



Policy: Promotion and Transfer

Policy Statement

CITATION REFERENCE

Official Title: Promotion and Transfer Policy

Abbreviated Title: Promotion Policy

Volume: CCGA Policies

Responsible Office: Human Resources Department

Originally issued: June 1, 2010

Effective Date: June 1, 2010

Revised: January 25, 2013

A promotion is the shift of an employee from one job title or position to another having more responsible duties or involving more skill and generally associated with a higher minimum rate of pay. To be promoted, the employee must meet the minimum job qualifications or minimum hiring standards required by the new job title or position. An employee affected by a promotion may be subject to a background check.

Further, the College of Coastal Georgia supports an environment that values the pursuit of career mobility and encourages employees who express an interest, and have the abilities, to pursue appropriate vacancies to foster their career development. Toward that end, employees' efforts to transfer from one position to another will be supported. Two (2) types of transfers exist - internal and external - with specific provisions applicable to each. All classified employees serve in a provisional status for the first six (6) months of their employment at the College. Upon an external transfer - a move between University System institutions - an employee is subject to a provisional period in their new position.

Reason for Policy

This policy ensures the College's definition of promotion is consistent with that used by other institutions within the University System of Georgia, and that all Board of Regent mandates on the topic are adhered to fully.

Additionally, this policy ensures the College's transfer guidelines are consistent with Board of Regent mandates regarding the transfer of employees internal to the College, as well as from one University System institution to another, including the University System office. The policy also ensures consistency, as necessary, for meeting applicable reporting requirements while also affording the appropriate level of flexibility needed at the College.

Entities Affected By This Policy

All employees at the College are covered by this policy.

Who Should Read This Policy

All employees at the College should be familiar with this policy.

Contacts

Contact	Phone	E-Mail
Director of Human Resources	(912) 279-5740	hr@ccga.edu

Website Address for This Policy

<http://www.ccgga.edu/uploaded/Policy/files/PromotionandTransferPolicy.pdf>

Related Documents/Resources

- BOR Policy Manual - [Promotion Policy \(Faculty\)](#)
- Human Resources Administrative Manual - [Promotion Policy](#)
- Human Resources Administrative Manual - [Transfer Policy](#)
- [The College of Coastal Georgia Faculty Handbook](#)

Definitions

These definitions apply to these terms as they are used in this policy:

- **Break in Service:** A gap in employment that exceeds thirty (30) calendar days.
- **Minimum Hiring Standard:** The minimum threshold of education and experience required to perform a given job.
- **Promotion:** A shift of an employee from one job title or position to another having more responsible duties or involving more skills and generally associated with a higher minimum rate of pay.
- **Reclassification:** A change in a position that results in the position being assigned to a different classification. For the purposes of this policy, a reclassification that results in the position being assigned to a classification level that is assigned to a higher pay grade or range than the former position is considered a promotion.

- **Reorganization:** Organizational changes within a Department that result in a position assuming additional responsibilities such that the position is reclassified to a higher level or leads to the movement of an employee to a higher level position in accordance with the reorganization plan.

Overview

Employees at the College are encouraged to apply for any position for which they are qualified.

Any employee who desires to apply for consideration for an open position should submit his or her request for application to the Office of Human Resources, in accordance with the position announcement. Any employee who requests consideration for an open position will not be required to obtain approval from his or her present supervisor prior to contacting the Office of Human Resources or applying for the position.

However, any component of the College considering an on-campus employee for a position has the right to contact the employee's present supervisor to obtain a work reference without first securing the permission of the employee. For reasons of courtesy and communication, the employee may wish to discuss the promotion/transfer application with their supervisor at the time the application is submitted to the Office of Human Resources.

I. Promotions

"Promotions" may come in the form of reclassification, reorganization or through competitive recruitment. The following guidelines shall be followed for promotions at the College:

- a. Merit-Based. Salary advancement and promotions will be based on merit. To be promoted, the employee must meet the qualifications required by the new position.
- b. Time Limits. A new employee in a regular position is not eligible for promotion (except within their own Department) during the initial 180 days of employment. Promoted employees must remain in a regular position for 180 days before becoming eligible to apply for another promotion, except within their own Department. An employee who has been employed in a regular position for 180 consecutive days or more does not serve a new probationary period when they are promoted.
- c. Staff Promotions. Any staff member that is promoted may, subject to available funds, be eligible for an increase in pay in accordance with the College's Staff Salary Administration Program.
- d. Faculty Promotions. The following requirements will be adhere to in the promotion of faculty members at the College.

- *Criteria.* For faculty, the College will utilize promotion criteria and procedures that emphasize excellence in teaching. Accordingly, for consideration for promotion to assistant professor, associate professor or professor, the faculty member must have:
 - Completed a minimum of three years of full-time employment in rank at the College of Coastal Georgia prior to the promotion application deadline;
 - Satisfied the minimum guidelines for appointment to the respective rank as shown below; and
 - Met the minimum criteria as outlined in the Board of Regents Policy Manual. In particular, these are: (a) superior teaching; (b) outstanding professional service to the institution and/or the community; (c) outstanding research, scholarship, creative activity or academic achievement; (d) professional growth and development; and (e) length of service at the institution. Noteworthy achievement in all areas is not mandatory but is expected in at least two of the first four.

