Policy 4.7
Transfers and Promotions

**Responsible Official:** VP for Human Resources

**Administering Division/Department:** Recruiting

**Effective Date:** March 29, 2007

**Last Revision:** April 09, 2015

**Policy Sections:**

I. Overview
II. Applicability
III. Policy Details
IV. Related Links
V. Contact Information
VI. Revision History

**Overview**

Emory is committed to the development of its employees and makes every effort to fill vacant positions with qualified Emory employees.

Promotions and transfers are based upon the employee's competitive qualifications including knowledge, education, training, skills and demonstrated ability.

**Applicability**

Employees in a regular full-time or regular part-time position must have completed at least 6 consecutive months of employment in the current department to be eligible for promotion or transfer to another department. In order to be considered for a transfer or promotion, an employee must have a rating of at least “meets expectations” on their most recent performance evaluation. Disciplinary actions, i.e., written warnings, may render an employee ineligible for a transfer at Emory University or Emory Healthcare until long lasting improvement is demonstrated for at least 6 months. The Employee Relations Directors will review each situation on a case-by-case basis.

**Policy Details**

**TRANSFERS AND PROMOTIONS PROCEDURE**

All transfer and promotional opportunities are listed on Emory's Career Website at http://emory.hr.emory.edu/careers.nsf. Employees who meet the 6 month requirement above may express interest in a transfer or promotion based on the method by which the position is posted. For positions posted using Open Recruitment, an **employee should apply on-line through PeopleSoft Employee Self-Service.** An attached resume is highly recommended. For positions posted using Search, the employee should follow the specific requirements and instructions included in the job posting.

**AUTHORITY WAIVER**

The Associate VP, Human Resources or designee, or the Emory Healthcare Director of Human Resources shall have
the authority to waive the 6-month requirement where circumstances indicate that an exception would serve Emory’s best interests.

**WAIVER OF POSTING**
Managers desiring to promote an employee should refer to Section IV, Part A, Employment (Recruitment), Administrative Decision.

**Related Links**
- Current Version of This Policy: [http://policies.emory.edu/4.7](http://policies.emory.edu/4.7)
- [http://emory.hr.emory.edu/careers.nsf](http://emory.hr.emory.edu/careers.nsf)

**Contact Information**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate VP, Human Resources</td>
<td>Del King</td>
<td>404-727-7567</td>
<td><a href="mailto:del.king@emory.edu">del.king@emory.edu</a></td>
</tr>
</tbody>
</table>

**Revision History**

- Version Published on: Jul 11, 2014
- Version Published on: Jul 11, 2014
- Version Published on: Oct 05, 2011
- Version Published on: Jun 06, 2007 *(Original Publication)*

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*