

October 2011

## 4.309 Promotion, Transfer & Reassignment

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### Recommended Citation

"4.309 Promotion, Transfer & Reassignment" (2011). *4.300 Staff Development (Human Resources)*. 1.  
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# ANTIOCH UNIVERSITY

Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <b>Interim</b>		<b>Promotion, Transfer &amp; Reassignment</b>  <b>Policy 4.309</b>	
<b>Human Resource Policies</b>		Effective date: <b>October 25, 2011</b>	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date:</b>
Approved	Chancellor	N/A	October 25, 2011
Revised (Non-substantive)	Office of University Counsel	N/A	May 15, 2017
<b>Responsible Office:</b>	<b>Responsible Administrator:</b>	<b>Contact information:</b>	<b>Applies to:</b>
Office of Human Resources	Director of University Human Resources	937-769-1375	All Employees

## I. Introduction and Purpose

Promotions, transfers, and reassignments to all positions at Antioch University (“AU” or the “University”) are made on the authority of the Chancellor exercised either directly or by delegation (the “Appointing Authority”). By delegation from the Chancellor, the Appointing Authority for hiring at the campus level is ordinarily the Provost. The hiring of direct reports to the Appointing Authority is reserved to the Appointing Authority. However, the hiring process for lower level positions may be further delegated to the appropriate upper-level administrator (“hiring manager”) and Search Committee which shall make its recommendation to the Appointing Authority. Ordinarily, the Chief Academic Officer shall make recommendations for job offers for academic program director/chair and faculty positions within each campus or University-wide program. The purpose of this policy is to establish procedures when AU employees are promoted, transferred, or reassigned to a new position either at their own request or that of the University.

## II. Promotions and Transfers Policy

- A. It is the policy of the University to promote from within the organization whenever appropriate. Promotions advance employees’ assignments to higher classifications with

greater responsibility and complexity, usually with an increase in compensation. Promotions afford the University an excellent opportunity to respond to its Affirmative Action ideals and to satisfy the career development goals of its employees. In order to promote employees to a new position, supervisors must follow the procedures as outlined in the Hiring and Search Committee Policy # 4.103. Specifically, the University requires that all qualified persons, including women and minorities, be given equal opportunity for consideration of promotions. Therefore, all such promotional opportunities shall be posted internally and available for all internal candidates.

- B. Transfers change employees' assignments from one position to another at the same or, in some cases, lower classifications. Transfers may involve an increase or, in some cases, a decrease in compensation. The University requires that all qualified persons, including women and minorities, be given equal opportunity for consideration of transfers. Therefore all such transfer opportunities shall be posted internally in accordance with the Hiring and Search Committee Policy. (Policy # 4.103)
- C. Under normal conditions, employees must be in a position for one year before being eligible to apply for promotions or transfers.
- D. All vacant positions are listed on the Human Resources web site. Employees interested in responding to a vacant position posting should review the application guidelines on the website or contact the Director of the Office of Human Resources ("HR") for further information.
- E. Applicants for promotions or transfers must have the required education and experience to be considered for vacant positions. Demonstrated work history, work performance, and the ability to perform the essential functions as listed in the job description will be evaluated. An "applicant" is defined as a person who has timely applied to an open position by the prescribed method as set forth in the job posting.

### **III. Reassignments Policy**

When there is a significant business need, division/department heads have the authority to reorganize and transfer employees from one position to another at the same grade and salary in the same division/department without announcing the vacancies through the posting process. This is designated as reassignment. In such cases, no vacancy exists which would require posting or notice to potential applicants. Division/department heads should discuss the situation with HR and may be asked to submit a memorandum in advance of the reassignment, indicating the rationale for the change and, if applicable, attaching a Personnel Action Form (PAF) for the employee to HR. In effecting such reassignments, departments should attempt to make the most effective use of the existing employees, their skills and abilities, and should consider the employees' interests whenever possible.

### **IV. General Provisions**

- A. When employees accept transfers or promotions, they will be issued a new appointment letter for the balance of the academic year and will be subject to the provisions

of the Initial Evaluation Period Policy # 4.301. Leave, tuition remission and other benefits will not be affected by the new initial evaluation period for employees. Employees who are reassigned are not subject to an initial evaluation period for their new position.

- B. If employees are terminated following promotion, transfer, or reassignment, they will not be reinstated to the position held prior to the promotion, transfer, or reassignment.

### **Policy Cross References**

Hiring and Search Committee Policy	Policy # 4.103
Employment Classifications	Policy # 4.201
Initial Evaluation Period	Policy # 4.301
Vacation Policy	Policy # 4.433
Paid Leave for Illness or Injury	Policy # 4.415