

Standard Administrative Procedure (SAP)

33.99.04.J0.01 Promotions, Transfers and Voluntary Moves

Approved: September 4, 2026

Next Scheduled Review: September 4, 2031

Procedure Summary

This procedure establishes the intention and scope for Texas A&M University-Victoria (A&M-Victoria) to promote, transfer, and voluntarily move employees.

This procedure is necessary to ensure compliance with State statutes and The Texas A&M University System policies and regulations dealing with the employment practices.

Definitions

- Promotion - a change from one job profile to another job profile requiring higher qualifications, a higher rate of pay, and a title change.
- Transfer – a change from one position to another, both of which are assigned the same pay grade, title, or organizational level.
- Voluntary Move – a change when an employee requests, in writing, to move to a position or job profile with duties of lesser complexity and responsibility or that is in a lower pay grade.
- 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.

Procedure

1. GENERAL

1.1 In accordance with System Regulation 33.99.01 Employment Practices, A&M-Victoria 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 with no active disciplinary actions. 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, religion, national origin, age, disability, genetic information, veteran status, or any other classification protected by federal, state or local law.

2. PROMOTION

2.1 The authority to recommend for promotion is vested in the same officials having the authority to recommend persons for employment as defined in System Policy 01.03. Employee promotions should be requested by the employee's supervisor, with approval from the next administrative level. Appropriate documentation and justification must be included for the promotion.

3. TRANSFER

3.1 All non-faculty employees are eligible for transfer after being employed in their present position for at least three months. Exceptions to this three-month period may be authorized by the president or their designee. 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 Pending supervisory approval, transfers of employees from one department to another department must be coordinated with the Director of Human Resources to ensure that all procedures are followed.

4. VOLUNTARY MOVE

4.1 When an employee requests in writing to voluntarily move 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. The salary must fall within the appropriate salary range for the new position, be appropriate for the new duties, be consistent with internal equity, and fit within the department's budget.

5. DEMOTIONS

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.

Related Statutes, Policies, or Requirements

- [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](#)
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