

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

**Appointment, Promotion, or Transfer of
Administrative & Professional Staff**

**3-019
FISCAL SERVICES
July 2009**

POLICY

- 1.01 All appointments to Administrative or Professional (A & P) 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 the creation of a new Administrative or Professional position (or is caused by the replacement of an existing A & P position) will be posted and advertised through established employment procedures (see Employment Policy & Hiring Procedures, 3-006). Any A & P vacancy that offers the possibility of a promotional opportunity or a unit transfer will, as a minimum requirement, be posted on campus, and may be advertised through established employment procedures.
- 1.03 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 employees who wish to take advantage of a promotional or transfer opportunity should first visit with their immediate supervisor. 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