

# 33.99.04.H0.01 Nonfaculty Promotion, Transfer, Voluntary Moves and Demotions



Approved: October 2012  
Revised: June 16, 2015  
Next Scheduled Review: June 2020

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## Procedure Statement

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This procedure establishes the processes involved in promoting, transferring and voluntarily moving employees as required by [System Regulation 33.99.04, Promotion, Transfer and Voluntary Moves](#) and [System Regulation 33.99.01, Employment Practices](#).

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## Reason for Procedure

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The purpose of this procedure is to establish and promote consistent practices related to employee promotions, transfers, voluntary moves and demotions.

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## Procedures and Responsibilities

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### 1. GENERAL

- 1.1 In accordance with [System Regulation 33.99.01, Employment Practices](#), Texas A&M University-Texarkana (A&M-Texarkana) may promote or transfer qualified internal candidates to fill positions without posting a vacancy.
- 1.2 Promoting or transferring an employee within a department or to another department without advertising will require justification that clearly demonstrates (a) the employee is the most qualified individual available, internally or externally; (b) there would not be other internal or external candidates who could be equally or more qualified; and (c) promoting or transferring the employee is in the best interest of the business needs and operation of the University (i.e., employee is uniquely qualified, urgent need to fill position).
- 1.3 A *Reclassification Request Form* must be completed to initiate the promotion, transfer, demotion or voluntary move of nonfaculty employees.

## **2. PROMOTION**

- 2.1 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\*](#). Appointment to a position requiring higher qualifications (such as greater skill or 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.
- 2.2 Faculty members will be evaluated for promotion in accordance with [University Procedure 12.01.99.H1.01, \*Academic Freedom, Responsibility, Tenure and Promotion\*](#).
- 2.3 Nonfaculty employees will be evaluated for promotion based on whether they meet or exceed the qualifications documented in the position description.
- 2.4 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 President or designees.

## **3. TRANSFER**

- 3.1 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 President or designee.
- 3.2 Transfers of employees from one department to another department must be coordinated with the Director of Human Resources and the Director Payroll to ensure all procedures are followed.
- 3.3 Employees accepting promotions and/or transfers are expected to give their current supervisor two (2) weeks' notice.
- 3.4 Special circumstances may necessitate a transfer when it is deemed in the best interest of the university. Special circumstances include, but are not limited to, an employee is uniquely qualified for a position; there is an urgent need to fill the position; a workplace modification is approved; or to resolve an employee relations issue.

## **4. VOLUNTARY MOVES**

- 4.1 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 for the new position, be appropriate for the new duties, be consistent with internal equity and fit within the department's budget.

## **5. DEMOTIONS**

5.1 Demotions as disciplinary actions are discussed in [System Regulation 32.02.02, \*Discipline and Dismissal of Nonfaculty Employees.\*](#)

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

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[System Regulation 31.01.01, \*Compensation Administration\*](#)

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

[System Regulation 33.99.01, \*Employment Practices\*](#)

[System Regulation 33.99.04, \*Promotion, Transfer, and Voluntary Moves\*](#)

[University Procedure 12.01.99.H1.01, \*Academic Freedom, Responsibility, Tenure and Promotion\*](#)

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## **Appendix**

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Reclassification Request Form

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## **Contact Office**

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Office of Human Resources  
903.223.3012



Texas A&M University-Texarkana



Reclassification Request

1. Current Position Title \_\_\_\_\_ Title Code \_\_\_\_\_

2. College/Department \_\_\_\_\_

3. Proposed Position Title \_\_\_\_\_ Title Code \_\_\_\_\_

4. Current Position Incumbent: \_\_\_\_\_

5. Expected Starting Date: \_\_\_\_\_ Expected Pay Grade \_\_\_\_\_

Expected Salary: \_\_\_\_\_

6. Source of Funding:

Dept : \_\_\_\_\_ Account: \_\_\_\_\_

**Attach Justification and Proposed Revised Position Description**

- 1. \_\_\_\_\_ (Date)  
(Supervisor)
- 2. \_\_\_\_\_ (Date)  
(VP of Hiring Division)
- 3. \_\_\_\_\_ (Date)  
(Director of HR/EEO)
- 4. \_\_\_\_\_ (Date)  
(President)
- 5. \_\_\_\_\_ (Date)  
(Director of Budgets)

\*Signatures must be routed in numerical order

<i>For Human Resource Use Only:</i>		
Date Position Reclassed _____	Date Payroll Notified _____	Date EPA Closed _____



## Texas A&M University-Texarkana



### Reclassification Request

#### Instructions for Reclassification Request

1. Provide current position title and position Title Code.
2. The College or the Department of current position should be listed here.
3. New position title, a position description must be developed first and routed to HR for applying to the Compensation Plan and creating a Title Code.
4. List name of current position holder that will be moved into reclassified position if that is your intent.
5. Determine the Expected Start Date for the reclassification to take effect (cannot be retroactive). And list the Pay Grade from the Compensation Plan with the expected salary.
6. List the source of the funding for the reclassified position.
7. Attach the new position description and a document of the qualifications of the employee you wish to reclassify. The qualifications document should reflect the justification or your reasoning to place this employee into this reclassification rather than post this new job for applications.
8. Attach the President's Office Transmittal Form with appropriate signatures.