

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

**Appointment, Promotion, or Transfer of
Administrative & Professional Staff**

**3-019
FISCAL SERVICES
July 2014**

POLICY

- 1.01 All appointments to Administrative or Professional (A & P) positions (aka “exempt” positions) shall be made on the basis of qualification, merit, and professional capability as prescribed in 3-008 *Nondiscrimination, Equal Opportunity and Affirmative Action*.
- 1.02 Any vacancy that results from the creation of a new exempt position (or is caused by the replacement of an existing exempt position) will be posted and advertised through established employment procedures (see 3-006 *Employment Policy & Hiring Procedures*). Any exempt position vacancy that offers the possibility of a promotional opportunity or a unit transfer will, as a minimum requirement, be posted internally on the OSU Jobs website, and may be advertised through established employment procedures.
- 1.03 Promotions and transfers are not a matter of personal right, but rather are made for the benefit of OSU Institute of Technology (OSUIT) and the employee. With appropriate administrative approval, some transfers may occur due to budgetary considerations.

PROCEDURES

- 2.01 Current employees who wish to take advantage of a promotional or transfer opportunity should first visit with their immediate supervisor. They should then apply for the appropriate position posting through the OSU Jobs website (<http://jobs.okstate.edu>) and attach a copy of their current resume (if requested) and complete the application process.
- 2.02 Current employees who are promoted or transferred to another position will be required to serve a 12-month probationary period. During this time, supervisors will periodically evaluate the performance of the employee who is in probationary status to determine whether the employee is providing satisfactory service in the new position. As a matter of good management, these evaluations should be communicated to the employee to allow opportunity for improved performance.
- 2.03 If the evaluation(s) cites a lack of ability by the employee to perform satisfactorily in their new position, the supervisor may release the employee without prejudice and refer him/her to the Human Resources Office for employment counseling and assistance.

Approved: August 1996
Revised: October 2005
Revised: July 2009
Revised: July 2014