PURPOSE

To define processes and guidelines which facilitate and encourage employees to learn and grow professionally by pursuing opportunities throughout the University of Miami system. This policy supports ongoing development discussions between employee and supervisor, internal mobility opportunities, and ensures equitable and non-discriminatory practices for all University staff.

This policy supersedes the following policies:

- Administrative/Professional: Transfer and Promotion, Policy No. B075, dated 02/01/2009
- Clerical/Nursing/Technical/Service: Transfer and Promotion, Policy No. B105, dated 05/01/2009
- Research: Interdepartmental Transfer, Policy No. B075, dated 05/01/2009

PHILOSOPHY

At the University of Miami, investing in the professional development of our people is a critical success factor in supporting our missions of teaching, research and service. We strive to recruit, retain and cultivate life-long learners who are equally committed to our missions. The ability of staff to express an interest in, and to pursue, internal opportunities on a lateral or promotional basis supports individual development, performance excellence, and the transfer of knowledge across the Institution. Actively supporting professional development leads to improvement of the University in a way that benefits our workforce, students, patients, and community at large.

DEFINITIONS

“Division” shall mean those organizational units under the authority of a Vice-President, Dean, or Director of University Centers recognized in the official table of organization.
“Employees” shall mean all regular full-time and part-time staff personnel. For purposes of this policy, employees classified as temporary, per diem and casual workers are excluded from the definition of “employees”.

“Hiring unit” shall mean the department or office within a division to which the employee has applied for a position.

“Hiring manager” shall mean the representative of the hiring unit responsible for making hiring decisions for the hiring unit.

“Non-exempt employees” shall mean those employees employed in positions that are covered by the provisions of the Fair Labor Standards Act.

“Exempt employees” shall mean those employees employed in positions that are exempt from overtime and timekeeping requirements of the Fair Labor Standards Act.

“Fair Labor Standards Act” refers to the federal statute governing employee wages and hours of work.

“Promotion” shall mean the advancement of an employee into a position classified in a higher pay band.

“Transfer” shall mean the transition of an employee into a position classified in the same pay band as the employee’s current position.

**POLICY**

It is the policy of the University to permit and encourage the professional growth and development of employees by establishing a process and other considerations for promotions and transfers, based upon employees’ interests, skills, talents, education, and work experience.

**PROCEDURE**

I. **ELIGIBILITY FOR TRANSFER OR PROMOTION**

To be eligible for a transfer or promotion, employees must meet the following criteria:

- The employee must have been employed in their current position for a minimum of twelve (12) months at the date of application for a position in another division; or employed in their current position for a minimum of six (6) months at the date of application for a position within the same division. Transfers and promotions within the same division may be approved by the appropriate Vice-President or Dean.

- The employee must not have been subject to any form of discipline during the prior twelve (12) month period.

- The employee’s last performance appraisal during the period in the current position reflects a minimum overall rating of “meet standards” or “performance expectations met.” In the event the employee’s performance has not been appraised or evaluated, the
employee’s current manager must complete an evaluation prior to the transfer of the employee, and review the performance evaluation with the prospective new supervisor.

Any deviation from the policy requires approval from the Assistant or Associate Vice President of Human Resources assigned to campus in question, including any requests to transfer or promote employees with a rating of “needs improvement”. The right of selection will remain with the Vice-President or Dean or designee over the division where the vacant position exists.

II. APPLICATION AND CONSIDERATION

A. TIMING ON APPLICATION

Announcements for all regular job openings shall be posted for a minimum of five (5) working days on the Human Resources’ Careers website. These announcements shall contain job title, department, brief job description, minimum qualifications, salary or pay grade and other pertinent information. Any eligible internal candidate who wishes to apply to a job opening and to receive consideration prior to any external candidates are encouraged to apply online through the Human Resources’ Career website within the first five (5) working days of the posting period.

B. INITIAL QUALIFICATIONS AND ELIGIBILITY SCREENING

Internal applicants will be screened by the Human Resources’ Talent Acquisition unit to ensure the applicant meets the minimum eligibility and qualification requirement of the position. Talent Acquisition will furnish the hiring department with the applications and resumes of all internal applicants who have applied within the first five (5) working days of the posting period, and who meet the eligibility requirements and minimum qualifications outlined in the position announcement. The transmittal of applications and resumes of internal candidates, as described above, shall be separate from the transmittal of any external candidates that applied for the position.

C. REVIEW AND SELECTION BY HIRING MANAGER

The hiring manager is encouraged to consider and interview qualified internal candidates prior to considering external candidates. Once the hiring manager has selected the qualified internal candidates for consideration, the hiring manager is responsible for arranging interviews for the candidates, and requesting the candidates’ personnel files from Human Resources for a review of their performance evaluations and any disciplinary records. Hiring managers are also required to notify the current supervisor of the interest in interviewing the candidate before scheduling an interview with the candidate in order to obtain feedback on the candidate’s performance.

Sample reference questions can be found here:

1. Internal Performance Reference Questionnaire (Exempt)
2. Internal Performance Reference Questionnaire (Nonexempt)
Employees must coordinate interview times with their current supervisor to ensure continuity of operations. Supervisors are responsible for supporting and encouraging employees in their pursuit of appropriate development opportunities within the University. Employees expressing an interest in internal career opportunities must have the opportunity to do so in an environment which is free from intimidation or retaliation. Interviews for internal positions are considered work time and will not require employees to take vacation or floating holidays in order to interview in another department.

The effective date of a transfer or promotion of non-exempt employees should be no less than 10 working days. The effective date for a transfer or promotion of exempt and research employees should be no less than one (1) month. The notice period excludes sick days, vacation or floating holidays. Deviation from the timeframes referenced above may be mutually agreed to by the hiring and current managers. All transfers or promotions of non-exempt staff will normally become effective at the beginning of a pay period.

The hiring department must submit a completed Interview Summary Form (ISF) to Talent Acquisition in order to initiate the transfer or promotion. Upon receipt of the ISF, Talent Acquisition will notify the current supervisor prior to an offer being extended to the internal candidate. Talent Acquisition shall also notify the other internal candidates of the final disposition once the selection process is completed.

D. TERMS AND CONDITIONS OF EMPLOYMENT

When an internal candidate is transferred or promoted from one department to another at the same campus, the individual retains all earned employee benefits, including sick leave, vacation time and floating holidays. Transfers between campuses will have floating holiday balances adjusted as appropriate. Non-exempt employees who have been transferred or promoted are subject to a 90 calendar day probationary period, while exempt employees are subject to a 180 calendar day probationary period.

Employees transferred or promoted are expected to complete all training required of their new position, and are expected to comply with all University policies, procedures, and directives applicable to their position. This includes compliance with the University of Miami HIPAA Security Policy and Procedures by employees transferred or promoted to positions departments within the University’s School of Medicine or in any position with responsibility of delivering medical care.

Employees transferred or promoted into their positions will be required to undergo a partial clearance process which may include changing the employee’s computer access, the return of any keys and other equipment issued, and making satisfactory arrangements with the supervisor concerning the transition and completion of work assignments.