

## POLICY MEMORANDUM

No. III-12

### Non-Academic Promotions and Transfers and Transfers During Six-Month Probationary Period

New, permanent, non-academic employees (75% FTE or greater) will not be permitted to transfer or promote to a position in another department on campus until satisfactory completion of their six-month probationary period. After completion of the initial six-month probationary period, and a satisfactory performance appraisal, an employee may be considered for transfer or promotion to another position. An employee may be considered for transfer or promotion to a posted position by making application through the campus Office of Human Resource Services, Affirmative Action, Diversity and Inclusion. Employees may be considered for promotion within their existing department during their six-month probationary period.

#### PROMOTIONS AND TRANSFERS BETWEEN DEPARTMENTS AFTER INITIAL SIX-MONTH PROBATIONARY PERIOD:

**When Permitted:** An employee who has been offered and has accepted a promotion or transfer must be allowed to do so within two weeks of their acceptance of the new position. Temporary schedules between departments can be arranged to cover overlap, but the new person's appointment and title must be effective that date.

**Approval Required:** Transfers between departments must be approved by the Office of Human Resource Services Affirmative Action, Diversity and Inclusion.


**Period Requirement:** Employees who transfer to another department must serve a one-month qualifying period in the new position and will not be allowed to transfer or promote to another department until a total of six months has elapsed. The employee can be considered for a promotion within their existing department during the six-month period.

**Promotions:** Employees are expected to work a minimum of six months in each position to which they are promoted.

**EFFECTIVE DATE:** Immediately

**RESPONSIBILITY:** Office of Human Resource Services, Affirmative Action, Diversity and Inclusion

**BASIS:** Qualifying periods are designed to give the University an opportunity to determine whether an employee is suitable and qualified for the work for which they were hired, and the decision as to the employee's suitability is entirely that of the University. The six-month non-transfer/promotion period is established to reduce turnover and training costs for departments on campus.

  
John F. Carney III  
Chancellor