



FERRIS STATE UNIVERSITY

HUMAN RESOURCES

HR Related Policies & Procedures

Effective Date: October 22, 2004

FSU-HRPP 2005:17

Promotions and Transfers

COVERED EMPLOYEES

- All employees.

Note: Bargaining unit employees are covered by the terms and agreements of the [collective bargaining agreement](#) (CBA). Please refer to the CBA for details.

BOT POLICY

Sec. 6-303. Promotions/Job Transfers.

(1) To encourage career development and support University operations, the University will attempt, whenever practicable, to promote or allow the transfer of qualified employees. All employees are encouraged to apply through the search process for positions for which they are qualified.

(2) In no case shall an employee be eligible to become a Dean or a Vice President without the benefit of a full external search process.

Sec. 6-306. Exceptions. The President may grant exceptions to this subpart and any policies implemented in its support, after consultation with Human Resources and the Director of Employee Relations and Affirmative Action except:

- (1) the interim assignment of presidential or vice presidential duties
- (2) Sec. 6-302 notice requirement
- (3) the prohibition of promoting a dean or vice president without benefit of an external search.

These exceptions may only be granted by the Board.

HR PROCEDURES/DESCRIPTION/DEFINITIONS

I. Transfers

- A. A transfer is defined as the movement of an employee from one area, department and/or position to another with no increase in the level of responsibilities (although job duties may change) and no increase or decrease in salary level. A transfer occurs with no break in employment.

II. Promotions

- A. A promotion is defined as an increase in the level of assigned responsibilities and increased compensation (i.e. wages and/or benefits) for an employee. A promotion occurs with no break in employment.

III. Process

- A. Job transfers and promotional opportunities must be posted. If the President or a Vice President reasonably determines that University employees may possess the requisite job knowledge and skills for a particular position, the position may be posted on campus only. The on-campus posting shall follow the internal search process requirements as outlined in the [Hiring Process Manual](#) and HRPP [Hiring Policy](#). The approval to fill a vacancy and any other applicable processes must also follow the Hiring Process Manual and HRPP Hiring Policy, as linked above.

In certain situations, a department may request a *department only* posting, available only to employees within the department. This may be approved if:

1. the open position requires specific education, experience, skills, etc. that only employees within the department would possess, and if those employees did not fill the open position, it would be advertised outside of the University, or
2. if there are qualified employees within the department and by hiring an outside applicant, a current employee would be displaced.

If a hiring department believes this situation (or similar) may exist, they must contact the Office of Affirmative Action and HR to discuss this situation.

- B. Unless otherwise provided in applicable University bargaining agreements, to be eligible for a job transfer or promotion an employee must generally have:
1. At least six months of service in their current position;
 2. No disciplinary actions during that period; and

3. At least satisfactory job performance.

C. In the case of a job transfer necessitated by employment, business or economic issues the internal search process will not be required. However, any such transfer will require documentation of the specific reasons for the transfer, and in cases involving employee performance, a specific performance improvement program for the employee. The approval to fill a vacancy and any other applicable processes must also follow the FSU Hiring Process Manual HRPP Hiring Policy.

D. An EAA must be completed for the job transfer.

IV. Accrued Benefits

The employee's accrued sick and vacation time (if any) will transfer with the employee to the new position. Once in the new position the accrual rates will reflect those of the new position. Vacation accrual will be paid out to the employee if the new position does not provide vacation benefits.

RESPONSIBILITY

Supervisor: Follow University policy and deadlines. Notify HR of any planned transfers or promotions.

Refer Questions To: Human Resources