



Standard Administrative Procedure (SAP)

33.99.04.L0.01 Promotions, Transfers, Voluntary Moves, and Demotions

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Procedure Statement and Reason for Procedure

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 (System) policies and regulations and state and federal laws.

In accordance with [System Regulation 33.99.01, *Employment Practices*](#) and [TAMIU SAP 33.99.01.L0.L1, *Hiring Procedures for Non-Faculty Positions*](#), it is the general practice at TAMIU that all vacant positions are posted.

Procedures and Responsibilities

1. PROMOTIONS (Upward Reclassification)

- 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, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity 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 Employees must complete a minimum of 12 months in their current position before being eligible for promotion.
- 1.5 Non-Faculty Positions
- 1.5.1 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.
- 1.5.2 Non-faculty employees recommended for promotion must meet all of the following criteria:
- a) have at least 12 months of continuous employment in their current position;
 - b) have a satisfactory performance record; and
 - c) meet the minimum required qualifications of the position to which they are being promoted.
- 1.5.3 Any exception to the 12-month period described in Section 1.4 above must be submitted to the Office of Human Resources (HR) for review and then forwarded by HR to the President for final approval. The request requires justification from the department proposing the promotion.
- 1.5.4 Promoting or transferring an employee within a department or to another department without posting may be approved by the President under very limited circumstances. To make such a request, a request memo along with a copy of the employee's resume should be submitted to HR for review and verification of budget requirements. HR will then forward the request memo to the President for final approval. The request memo requires justification that clearly demonstrates that the employee meets both of the following criteria:
- a) the employee is the most qualified individual available, internally or externally, meaning there would not be other internal or external candidates who could be equally or more qualified; and
 - b) promoting or transferring the employee is in the best interest of the business needs and operations of TAMIU (i.e., employee is uniquely qualified, there is an urgent need to fill the position).
- 1.6 Request to Promote an Existing Non-Faculty Employee
- 1.6.1 Non-faculty employee promotions may be submitted to HR for consideration by the employee's supervising manager/department head with appropriate approvals, documentation, and justification.

- 1.6.2 Non-faculty employees recommended for promotion must meet all of the following criteria:
- a) have at least 12 months of continuous employment in their current position; and
 - b) have a satisfactory performance record; and
 - c) meet the minimum required qualifications of the new, reclassified position.
- 1.6.3 Any request for exception to the 12-month period as described in Section 1.6.2(a) above must be submitted to HR for review and then forwarded by HR to the President for final approval. The request requires justification from the department proposing the promotion.
- 1.6.4 Promotion of a non-faculty employee within a department may be approved by the President under limited circumstances. To make such a request, a request memo along with a copy of the employee's resume should be submitted to HR for review and verification of budget requirements. HR will then forward the request memo to the President for final approval. The request memo will require justification that clearly demonstrates that the employee and situation meets the following criteria:
- a) the employee has been in their current position for at least 12 months of continuous employment;
 - b) the employee is the most qualified individual available, internally or externally, meaning there would not be other internal or external candidates who could be equally or more qualified; and
 - c) promoting the employee is in the best interest of the business needs and operations of TAMIU (i.e., employee is uniquely qualified, there is an urgent need to promote the position).

1.7 Rate of Pay for Non-Faculty Employee Promotions

- 1.7.1 The rate of pay for non-faculty employees who receive a promotion will adhere to the following guidelines to assist in maintaining pay equity:
- a) promotions may not be to a pay grade higher than two pay grades above the current pay grade; and
 - b) salary/pay placement will be to the minimum of the new pay grade or a 5% increase from the employee's rate of pay in their current position (whichever is greater), however,
 - c) the pay increase may not exceed the midpoint of the new pay grade.
- 1.7.2 Any exception to Section 1.7.1 requires approval by the President following a recommendation by the Director of HR. To make such a request, a request memo along with a copy of the employee's resume should be submitted to HR for review and verification of budget requirements. Such an exception request must meet all of the criteria outlined in Section 1.7.1(a) - (c) above.

1.8 Timelines for Promotion Requests for Non-Faculty Positions

- 1.8.1 Optimally, promotion requests should be submitted as part of the annual budget process with submission of the request no later than July 1 and an effective date of September 1. Such promoted employees will not be eligible for a merit increase the following fiscal year.
- 1.8.2 Any promotion request outside of the annual budget process, will require the approval of the President in accordance with the following:
 - a) Requests submitted/approved between January 1 and April 30:
 - i. Any approved pay adjustment will be reduced by the applicable merit pay increase.
 - ii. To be eligible for a promotion, an employee must have received a merit increase greater than or equal to the TAMIU merit pool percentage.
 - b) No promotion requests may be submitted between September 1 and December 31. Requests submitted after May 1 of each fiscal year will be handled as part of the budget process with an effective date of September 1. Such promoted employees will not be eligible for a merit increase the following fiscal year.

1.9 Faculty Positions

- 1.9.1 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.
- 1.9.2 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.
- 1.9.3 Details about faculty promotions are defined in the TAMIU [Faculty Handbook](#).

2. TRANSFERS

- 2.1 All employees are eligible for transfer after 12 months of continuous employment in their current position. Any request for exception to this 12-month period must be submitted to HR for review and then forwarded by HR to the President for final approval. The request requires justification from the department proposing the transfer.
- 2.2 A transfer is a lateral move to another position with the same pay grade or 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 MOVES

When an employee voluntarily moves to a position in a lower pay grade or to a 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, be appropriate for the new duties, be consistent with internal equity, and fit within the department's budget.

4. DEMOTIONS (Downward Reclassification)

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

4.2 Demotions resulting from re-evaluation of the job duties of a non-faculty position which is subsequently assigned a new, lower classification may be submitted to HR for consideration by the employee's supervising manager/department head with appropriate approvals, documentation, and justification.

5. DEPARTMENT RESPONSIBILITIES

5.1 Promotions or transfers from one department to another must be coordinated with HR 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 to 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 department gaining the employee is responsible for generating the business process to change the employee's job.

5.1.3 The supervisor of the department surrendering the employee is responsible for collecting/deactivating all department equipment, keys, cards, program accesses, etc. from the employee prior to the promotion or transfer.

Related Statutes, Policies, Regulations, or Rules

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

Definitions

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

Transfer – A transfer is a lateral move to another position with the same pay grade, or a move to another position with the same title and/or with responsibilities of similar complexity/comparable level.

Voluntary Move – When an employee voluntarily moves to a position in a lower pay grade or to a 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.

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. For information about position reclassifications, refer to [TAMIU SAP 31.01.01.L0.03, Creating and Reclassifying Non-Faculty Positions](#).

Contact Office

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