

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

Appointment, Promotion, or Transfer of Faculty	3-011 FISCAL SERVICES July 2009
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POLICY

- 1.01 All appointments to faculty positions shall be made on the basis of qualification, merit, and professional capability as prescribed in the Nondiscrimination, Equal Opportunity and Affirmative Action Policy, 3-008.
- 1.02 Any vacancy that results from creating a new faculty position (or is caused by replacing an existing faculty position) will be posted and advertised through established employment procedures (see Employment Policy & Hiring Procedures, 3-006). Any vacancy that offers the possibility of a promotional opportunity or a unit transfer for faculty will, as a minimum requirement, be posted on campus and may be advertised through established employment procedures.
- 1.03 The President, or designee, reserves the right to change the appointment length (i.e. 8-month, 12-month) on a vacant Faculty position.
- 1.04 Promotions and transfers are not a matter of personal right, but rather are made for the benefit of Oklahoma State University Institute of Technology and the employee. With appropriate administrative approval, some transfers may occur due to budgetary considerations.

PROCEDURES

- 2.01 Current faculty members who wish to take advantage of a promotion or transfer opportunity should first visit with their division chair. They should send a letter of intent along with a current copy of their resume to the Human Resources Office in response to the position posting.

Approved: August 1996
Revised: October 2005
Revised: July 2009