

TEXAS WOMAN'S UNIVERSITY PROMOTIONS & TRANSFERS CHECKLIST

Completed	#	Action	Person/Group Responsible
	1	<p>NOTES:</p> <p>A. The promoted individual must possess the sole skills, education, qualifications, etc. than anyone else would at the dept/university/public based on the JD; otherwise global posting is required.</p> <p>B. It can be "internal only" posting if more than two individuals at the dept/university would possess the sole skills, qualifications, education, etc. than anyone else would at the dept/university/public based on the JD; otherwise global posting is required.</p> <p>C. Temporary Employees are not internal candidates and are not eligible for promotions/ transfers.</p>	Hiring Manager
	2	<p>Abide by the Promotions and Transfers policy as written in the TWU Personnel Pay Plan: "An administrator may promote or transfer a qualified employee to a vacant position within his/her area of responsibility at any time as part of a restructure or reorganization. The qualified employee will have the most or sole possession of the needed position job skills and requirements. Otherwise, job posting requirements will apply. Whenever possible, but not required such change in work assignment is made with due consideration of the employee's performance."</p>	Hiring Manager
	3	<p>Internal candidates applying for promotions or transfers are required to complete the blue "Application for Promotion or Transfer" form, which can be obtained from the Office of Human Resources (HR).</p>	Internal Candidate
	4	<p>Complete a Personnel Vacancy Form (PVF) for the open or new position.</p>	Hiring Manager
	5	<p>Review the current job description and update as needed. If a current job description does not exist, contact the Manager of Compensation and Classification for instructions.</p>	Hiring Manager
	6	<p>Complete the back of the PVF (Section C: Applicant Summary form) including the name of the employee you wish to promote or transfer and the anticipated starting date.</p>	Hiring Manager
	7	<p>Applications and the accompanying forms should be checked for completeness and</p>	Hiring Manager or support employee

		signatures.	
	8	Obtain all necessary signatures before routing the PVF to HR.	Hiring Manager or support employee
	9	Route the following documents to the Office of Human Resources: PVF with approval signatures; completed Applicant Summary form; and completed blue application to the Office of Human Resources.	Hiring Manager or support employee
	10	In HR, the above documents will go to the Manager of Compensation & Classification to review the replacement or new position, and to review the salary and job description.	Manager of Compensation and Classification
	11	PVF then goes to the Manager of Recruitment & Selection for a Job Code number.	Manager of Compensation and Classification
	12	Copies of the completed PVF and job description will be sent to the Hiring Manager via intercampus mail.	Manager of Recruitment and Selection
	13	The Manager of Recruitment and Selection will contact the internal candidate and the official promotion/transfer offer will be extended.	Manager of Recruitment and Selection
	14	Once the internal candidate has accepted the promotion/transfer, HR will notify the Hiring Manager of the acceptance, and confirm the start date.	Manager of Recruitment and Selection
	15	NOTE: Refer to the <i>Pay Rate Adjustment upon Promotion and Reclassification</i> policy as written in the TWU Personnel Pay Plan. Contact the Manager of Compensation and Classification for clarification regarding pay adjustments. “When a classified staff member is promoted, or has his/her position reclassified based on increased responsibility or complexity of duties requiring a change in salary grade, the staff member will receive a minimum salary adjustment to the entry level of the new classification; or to a salary rate which is 3% above the staff member’s current salary; whichever is greater.”	Hiring Manager
	16	Initiate a Personnel Transaction Form, which will alert Payroll of the change(s).	Hiring Manager

