



## Texas Christian University Policy

**Policy Number:** 2.005

**Subject:** Promotions and Transfers Policy

**Effective Date:** April 15, 1981

**Revised:** June 15, 2006

### **I. Purpose**

The University seeks to assist the career development of its employees. To this end, all vacant staff positions are posted for university-wide information.

### **II. Eligibility**

All regular TCU exempt and nonexempt staff are eligible under this policy.

### **III. Definitions**

A promotion is defined as a movement to a higher-level position with higher pay, and requiring greater skill and/or responsibility.

A transfer is a lateral move to a position at the same level.

### **IV. Procedures**

1. All vacant positions are posted with Human Resources, and all applicants, both internal and external, must apply. Job postings may indicate a preference for current TCU employees over equally-qualified external applicants, and hiring supervisors may choose to interview only those internal candidates.
2. The supervisor will notify Human Resources when a hiring decision is made. At that time, Human Resources will confirm the correct new salary for the transferring employee. If the employee does not have a background check and current MVR (if required) in his/her file, one will be requested. Human Resources must verify completion of all background check procedures prior to a job offer.
3. The amount of money required for a transfer or promotion will be added to the hiring department's budget based on the amount required for the promotion and/or transfer. However, the hiring department will assume responsibility for any vacation or sick leave the employee may have accrued.
4. Dates for the job change will be agreed upon by the releasing and hiring departments. Two weeks notice should be given to the releasing supervisor unless a shorter time is agreeable to all supervisors involved.
5. Job offers may be made only to employees who have followed the established procedure.

### **V. Administrative Responsibility**

The Human Resources Department is responsible for administering and interpreting this policy.