

<b>Policy title</b> Internal Promotion/Mobility	<b>Category</b> Human Resources
<b>Owner</b> Human Resources	<b>Approved by</b> Board of Governors

## Policy statement

University employees are encouraged to apply for any positions in which they are interested and for which they are qualified.

All job vacancies shall be advertised internally using the following methods.

- A list of the open positions will be posted to the University's "Employment Opportunities" web page .
- The job description will be incorporated in the job posting on the University's web page.

All internal applicants applying for another position are expected to notify their immediate supervisor that they are going to make application for a vacancy.

- An employee's indication of interest in an opening will not adversely affect the current work evaluation of the employee.

When a job change occurs internally, the normal notice to supervisors regarding termination of the existing assignment is two weeks for employees --.

- Transfer dates may be arranged for a time mutually agreeable to the two departments.

Questions about this policy and implementation procedures should be referred to the Human Resources Office.