

**Staff Transfers/Promotions
BU-PP 806**

Policy:

Baylor University encourages staff personnel to pursue transfers/promotions within the University for career enhancement, job satisfaction, and increased knowledge and for the University to retain qualified employees.

Topics:

Definition

Who may request a transfer

Criteria for transfer consideration

Procedures

Effecting the transfer

After a transfer is approved

Impact on staff compensation

Related policies:

BU-PP 120 — Staff Recruitment & Employment

BU-PP 804 — Performance Appraisal & Development

BU-PP 805 — Staff Observation Process

BU-PP 833 — Staff Separation

Staff Compensation Plan

Additional information:

Newly hired/transferred staff will be placed on a 180-day orientation period.

Contact:

Human Resource Services Office (x2219)

Compensation & Benefits (x8571)

Definition—

A transfer is defined as changing positions for a lateral move, a promotion, or a demotion. Position title changes, changes of position responsibilities, or change in reporting structure are not considered transfers.

Who may request a transfer—

Division heads, department heads, or current employees may initiate these transfer actions.

* Upon transfer, an employee will begin an initial 180-day orientation period and will receive an evaluation at the end of that period.

Criteria for transfer consideration—

Employees requesting consideration for a transfer must:

- meet the published qualifications for the new position;
- have been in their current position for at least six continuous months;
- not be under observation (BU-PP 805)

Procedures—

1. Department heads should first consider current departmental employees for a position opening within their departments. If a current departmental employee is chosen to fill the

- opening, the department head should coordinate with Human Resource Services the effective starting date and the paperwork necessary to implement the transfer.
2. When positions cannot be filled from within a department, the department head will contact the Human Resource Services Office to seek other employees within the University to be considered for transfer to the position.
 3. Upon being notified of a position opening, Human Resource Services will:
 - process the appropriate paperwork prepared by the department;
 - posting position listings on the Human Resource Services webpage;
 - considering other current employees for transfer.

Effecting the transfer—

1. Employees desiring consideration for a transfer to an open position will submit an application for the open position through the Human Resource Services Office.
2. Human Resource Services refers qualified transfer candidates to the requesting department for consideration.
3. The requesting department will notify Human Resource Services of any internal applicants to be interviewed.
4. The Human Resource Services Office will schedule those internal applicants chosen for interviews.
5. Out of respect for your supervisor, please advise him/her of your interview.
6. The requesting department may conduct a reference check with the current supervisor or department head of an internal applicant selected for transfer.
7. The requesting department will complete the Applicant Interview Form (AIF - BU-PP 120A) and return it to the Human Resource Services Office.

After a transfer is approved—

The **Human Resource Services Office** will coordinate the effective date of transfer with the two departments. (Normally, two weeks' notice is expected.)

The Human Resource Services Office will complete appropriate hire documentation through the Employment Management System (EMS).

- Transfers will be administered as outlined in the Staff Employment Action Guide

Impact upon staff compensation – The Staff Compensation Plan provides guidance on what will be the impact upon pay resulting from a transfer, promotion, or demotion.