budget.

Related Statutes, Policies, or Requirements

System Regulation 33.99.01 Employment Practices
System Regulation 33.99.04 Promotion, Transfer and Voluntary Moves

Appendix

Non-Faculty Internal Promotion and Transfer Approval Form

Contact Office

Human Resources
903.886.5881