The purpose of this SAP is to establish guidelines and procedures for the promotion, transfer, and voluntary move of Texas A&M International University (TAMIU) employees into vacant positions. TAMIU promotions, transfers, and voluntary moves will comply with all applicable Texas A&M University System policies and regulations and state and federal laws.

In accordance with System Regulation 33.99.01, Employment Practices and TAMIU Rule 33.99.01.L1, Hiring Rules for Non-Faculty Positions, all TAMIU vacant positions must be advertised. Promoting or transferring an employee within a department or to another department without advertising will require justification that clearly demonstrates (a) that the employee is the most qualified individual available, internally or externally; (b) that there would not be other internal or external candidates who could be equally or more qualified; and (c) that promoting or transferring the employee is in the best interest of the business needs and operations of the University (i.e., employee is uniquely qualified, urgent need to fill the position).

Definitions

Promotion – Appointment to a position requiring higher qualifications (i.e., greater skill, more experience, involving a higher level of responsibility), a higher rate of pay, and usually a title change.

Transfer – For classified positions, a transfer is a lateral move to another position on the same pay grade. For non-classified positions, a transfer is a move to another position with the same title and/or with responsibilities of similar complexity/comparable level.

Reclassification – As defined by System Regulation 31.01.01, Compensation Administration, a reclassification occurs when a position is re-evaluated based on changes in job duties and responsibilities. Based on the re-evaluation, the position may be assigned a lower or higher title and/or pay grade, or it could remain in the same pay grade. A reclassification does not always result in a salary adjustment. The incumbent of a reclassified position will concurrently be judged to have been promoted, transferred, demoted, and/or re-titled.

Voluntary Move – When an employee voluntarily moves to a classified position in a lower pay grade or to a non-classified position with duties of lesser complexity and responsibility.
Demotion – A demotion may be a result of disciplinary action, in which case it would involve the realignment of an employee’s assigned duties, title, and/or salary. If not for disciplinary reasons, a demotion occurs when an employee moves to another position on a lower pay grade and/or with a less senior title requiring less education, experience, and responsibility.

Classified Position – A position assigned to a pay grade (i.e., support staff positions, administrative positions).

Non-Classified Position – A position not assigned to a pay grade (i.e., executive level positions, faculty positions).

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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, Appointing Power and Terms and Conditions of Employment.

   1.2 Promotions will be made without regard for the race, color, sex, religion, age, ethnic origin, or disability of the employee.

   1.3 Promotions may be within a department or into another department. Promotions can result from filling a vacant position or reclassifying a position.

   1.4 **Non-Faculty Positions**

      1.4.1 Non-faculty employee promotions can be proposed by the employee’s supervisor/department or by a supervisor from another department seeking to promote an employee into a vacant position. Appropriate approvals, documentation, and justification are required.

      1.4.2 Non-faculty employees recommended for promotion must meet all of the following criteria: (a) at least 3 months of continuous employment in their current position; (b) a satisfactory performance record; and (c) meet the minimum required qualifications of the position being promoted to.

      1.4.3 Any exception to the 3-month period described in Section 1.4.2 above must be approved by the President and requires justification from the department proposing the promotion.

   1.5 **Faculty Positions**

      1.5.1 Promotions from one academic rank to another are based on past and anticipated success in performance, accomplishments, and leadership in the following 5 areas: Academic Preparation, Experience, Teaching, Service, and Scholarship.

      1.5.2 Administrators holding faculty appointments who apply for promotion must meet the same criteria for promotion as required of other faculty members. The merits of their applications will be based on their overall work as faculty members, not as administrators.

      1.5.3 Details about faculty promotions are defined in TAMIU’s Faculty Handbook.

2. **TRANSFER**

   2.1 All employees are eligible for transfer after 3 months of continuous employment in their current position. Any exception to this 3-month period must be approved by the President and requires justification from the department proposing the transfer.
2.2 For classified positions, a transfer is a lateral move to another position on the same pay grade. For non-classified positions, a transfer is a move to another position with the same title and/or with responsibilities of similar complexity/comparable level.

2.3 Transfers may be within a department or into another department.

3. VOLUNTARY MOVE

3.1 When an employee voluntarily moves to a classified position in a lower pay grade or to a non-classified position with duties of lesser complexity and responsibility, the salary may remain the same or be reduced. The salary, however, must fall within the pay grade of the new position (if it is a classified position), be appropriate for the new duties, be consistent with internal equity, and fit within the department’s budget.

4. DEMOTION

4.1. Demotions as disciplinary actions are discussed in System Regulation 32.02.02, Discipline and Dismissal of Non-faculty Employees.

5. DEPARTMENT RESPONSIBILITIES

5.1 Promotions or transfers from one department to another must be coordinated with the Office of Human Resources to ensure required procedures are followed (i.e., background check, degree verification, etc.)

5.1.1 The effective date of the promotion or transfer must be coordinated and determined by the supervisors of both, the gaining and surrendering departments, with consideration of the needs of each department. Promoted or transferred employees are expected to give at least a 2-week notice to the surrendering department; however, the notice may be less or more, depending on the agreement reached by the supervisors.

5.1.2 The supervisor of the surrendering department is responsible for generating the EPA to vacate their position, as well as for collecting/deactivating all department equipment, keys, cards, program accesses, etc. from the employee prior to the promotion or transfer. The supervisor of the gaining department is responsible for creating the EPA for the incoming employee.

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**Related Statutes, Policies, Regulations, Rules or Requirements**

*System Regulation 33.99.04, Promotion, Transfer, and Voluntary Moves*

**Contact Office**

Office of Human Resources, 956-326-2365