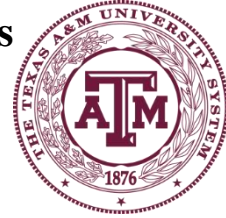


## 33.99.04 Promotions, Transfers and Voluntary Moves

Revised [June 11, 2016](#)

Next Scheduled Review: June 11, 2021

Click to view [Revision History](#).



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### Regulation Statement

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Members of The Texas A&M University System (system) will provide fair and equitable processes involving promotions, transfers and voluntary moves within the system.

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### Reason for Regulation

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This regulation provides guidance regarding promotions, transfers and voluntary moves within the system.

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### Definitions

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Click to view [Definitions](#).

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### Procedures and Responsibilities

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#### 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, Appointing Power and Terms and Conditions of Employment*. Promotions will be classified in all applicable personnel documents or online systems. Promotions will be made regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity of the employee.
- 1.2 Each member chief executive officer (CEO) will publish the standards by which faculty members 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, other departments or other members. Exceptions to the three months prohibition may be authorized by the CEOs or designees of the affected members.

## 2. TRANSFER

All nonfaculty employees 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 members. Each member may establish guidelines governing transfers within that member.

## 3. VOLUNTARY MOVE

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

Demotions as disciplinary actions are discussed in System Regulation *32.02.02, Discipline and Dismissal of Nonfaculty Employees*.

## 5. DEPARTMENTAL GUIDELINES

5.1 Departments hiring persons presently employed by another department within the same member will follow institutional guidelines established by that member. Departments hiring persons presently employed by another member 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 documents, online 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.

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## **Related Statutes, Policies, or Requirements**

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

[System Policy 08.01, Civil Rights Protections and Compliance](#)

[System Regulation 32.02.02, Discipline and Dismissal of Nonfaculty Employees](#)

Tex. Gov't Code §§ [659.2531](#), [659.254](#), [659.257 \(c\) \(d\)](#)

[Tex. Educ. Code § 51.101\(3\)](#)

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## **Member Rule Requirements**

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A rule is not required to supplement this regulation.

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## **Contact Office**

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