

4.3 Classification: Hiring, Promotion, and Transfer

Minimum Hiring Qualifications

Minimum Hiring Qualification are intended to help ensure comparable basic hiring qualifications for comparable positions across campus. A minimum qualification is the minimum threshold of education and experience required to perform a given job.

New Hire

The salaries of new employees are set based on the classification of the position, the salaries paid in the market, and the applicant's education, skills, and previous related experience.

Promotion

A promotion is the shift of an employee from one job title or position to another having more responsible duties or involving more skill (higher classification). To be promoted, the employee must meet the minimum job qualifications required by the new job title or position.

Employees can only be promoted during the fiscal year as a result of significant changes in assigned duties, the organizational structure, mission, or funding of the department/project. The supervisor is responsible for completing all of the necessary paperwork for this action. Any promotion to a vacant position within the same department is not usually made without advertising the position via the website.

Employees in the 90-day provisional period are eligible for promotion only when granted permission by the area Vice President. All accumulated leave, retirement benefits, and start date will be transferred when the promotion is given if there is no break between the end and start dates of the old and new position.

Transfer

An internal transfer is the movement of an employee from one position to another within the University. Vacant positions are typically advertised through the Human Resources Office. A formal recruitment process is usually required to fill all vacant staff positions. An employee must be in good standing in their currently held position to be considered for a transfer. This includes promotion and lateral transfers.

Employees in the 90-day provisional period are eligible for transfer within the University only when granted permission by the area Vice President. All accumulated leave, retirement benefits and start date will be transferred if there is no break between the end and start dates of the old and new position.