

33.99.04.C0.01 Promotion, Transfer, and Voluntary Moves of Non-Faculty Employees



Revised: January 24, 2022
Next Scheduled Review: January 24, 2027
[Revision History](#)

Procedure Summary

This procedure applies to non-faculty employees at Texas A&M University-Corpus Christi. Faculty promotions are addressed in university procedure 33.99.04.C0.02, *Promotion of Full-Time Faculty Members*. Promotions and transfers will be made without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, age, disability, genetic information, or veteran protected status. This procedure shall apply when non-faculty employees within the university are promoted, transferred to another department, or voluntarily move to another department. Guidelines for these changes are also listed.

Definitions

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

Transfer – When an individual moves from one position to another, both of which are assigned the same salary range, title, or organizational 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 – When an individual moves from one position to another position having a lower pay range and/or less senior title requiring less education, experience, and responsibility.

Procedure

1. GENERAL

Human Resources will review all personnel transactions (promotions, transfers, voluntary moves, and demotions) in accordance with university procedures 31.01.01.C0.02, *Reclassification of Non-faculty Positions* and 31.01.01.C0.01, *Employee Compensation*

Administration. Employee Development and Compliance Services, in coordination with Human Resources, will review these transactions to ensure adverse impact analysis is conducted and inform management if any impact to underutilization of protected groups.

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*. A promotion, as defined above, will be so classified in all applicable personnel documents.
- 2.2. Non-faculty employees will be evaluated for promotion based on whether they meet or exceed the qualifications documented in the position description.
- 2.3. All non-faculty employees who have records of meritorious performance and who have been employed in their present positions for at least three (3) months are eligible for promotion to other positions within their own department and in other departments. Exceptions, which should be rare, to the three (3) months' prohibition period may be authorized by the director or dean of both the releasing and receiving units.

3. TRANSFER

All non-faculty employees of the university are eligible for transfer after employment in their present positions for at least three (3) months. Exceptions to the three (3) months' prohibition period may be authorized by the director or dean of both the releasing and receiving units. A transfer is a lateral move to another position with the same salary range and/or a move to another position with the same title and/or duties of similar complexity and comparable level responsibilities.

4. VOLUNTARY MOVE

An employee involved in a voluntary move, as defined above, may have their salary remain the same or reduced. The salary must fall within the appropriate salary range, if ranges exist, for the new position, be appropriate for the new duties, and be consistent with internal equity.

5. DEMOTIONS

Demotions as disciplinary actions are discussed in system regulation *32.02.02, Discipline and Dismissal of Nonfaculty Employees*. Demotions due to a reduction in force must comply with system regulation *33.99.15, Reduction in Force for Nonfaculty Employees*.

6. DEPARTMENTAL GUIDELINES

- 6.1. Departments hiring persons presently employed by another department within the

university should follow institutional processes established to conduct a reference/referral from the employee's current supervisor and should document this with Human Resources. Employees accepting promotions or transfers are expected to give their present department employer two (2) weeks' notice. Releasing and receiving units will coordinate the administrative and business needs associated with the change.

- 6.2. Interest in an employee by another department will not be sufficient justification for granting the employee a salary increase or a change in their present classification.

Related Statutes, Policies, or Requirements

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

System Regulation [31.01.01, Compensation Administration](#)

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

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

System Regulation [33.99.15, Reduction in Force for Nonfaculty Employees](#)

University Procedure [31.01.01.C0.01, Employee Compensation Administration](#)

University Procedure [31.01.01.C0.03, Reclassification of Non-faculty Positions](#)

University Procedure [33.99.04.C0.02, Promotion of Full-Time Faculty Members](#)

This procedure supersedes:

- [33.99.04.C0.01, Promotion, Transfer, and Voluntary Moves](#)

Contact Office

Contact for interpretation or clarification: Human Resources Office
361-825-2630