



# KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

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**POLICY TITLE:**

**Promotion and Transfer Policy**

**VOLUME, SECTION & NUMBER:****ENTITIES AFFECTED:**

**Staff**

**ADMINISTRATIVE AUTHORITY:**

**Office of Human Resources**

**APPROVED BY:**

**Kentucky State University Board of Regents**

**EFFECTIVE DATE:**

**August 9, 2024**

**REVISED FROM:**

**2013 Human Resources Policy Manual**

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**POLICY STATEMENT:**

Kentucky State University (KSU) is committed to providing career development opportunities for its employees. In seeking to foster an open and supportive environment that will aid personal growth, KSU takes the position that individuals are responsible for the planning and management of their own careers.

This policy seeks to promote career advancement opportunities by offering the means for full- and part-time staff employees to transfer from their current positions to other positions within KSU for which they are qualified.

**PROCESS:****General Requirements**

Full- or part-time employees may apply for any posted positions for which they are qualified after successfully completing the 90-day introductory period and remaining in the same job for at least six (6) months.

## **Specific Procedures**

- The Office of Human Resources (HR) posts all full-time positions online, and employment opportunities can be found on HR's section of KSU's website.
- An employee who meets the minimum requirements of a posted position, who has completed his or her introductory period and served in his or her current role for at least six (6) months, and who is in good standing in his or her current role may apply for the posted position.
- An employee who wishes to apply for a position must follow the same process for external applicants, and he or she must therefore submit an updated resume and participate in any interviews.
- HR screens all internal applications to ensure that employees meet the minimum qualifications for the positions for which they've applied. All applicants who meet the minimum qualifications for a position are referred to the supervisor seeking to hire. Candidates who do not meet the minimum qualifications for a role are automatically disqualified.
- As stated in the Recruitment and Hiring Policy, HR-screened applications must be reviewed by a hiring committee. Hiring committees shall closely review the HR-screened applications of all internal candidates. However, KSU aims to hire the most qualified individuals for every role; therefore, hiring committees need not interview internal candidates if there are several external candidates with more relevant experience or greater credentials.
- An internal candidate who is not selected for a position may request a meeting with the hiring supervisor and/or HR to discuss the reasons why he or she was not selected and to receive feedback on what he or she needs to do to improve the chances of a promotion or transfer in the future. An internal candidate who requests such a meeting must do so with the understanding that the request or discussion will not change or influence the ultimate hiring decision.
- Any internal candidate who is selected for another position shall immediately notify his or her current supervisor. The employee's current supervisor and future supervisor are then expected to arrange a transition time that is reasonably convenient for both departments. If the supervisors do not reach an agreement on a reasonable transition date, the transition shall take place at the start of the eleventh (11th) business day from the date the employee first notified his or her current supervisor.

## **Introductory Period for Transfers**

An employee who applies for, and is selected to serve in, a new position at KSU must undergo a new 90-day introductory period. If at any time during the introductory period the employee does not perform satisfactorily, the following actions may be taken:

- The employee may return to his or her original position if it is vacant and if HR and the original position's supervisor approve of the return;
- The employee may apply for other open positions at KSU;

- The employee’s supervisor may extend the introductory period by up to ninety (90) days; or
- The employee may be terminated.

KSU is an at-will employer; therefore, KSU or the employee may terminate the employment relationship at any time, and for any non-discriminatory reason. Accordingly, it is important for employees seeking transfers or promotions to understand that KSU is not obligated to return any employee to his or her previous role if he or she is unable to satisfactorily perform the duties of the new role.

### **RELATED POLICIES:**

Introductory Period Policy

Recruitment and Hiring Policy

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