

Texas A&M AgriLife Extension Service Procedures

33.99.04.X0.01 | Promotion, Transfer, and Voluntary Moves

Revised: January 29, 2020

Next Scheduled Review: January 29, 2025



[Click Here for Revision History](#)

PROCEDURE SUMMARY

This procedure establishes guidelines for the promotion and transfer of Texas A&M AgriLife Extension Service (AgriLife Extension) employees into vacant positions.

This procedure is developed to ensure promotions, transfers, and voluntary moves are made on the basis of qualifications without regard to race, color, sex, religion, national origin, age, genetic information, veteran status, sexual orientation, or gender identity of the employee, and to comply with all applicable Texas A&M University System (System), state and federal policies, laws, and regulations.

PROCEDURES

1.0 PROMOTION

- A. If an employee is available for promotion within AgriLife Extension, a unit may select this employee to fill a vacant position without posting a notice of vacancy provided they:
 - 1. meet or exceed the qualifications of the position to which they are being promoted as documented in an approved position description in Workday;
 - 2. have satisfactory records of performance;
 - 3. have been employed in their present position for at least three months unless the Director or designee waives the requirement.

2.0 TRANSFER

- A. All non-faculty employees are eligible for transfer after they have been employed in their present position for at least three months.
- B. Exceptions to the three months prohibition may be authorized by the Director or designee.

3.0 VOLUNTARY MOVES

When an employee voluntarily moves to a position in a lower salary range or to a position with duties of lesser complexity and responsibility, the salary may remain the same or be reduced. The salary must fall within the appropriate salary range—if ranges exist—for the new position, be appropriate for the new duties, be consistent with internal equity, and fit within the department's budget.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Regulation 33.99.04, Promotion, Transfer, and Voluntary Moves](#)

CONTACT OFFICE

Questions concerning this procedure should be referred to AgriLife Human Resources at 979-845-2423.

REVISION HISTORY

Approved: September 29, 2011
Reviewed: September 10, 2014
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