

GUIDANCE DOCUMENT

Internal Promotions & Transfers of Non-Faculty Employees

This procedure is set forth to provide guidance on filling budgeted positions by Internal Promotions & Transfers of Non-Faculty Employees in lieu of posting a job requisition. It also addresses demotions.

The Division of Human Resources and Organizational Effectiveness (HROE) is responsible for staff and non-faculty research positions.

Guidance

1. GENERAL

- 1.1 [System Regulation 33.99.01, Employment Practices](#) and [System Regulation 33.99.04, Promotion, Transfer and Voluntary Moves](#), provide allowance for promotion or transfer of qualified internal candidates to fill positions without posting a job requisition.

2. CRITERIA AND APPROVAL

- 2.1 Vice Presidents have the authority to approve an internal promotion or transfer of a budgeted employee to a vacant budgeted position within their division, in lieu of posting a job requisition. The Provost and Executive Vice President serves as the approver for academic units and others within the authority of the Provost that do not have a Vice President. The President serves as the approver for units reporting directly to the President that do not have a Vice President. The Vice President for Research serves as the approver for non-faculty research positions. For promotions and transfers of employees across divisions, the respective Vice Presidents or designees of each unit must approve. There may be rare instances when a merger and/or reorganization requires a unit or function from another System Member to be organizationally reporting within Texas A&M University or merging of units or functions for shared services that requires an A&M System Member employee to be transitioned into vacant Texas A&M University positions.

- 2.2 Vice Presidents have the authority to approve demotions following consultation with Employee Relations from the appropriate Human Resources unit. A Reduction in Force (RIF) that results in demotions may require additional approval per [Standard Administrative Procedure 33.99.15.M0.01, Reduction in Force for Non-Faculty Employees](#). The Provost and Executive Vice President serves as the approver for academic units and others within the authority of the Provost that do not have a Vice President. The President serves as the approver for units reporting directly to the President that do not have a Vice President. The Vice President for Research serves as the approver for research position demotions.
 - 2.3 For guidance on filling vacant positions through the hiring process, refer to the [Recruiting and Selection of Non-Faculty Positions guidance document](#) located within the HROE webpage under HR Guidance..
 - 2.4 [University Rule 31.01.01.M7, Employee Compensation Administration](#) defines promotion and transfer and provides further guidance on pay administration. An internal promotion through the Internal Promotions and Transfers of Non-Faculty Employees process should not be used if the position is or was posted through a job requisition, and the employee being transferred was part of the applicant pool.
 - 2.5 Departments cannot use this process to internally promote or transfer temporary/casual employees into budgeted positions.
 - 2.6 The effective date for the new rate of pay will be on or after the beginning of the pay period in which the employee is paid and the request receives final approval from the appropriate Human Resources unit. No pay increase may be retroactive, in accordance with Article III, Section 53 of the Texas Constitution which prohibits the payment of retroactive increases to State employees.
3. PROMOTED, TRANSFERRED AND DEMOTED EMPLOYEES
 - 3.1 Per [System Regulation 33.99.04, Promotion, Transfer and Voluntary Moves](#), current employees being proposed for promotion, transfer, or demotion must have the minimum qualifications for the position as described in the position description and must have received a "meets expectations" or higher overall rating on the most recent Performance Review (excluding demotions). Employees are eligible for promotion, transfer or demotion after employment in their present position for three (3) months. Exceptions to the three-month limitation may be authorized by the Vice President for HROE or designee for Texas A&M and the Division of Research. For TAMUG, exceptions may be approved by the TAMUG COO.
4. PROCESSING
 - 4.1 Departments seeking approval to promote, transfer or demote an employee to a vacant budgeted position will submit a Change Job through Workday. HROE as well as the appropriate Vice President or designee, will serve as the final approval.

- 4.2 Transfer requests will require outside approval by the Executive Approver before it is submitted to HROE. Transfer requests do not route to the Executive Approver in Workday.
- 4.3 Approval documentation can be submitted as follows:
- 4.3.1 Texas A&M positions: As an attachment or a comment within the request in Workday. Comments should include information requested in the [Internal Promotion and Transfer Comment Template](#).
- 4.3.2 Division of Research positions: The Division of Research will review the request for compliance in accordance with the instructions provided in the [Promotion/Transfer memo](#).
- 4.4 Internal Promotion or Transfer candidates from another TAMU System Member will be required to provide a [Criminal Background Check Request Form](#) and if applicable, a [Verification of Degree\(s\) and/or Licensure Release Form](#).
- 4.5 HROE will review the request in Workday, including proposed salary, performing the criminal background check and the degree verification if needed.
- 4.5.1 If the request is approved, HROE will submit the request to the Executive Approver for promotions and demotions.

Related Statutes, Policies

[System Regulations 33.99.01, Employment Practices](#)

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

[University Rule 31.01.01.M7, Employee Compensation Administration](#)

[Standard Administrative Procedure 33.99.15.M0.01, Reduction in Force for Non-Faculty Employees](#)

Contact Office

For information or clarification on this guidance contact [Human Resources and Organizational Effectiveness, Classification & Compensation](#) at (979) 845-4170 or by email at hrcomp@tamu.edu.

OFFICE OF RESPONSIBILITY: [Human Resources and Organizational Effectiveness](#)