

## 33.99.04 Promotions, Transfers and Voluntary Moves

Revised [June 28, 2022](#)

Next Scheduled Review: June 28, 2027

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### Regulation Summary

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Members of The Texas A&M University System (system) provide fair and equitable processes involving 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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### Regulation

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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 individuals for employment as defined in System Policy *01.03, Appointing Power and Terms and Conditions of Employment*. Promotions are classified in all applicable personnel documents or online systems. Promotions are 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) publishes the standards by which faculty members are evaluated for promotion. The standards are based on appropriate academic criteria, program purpose, and informed judgment. Such standards are applied according to procedural guidelines designed to ensure equal consideration of all eligible faculty members of an academic department.
- 1.3 Nonfaculty employees are evaluated for promotion based on whether they meet or exceed the qualifications documented in the position description.
- 1.4 All nonfaculty employees with satisfactory records of performance and 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 individuals presently employed by another department within the same member must follow institutional guidelines established by that member. Departments hiring individuals presently employed by another member must 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 must coordinate the transfer of personnel documents, online files and other relevant information.

5.2 Interest in an employee by another department is not sufficient justification for granting the employee a salary increase or a change in the employee's present classification unless the member CEO or designee determines that retention of the employee is critical to the continued success of the department. Exceptions authorized by the CEO or designee must follow institutional guidelines established by that member.

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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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