

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Transfers and Promotions****EFFECTIVE DATE: July 1, 2005; Revised May 5, 2023****Purpose**

The purpose of this policy is to provide information to employees regarding opportunities to transfer or be promoted to a different position within the workforce at Southwest Tennessee Community College (“Southwest” or “the College”).

Definitions

Promotion- An increase in position or rank by assuming the duties of a vacant position of higher classification or assuming duties that warrant a reclassification of the present position to one (1) at a higher skill level.

Lateral transfer- The assumption of duties of another position at the same level.

Policy

Southwest Policy No. [5:01:00:00/0](#), General Personnel, provides detailed information regarding promotion and transfer of employees, in addition to a wealth of other information on personnel matters. This policy is presented to iterate the College’s policy and procedures regarding promotions and transfers.

It is the College’s goal to provide equal opportunity in employment to all present full-time, part-time, temporary, and prospective employees regardless of race, color, national origin, religion, sex, age, physical disability, or veteran status. It is also the College’s desire to employ the most qualified candidates available. Further, it is the College’s intention to transfer and promote qualified current employees, when possible. In carrying out these goals, the College will comply with applicable TBR, state, and federal regulations.

Promotions as discussed in this policy are related to non-faculty employees. Faculty promotions are considered under Southwest Policy No. [5:02:02:01/37](#) and Tennessee Board of Regents (TBR) Policy No. [5.02.02.30](#).

The President is authorized to approve employees’ changes of status (i.e., transfers, promotions, and other changes in duties or responsibilities) with the exception of those subject to approval by the TBR Chancellor. See TBR [General Personnel Policy No. 5.01.00.00](#). Promotions and transfers must be approved by the President and reviewed by the Affirmative Action Officer to confirm that the College’s affirmative action plan is being followed, as required by TBR in its [General Personnel Policy No. 5.01.00.00](#).

Procedure

When a vacancy occurs, current full-time, part-time, and temporary employees will be given first consideration. The procedure is as follows:

1. The leader of the Human Resources department is responsible for implementation of the process for transfer and promotions.
2. Transfer or promotion is appropriate when there exists a bona fide need to fill or create a particular position and said position can be best filled by a current employee.
3. Either the employee or supervisor may request promotion or transfer of an employee.
4. Transfer and promotions are available to both regular and temporary employees.
5. Candidates for promotion must meet the minimum qualifications for the target position.
6. A promotion may result in a pay increase.
7. Candidates for transfer must occupy a position at the same salary or skill level as the target position.
8. A transfer may not result in an increase in salary.
9. Transfer or promotion will be appropriate when:
 - a. A position has been vacated
 - b. A new position is created and properly approved
 - c. As the result of a reorganization, the duties performed by an incumbent are more appropriate for another department
10. Promotion or transfer shall not be communicated prior to approval of the President.
11. After approval by the President, promotion and transfer decisions will be forwarded from the leader of Human Resources to the responsible supervisor through the appropriate chain of command.

Source of Policy: _____ **Responsible Administrator:** AVP of HR

Related Policy: 5:01:00:00/0 **TBR Policy Reference:** 5.01.00.00

Approved: _____ **Date:** May 5, 2023
President