

SYSTEM REGULATION

33.99.04 Promotion, Transfer and Voluntary Moves

Approved December 19, 1995

Revised December 2, 1997

Revised March 3, 1999

Revised September 25, 2000

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. Promotion will be made without regard for the race, color, sex, religion, age, ethnic origin or disability of the employee.
- 1.2 Each component CEO will publish the standards and procedures by which faculty members of the component will be evaluated for promotion. The standards 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.
- 1.3 Nonfaculty employees will be evaluated for promotion based on whether they meet or exceed the qualifications documented in the position description.
- 1.4 All nonfaculty employees who have satisfactory 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 or in other System components. Exceptions to the three months' prohibition may be authorized by the Chief Executive Officers (CEOs) or designees of the affected System components.

2. TRANSFER

- 2.1 All nonfaculty employees of the System 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 CEOs or designees of the affected System components. For classified positions, a transfer is a lateral move to another position with the same classified salary range. For nonclassified positions, a transfer is a move to another position with the same title and/or duties of similar complexity and comparable level responsibilities. Each component may establish a rule or a procedure governing transfers within that component.

3. VOLUNTARY MOVE

3.1 When an employee voluntarily moves to a position in a lower classified salary range or to a nonclassified 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.

4. DEMOTIONS

4.1 Demotions as disciplinary actions are discussed in System Regulation 32.02.02.

5. DEPARTMENTAL GUIDELINES

5.1 Departments hiring persons presently employed by another department within the same component will follow institutional procedures established by that component. Departments hiring persons presently employed by another System component will coordinate the personnel action with the present employer. Employees accepting promotions or transfers are expected to give their present employer two weeks' notice. Losing and gaining departments will coordinate the transfer of personnel files and other relevant information.

5.2 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.

CONTACT FOR INTERPRETATION: The System Human Resources Office

HISTORY: Last version: March 3, 1999

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