

PROCEDURE LIT.5.02.15 PROMOTION, TRANSFER, OR DEMOTION

SCOPE: Staff

Lamar Institute of Technology (LIT) requires promotions, transfers and demotions of individuals in staff positions be based on qualifications, performance, and suitability of the employee without regard to race, color, religion, sex (including and as it pertains to pregnancy and wages), national origin, age, disability, genetic information, veteran status, and/or retaliation, and in keeping with Federal and State employment laws and regulations and the regulations of the Institute. It is the practice of the College to fill staff positions with the best qualified and best suited candidate either by promoting, transferring or demoting an employee or by hiring from outside the College.

1. Definition of Terms.

1.1. Promotion: Refers to movement of an employee from a position (title) to another position having more complex duties and/or responsibilities and salary with a higher minimum and maximum.

1.2. Transfer: Refers to the lateral change of an employee from one position to another position in another department or a different work unit within the same department. A transfer involves no substantial change of duties, responsibilities, salary, or qualifications.

1.3. Demotion: Refers to the movement of an employee from a position (title) to another position having less complex duties and/or responsibilities and a salary range with a lower minimum and maximum.

2. Promotions and Transfers. A department official may recommend the promotion or transfer of a qualified staff member in his/her department. Upon approval of the President all qualified staff members of the department must be made aware of the vacant position and be given consideration if they indicate an interest. Human Resources will determine posting and other requirements before a commitment to transfer or promote any individual is made.

3. Demotions. A department official may recommend the demotion or reassignment of a staff member to a position where he/she will be able to meet performance requirements, to apply disciplinary action for misconduct, or for other reasons. Upon approval of the appropriate Vice President such a demotion shall be followed by disciplinary procedures. A staff member may request a demotion to start training in another occupation, to continue employment when a layoff is imminent, or for other reasons.

4. Promotion and Transfer Opportunities.

4.1. The purpose of Promotion and Transfer Opportunities is to enhance the career advancement opportunities of staff members by providing each staff member the opportunity to apply and receive consideration for promotion or transfer. A staff member

who wishes to apply for one of these vacant positions must do so by applying with Human Resources.

- 4.2. All staff position vacancies must be listed with Human Resources as outlined in policy.
- 4.3. Staff members may submit an application and be considered for a promotion or transfer if they:
 - 4.3.1. meet the minimum qualifications for the job;
 - 4.3.2. have been employed in his/her current position for a minimum period of six (6) consecutive months; and
 - 4.3.3. have a satisfactory record of performance.

Employees still in their probationary period may not apply for other vacant positions within the College without the written consent of their supervisor. This consent must be presented with the application to the President who will forward to the Office of Human Resources.

- 4.4. A staff member's expressed interest in a position shall not jeopardize his/her current position or future opportunities.
- 4.5. A staff member must have the approval of his/her present supervisor if he/she schedules appointments, interviews, etc., during regular work hours. Such scheduling should be at a time when it will cause the least disruption of work in his/her present position and may be limited to a reasonable number of interviews by his/her supervisor. A supervisor may not limit the number of interviews scheduled outside of the regular work schedule of the staff member.
- 4.6. The effective date of a promotion or transfer will be determined jointly by the two departments involved upon approval of the appropriate Vice President. Normal notice is two (2) weeks.

5. *Pay Rate Adjustment Upon Promotion, Transfer, or Demotion.*

- 5.1. *Promotion.* When a staff member is promoted to a position of increased responsibility or complexity of duties requiring a change of title and having a higher salary range, he/she will be eligible to receive a salary adjustment to the minimum level of the salary range of the new position. If the staff member's current salary is already at or above the minimum salary range of the new position, the hiring manager may recommend an increase in salary within the range of the new position, generally 5%.
- 5.2. *Transfer.* There shall be no change in salary in a lateral transfer.
- 5.3. *Demotion.* The salary must be adjusted to reflect a reduction in responsibilities and job duties. This salary must be reviewed with the Human Resources department and the appropriate Vice President.

Related Policies: LIT.5.02

Relevant Forms/Documents:

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

Document History:

Adopted:

Reviewed:

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