

PROMOTIONS AND TRANSFERS

Effective Date: April 22, 2002

Originating Office: Human Resources

Supersedes /Amends: B-12

Policy Number: HR-9

SCOPE

This policy applies to all employees of the University, unless specific provisions of a Collective Labour Agreement or Protocol apply.

DEFINITIONS

For the purpose of this policy, the following definitions apply:

“Appointment” refers to the assignment of a person to a specific position.

“Promotion” refers to the appointment of an employee to a position in which the salary scale maximum and level of responsibility are significantly higher than those in the employee’s former position.

“Transfer” refers to the appointment of an employee to a position in which the salary scale maximum and level of responsibility are essentially comparable to those in the employee’s former position.

“Vacant position” refers to an established position newly created or vacated by its incumbent by reason of resignation, retirement, internal transfer, discharge or death. Positions are not considered vacant for reasons of maternity leave, sick leave or other authorized leave; in some cases of long term disability leave, a position may be declared vacant.

POLICY

1. The University recognizes the importance of promoting competent and reliable personnel, of encouraging their mobility within the University and of responding to their career aspirations, in order to meet its operating objectives and maintain its growth.

PROMOTIONS AND TRANSFERS

Page 2 of 2

2. Candidates are selected according to the criteria defined in policy *Staffing - Permanent positions* ([HR-2](#)). Should two candidates be equally qualified, selection is based on years of service.
3. Decisions related to candidate selection and employment conditions are made by the Department Head concerned, in consultation with Human Resources, taking into account the provisions of policy *Compensation* ([HR-28](#)).
4. An employee promoted or transferred is subject to a trial period as specified in policy *Probation and Trial Periods* ([HR-7](#)).
5. Employees on probation or trial may only apply for a promotion or transfer with the written approval of their Department Head.