

33.99.04.R0.01 Non-Faculty Promotion, Transfer & Voluntary Moves

Approved November 16, 2011
Revised June 22, 2022
Next Scheduled Review: June 22, 2027



Procedure Summary

This procedure establishes the intention and scope for Texas A&M University-Commerce to promote, transfer, and voluntarily move employees.

This procedure is necessary to ensure compliance with State statutes and The Texas A&M System policies and regulations dealing with the employment practices.

Procedures and Responsibilities

In accordance with System Regulation *33.99.01, Employment Practices*, A&M-Commerce may promote or transfer qualified internal candidates to fill positions without posting a vacancy.

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. 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 Employees are eligible for promotion within their department or within other departments, after three months of continuous employment with the University. Exceptions to this three-month period may be authorized by the Director of Human Resources. Employee promotions should be requested by the employee's supervisor, with approval from the next administrative level. Appropriate documentation and justification must be included for the promotion.

2. TRANSFER

- 2.1 All employees are eligible for transfer after being employed in their present position for at least three months. Exceptions to this three-month period may be authorized by the Director of Human Resources. For classified positions, a transfer is a lateral move to another position with the same classified salary range. For non-classified positions, a transfer is a move to another position with the same title and/or duties of similar complexity and comparable level responsibilities.

2.2 Transfers of employees from one department to another department must be coordinated with the Director of Human Resources to ensure that all procedures are followed.

3. VOLUNTARY MOVE

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.

Related Statutes, Policies, or Requirements

System Regulation [33.99.01 Employment Practices](#)

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

Appendix

[Non-Faculty Internal Promotion and Transfer Approval Form](#)

Contact Office

Human Resources
903.886.5080