

# STANDARD ADMINISTRATIVE PROCEDURE

## 31.01.01.M7.03 Internal Promotions & Transfers of Non-Faculty Employees

*Approved May 10, 2012*

*Next scheduled review: May 10, 2017*

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### Reason for SAP

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This SAP establishes the procedures for filling budgeted positions by internal promotions and transfers of budgeted non-faculty employees in lieu of posting a notice of vacancy.

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### Official Procedure

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#### 1. GENERAL

- 1.1 System Regulations 33.99.01, Employment Practices and 33.99.04, Promotion, Transfer and Voluntary Moves, provide allowance for promotion or transfer of qualified internal candidates to fill positions without posting a notice of vacancy.
- 1.2 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 notice of vacancy. 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, and for promotions and transfers of employees across divisions.
- 1.3 Any pay change being made in conjunction with a promotion or transfer cannot be made effective prior to the first day of the pay period in which the promotion or transfer request received final approval.
- 1.4 University SAP 33.99.01.M0.01, Hiring of Non-Faculty Positions provides guidance for filling vacant positions through the hiring process and 31.01.01.M7, Employee Compensation Administration defines promotion and transfer and provides further guidance on pay administration.

#### 2. ELIGIBILITY

- 2.1 Employees being proposed for promotion or transfer or must:
  - 2.1.1 be currently employed by Texas A&M University in a budgeted position, and
  - 2.1.2 have education and experience and other qualifications that meet or exceed the minimum required qualifications as documented on the position description, and
  - 2.1.3 have been employed in their present position for at least three months.
- 2.2 Employees being proposed for promotion must also:
  - 2.2.1 Have a satisfactory record of performance.
- 2.3 The President or designee may approve exceptions to the three-month requirement described in 2.1.3.

### 3. PROCEDURES

- 3.1 Departments seeking approval to promote or transfer an employee to a vacant budgeted position will submit a request for approval through their appropriate administrative channels to Human Resources (HR), Classification and Compensation.
- 3.2 The request for approval of internal promotion or transfer will include the following information:
  - 3.2.1 The position's title and Position Identification Number (PIN) or HR tracking number for newly-created positions,
  - 3.2.2 A brief summary of the job duties and responsibilities of the position,
  - 3.2.3 A description of the internal candidate's education, work experience and other credentials and how such qualifications meet or exceed the qualifications documented in the position description of the vacant position,
  - 3.2.4 The proposed salary and justification, including percentage change (if applicable) for the employee being promoted or transferred (see University Rule 31.01.01.M7 Employee Compensation Administration, for additional guidance regarding proposed pay rates), and
  - 3.2.5 A description of the reason(s) why the position is proposed to be filled by promotion or transfer in lieu of a notice of vacancy.

- 3.3 Other documents that will be required include a criminal background check release form, and if applicable, a verification of degree and/or licensure release form. Other credentials verifications, such as verification of military experience, may be performed.
- 3.4 Classification and Compensation will review the request, including proposed salary. Recruitment and Workforce Planning will perform the criminal background check and other applicable credentials verifications.
- 3.5 Once the HR review is complete, Classification and Compensation will notify the department of the status of the request and forward to the appropriate vice president for final review and approval.
- 3.6 The HR review and indication of approval, as well as the final approval of the appropriate vice president, will serve as the supporting documentation for implementing the promotion or transfer in the payroll system.

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**Form**

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Non-Faculty Internal Promotion and Transfer Approval Form  
<http://employees.tamu.edu/media/338040/545internalpromotiontransferapproval.pdf>

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**Related Policies and Procedures**

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[System Regulation 31.01.01 Compensation Administration](#)

[System Regulation 33.99.01 Employment Practices](#)

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

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

[University Rule 33.99.01.M0.01 Hiring of Non-Faculty Positions](#)

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**Contact Office**

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For information on clarification on this SAP contact: [Recruitment and Workforce Planning](#) at (979) 845-5154 or by email at [employment@tamu.edu](mailto:employment@tamu.edu) or [Classification and Compensation](#) at (979) 845-4170 or by email at [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu).

**OFFICE OF RESPONSIBILITY** [Human Resources](#)