

**PRAIRIE VIEW A&M UNIVERSITY  
UNIVERSITY ADMINISTRATIVE PROCEDURE**



**33.99.04.P0.01 Promotions, Transfers and Voluntary Moves**

Approved May 15, 1998

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**UAP Purpose**

The purpose of this University Administrative Procedure (UAP) is to establish the guidelines and procedures for the promotion, transfer, and voluntary move of Prairie View A&M University (PVAMU) employees. PVAMU promotions, transfers, and voluntary moves will be conducted in accordance with System Regulations [33.99.01 Employment Practices](#) and [33.99.04 Promotion, Transfer and Voluntary Moves](#) and state and federal laws.

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**Definitions**

**Promotion** - an appointment to a position requiring higher qualifications such as greater skill or longer experience and involving a higher level of responsibility, a higher rate of pay and a title change is considered a promotion and will be classified as such in all personnel documents.

**Transfer** – for classified positions, a transfer is a lateral move to another position with the same classified salary range. For non-classified positions, a transfer is a move to another position with the same title and/or duties of similar complexity and comparable level responsibilities.

**Voluntary Move** – when an employee voluntarily moves to a classified position in a lower pay grade or to a non-classified position with duties of lesser complexity and responsibility.

**Demotion** – A demotion may be a result of disciplinary action; in which case it would involve the realignment of an employee's assigned duties, title, and/or salary.

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**Official Procedures and Responsibilities**

**1. GENERAL**

- 1.1 In accordance with System Regulation [33.99.01 Employment Practices](#), PVAMU may promote or transfer qualified internal candidates to fill positions without posting a vacancy.
- 1.2 All non-faculty employees are eligible for promotion or transfer after employment in their present position for at least three months. In addition, an employee must have been performing in a satisfactory manner in his/her current job. Exceptions

to the three month employment requirement may be authorized by the President on a case-by-case basis.

- 1.3 Promotions and transfers may be within a department or into another department.
- 1.4 Promotions and transfers will be made without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, age, genetic information, veteran status, or disability.

## **2. PROMOTION**

- 2.1 Department heads may recommend an employee for a promotion through the appropriate administrative channels for consideration by the vice president or president.
- 2.2 If approval is granted by the vice president or president, the written approval must be submitted to the Office of Human Resources (OHR) along with an updated online position description and organizational chart.
- 2.3 The OHR will conduct a compensation analysis and assign a title and pay grade to the position.
- 2.4 The OHR will send an official email notifying the employee and department supervisor on the finalization, salary, and effective date of promotion.
- 2.5 The supervisor will be required to initiate an Electronic Payroll Action/Electronic Wage Request with the effective date and salary for the promoted employee.

## **3. TRANSFER**

- 3.1 For classified positions, a transfer is a lateral move to another position with the same classified salary range. For non-classified positions, a transfer is a move to another position with the same title and/or duties of similar complexity and comparable level responsibilities.
- 3.2 Transfers of employees from one department to another department must be coordinated with the OHR to ensure that all procedures are followed.

## **4. VOLUNTARY MOVE**

- 4.1 When an employee voluntarily moves to a position in a lower classified salary range or to a non-classified position with duties of lesser complexity and responsibility, the salary may remain the same or be reduced. However, the salary must fall within the appropriate salary range, if ranges exist, for the new position, be appropriate for the new duties, be consistent with internal equity and fit within the department's budget.

## **5. DEMOTION**

- 5.1 Demotions as disciplinary actions are discussed in System Regulation [32.02.02 Discipline and Dismissal of Non-faculty Employees](#).

- 5.2 Demotions due to a reduction in force must comply with System Regulation [33.99.15 Reduction in Force for Nonfaculty Employees](#).

## **6. DEPARTMENT/EMPLOYEE RESPONSIBILITIES**

- 6.1 Departments are expected to adhere to the proper procedures related to employment practices when considering employees for promotion or transfer.
- 6.2 Employees are expected to give their current department two weeks' notice when promoting or transferring into another position. The notice may be shorter or longer depending on the agreement reached between the supervisors with consideration of the needs of each department.
- 6.3 The terminating department is responsible for paying the employee for any unused compensatory time earned in a non-exempt position upon transfer or promotion to another department.
- 6.4 Promoted or transferred employees must be evaluated in accordance with the established performance evaluation cycle.
- 6.5 Interest in an employee by another department will not be sufficient justification for granting the employee a salary increase or a change in his or her present classification.

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### **Related Statutes, Policies, Regulations and Rules**

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[System Regulation 31.01.01 Compensation Administration](#)

[System Regulation 32.02.02 Discipline and Dismissal of Non-faculty Employees](#)

[System Regulation 33.99.01 Employment Practices](#)

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

[System Regulation 33.99.15 Reduction in Force for Nonfaculty Employees](#)

[Rule 31.01.01.P1 Compensation Administration](#)

[UAP 31.01.01.P0.01 Compensation Administration](#)

[UAP 33.99.01.P0.01 Employment Practices](#)

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### **Contact Office**

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