

33.99.04.W1/AA Promotion and Transfer
Approved August 23, 1999
Supplements System Regulation 33.99.04

1. PROMOTION

West Texas A&M University is governed by the Texas A&M University System's *System Policies and Regulations Manual (SPRM)*. The University has a rule on promotion and transfer that governs employees in local matters not detailed in the *SPRM* and references applicable *SPRM* policies and regulations.

- 1.1 The authority to recommend for promotion is vested in the same officials having the authority to recommend persons for employment as defined in System Policy 01.03. Promotions will comply with criteria as stated by the Equal Employment Opportunity guidelines.

- 1.2 Faculty promotions from one academic rank to another are based on merit. Merit is judged in terms of each faculty member's teaching effectiveness, scholarly activity/creative work and professional service. To be eligible for promotion, one should have a minimum of four years experience in rank. All candidates for promotion must be tenured or be on a probationary (tenure track) appointment. Eligibility for each rank is defined in WTAMU's *Faculty Handbook*.

Documentation of performance is mandatory through use of student evaluations of instruction form, alumni evaluations, peer reviews, annual performance reviews, and other appropriate documentation. Administrative and committee recommendations are determined from the operational definitions of merit as submitted by the faculty member as stated in the *Faculty Handbook*.

- 1.3 Nonfaculty employee promotions can be requested by the supervisor of the nonfaculty employee to the next administrative level. Appropriate documentation and justification must be included for the promotion. After three months of probationary status, nonfaculty employees are eligible for promotion within their department or within other departments. Exceptions to this three-month probationary period may be authorized by the president of the university.

2. TRANSFER

- 2.1 All nonfaculty employees are eligible for transfer after being employed in their present position for at least three months. Exceptions to this three-month probationary period may be authorized by the president of the university. For classified positions, a transfer is a lateral move to another position with the same classified salary range. For nonclassified positions, a transfer is a move to another position with the same title and/or duties of similar complexity and comparable level responsibilities.

2.2 Transfers of nonfaculty employees from one department to another department must be coordinated with the director of personnel and office of Equal Employment /Affirmative Action to ensure that all procedures are followed.

CONTACT FOR INTERPRETATION: Provost/Vice President for Academic Affairs