PROMOTION & TRANSFER

I. General Policy

This policy applies to Staff

To recruit and retain staff of the highest quality, Rice University provides equal opportunities for the recruitment, professional growth, and advancement of all employees. Further, the institution is committed to take affirmative action to recruit and advance at all levels of employment underrepresented minorities, women, Vietnam era veterans, and special disabled veterans. These dual commitments must be thoughtfully and carefully balanced in awarding promotions and transfers.

Rice University encourages staff members to develop their careers within the University. Staff members may apply for a transfer from one position to another whenever such a transfer will

- enhance the individual growth and satisfaction of staff members,
- use more fully their training and skills, and/or
- reduce turnover and conserve valuable skills.

A transfer is movement within the University from one position to another. A transfer may involve moving from one department to another. Transfers may involve an individual moving to a position of a lower pay grade (demotion), equal pay grade (lateral move), or higher pay grade (promotion). Either the University with the approval of Human Resources or the individual may initiate a transfer.

While an open position may constitute a promotion opportunity for an internal candidate in the department, the opening also may serve as a promotion opportunity for others on campus, or an opportunity to create a more balanced work force by recruiting a new hire from an underrepresented group.

Human Resources and the Office of Equal Employment Opportunity and Affirmative Action (EEO/AA) will work with the department that has the opening to ensure a thoughtful balancing of opportunities for Rice employees to advance, and for members of underrepresented groups to become Rice employees.

II. Responsible Official and Key Offices to Contact Regarding the Policy and its Implementation

Responsible Official: Vice President for Administration
Key Office: Human Resources

See also:
Accommodation of Applicants/Employees with Disabilities
Compensation Policy
Employment Policy
Equal Opportunity/Affirmative Action Policy
Probationary Period Policy

Policy History
Clerical Change: January 10, 2018
Supersedes:425-93 (Transfer), 05/01/93 406-88 (Staff Employment and Promotion Policies and Procedures), 01/01/88