It is the policy of the University to attempt to fill openings, when appropriate, by promotions from within the organizational unit or by promoting qualified general staff members from other departments.

1. **Promotion.** A promotion is normally a reward for proven industry and capability. This practice of internal promotions is intended to provide motivation and incentive to employees. A promotion will be accompanied by a salary increase commensurate with the University pay scale.

2. **Transfer.** A transfer is a change from one department to another, to a position of the same level/salary grade or to a position of a lower salary level/grade. Promotion or transfer of an employee from one department to another also requires the transfer to the new department of accumulated vacation and sick leave allowances earned in the previous department.

**History**

July 1987

Revised April 2008