Minimum criteria for the various academic ranks are found in Appendix A, below. These criteria are used for promotion and for initial determination of rank upon employment. For promotion purposes, any required experience must be completed prior to the promotion application deadline. In all cases, it is required that the degree be from an accredited institution of higher education and be related to the teaching field.

The guidelines contained in Appendix A will also be used in determining the rank of newly appointed faculty. Although those conditions are necessary for a faculty member to be considered for promotion, they do not assure that a promotion in academic rank will be forthcoming in the initial or subsequent years of eligibility. In particular, a history of performance and or lack of scholarly activities will delay or prevent promotion.

- *Promotion Process.* Each year, early in the fall semester, the Office of Academic Affairs (OAA) will circulate a list indicating those faculty members who are eligible to apply for promotion and/or tenure. When a faculty member on the list wishes to be considered for promotion in rank, he or she must submit an application. The “Application for Promotion Portfolio” will include the following items:
 - A cover letter applying for promotion;

- A current curriculum vita;
- A dossier written by the faculty member regarding his or her role in the operation of the College of Coastal Georgia that addresses each of the evaluation criteria listed in Section I.F of The Faculty Handbook, and which cites specific documented examples of the accomplishments and achievements in the areas of teaching, service to the institution, and professional development that have contributed to the fulfillment of that role;
- A summary of accomplishments since the last promotion or since employment at the College of Coastal Georgia, as appropriate;
- Summaries of student evaluations since the last promotion or employment; and
- Copies of annual evaluations by supervisors since hiring or last promotion.

The above supporting documents must be clearly relevant to the criteria for teaching, service, and professional growth and development. The promotion application portfolio must be submitted to the Department/School Office no later than the date specified in the annual promotion/tenure calendar issued from the OAA.

The Department Chair/Dean, who must ascertain the reaction of the candidate's colleagues, makes the initial recommendation. Each department/school must have on file with the Vice President for Academic Affairs (VPAA), a plan for ascertaining departmental/school reaction to promotion and tenure application, pre-tenure reviews, and post-tenure reviews.

The application is then sent to the College Promotion and Tenure (P&T) Committee. The P&T Committee is appointed annually by the President

and serves in an advisory capacity to the VPAA and the President. At least one member of the Committee should be from the same or a discipline closely related to that of the applicant.

Each recommendation should be a clear and concise summary of the merits (or lack thereof) reflected in the submitted materials. The VPAA will make a recommendation to the President, who has the final authority to approve or decline the promotion and so inform the Board of Regents. The President will notify the faculty member of the final action taken on the application for promotion. A copy of this action will be placed in the faculty member's

personnel file. Promotion does not take effect until the start of the next fiscal or academic year contract.

- *Appeal Procedures.* If promotion is not recommended by the VPAA, the faculty member has the right to appeal this decision to the President of the College. The appeal must be submitted to the President within five (5) days of the faculty member's notification by the VPAA of promotion denial. There is no appeal of the President's final decision on promotion.

II. Transfers

The College supports an environment that values the pursuit of career mobility and encourages employees who express an interest, and have the abilities, to pursue appropriate vacancies to foster their career development. Toward that end, employees' efforts to transfer from one position to another will be supported. An employee may apply for a posted position in another department or at another USG institution or the University System office or be identified for transfer when appropriate. The College shall have the discretion to transfer an employee when deemed appropriate.

- a. Types of Transfers. For the purposes of this policy, there shall be two types of transfers as follows:

- *Internal Transfer.* An "internal transfer" occurs when a College employee is shifted from one position to another of the same classification or to one with comparable skills and in the same general pay range at the College.
 - In such circumstances, the employee shall continue all benefits uninterrupted and will not restart the provisional period. Instead, benefits, including annual and sick leave already accrued by the employee, will carry forward after the transfer.
 - Annual leave taken by the employee will be charged to the Department of record at the salary rate in effect at the time the leave begins, regardless of when it was earned.
 - Internal transfers must be based on mutual agreements between Departments.
- *External Transfer.* An "external transfer" occurs when a College employee moves from a position at one institution within the University System of Georgia to a position at another institution or to or from the University System Office. Since institutional compensation practices may differ due to market conditions,

the transfer may be to a position at a different pay range, but the provisions of this transfer policy shall apply.

In the event of an external transfer, accumulated sick leave, retirement benefits and service continuity will be transferred if the break in service does not exceed thirty (30) calendar days. When the external transfer occurs with no break in service, an employee must transfer accrued vacation leave of between one (1) and twenty (20) days. For employees with accrued vacation leave of greater than twenty (20) days, the employee may elect one of the following options:

- Transfer of the total accrued vacation balance, not to exceed forty-five (45) days.
- Payment by the institution from which the employee is moving of accrued vacation leave greater than twenty (20) days. The total accrued vacation leave for which the employee may be paid shall not exceed twenty-five (25) days.
- The transferring employee will restart the provisional period at the new location effective on the first day of employment and serve his/her first six (6) months in a provisional status, subject to all terms and conditions of the provisional period policy.

When an employee terminates from one institution and is then hired by another System institution, this shall not constitute an external transfer. If the termination and subsequent hiring occurs with less than thirty (30) days between the actions, the Director of Human Resources of new employer may choose to treat such an action as an external transfer under this policy at his/her sole discretion.

- b. Time Limits. A new employee in a regular position is not eligible for transfer (except within their own Department) during the initial 180 days of employment. Transferred employees must remain in a regular position for 180 days before becoming eligible to apply for another transfer, except within their own Department. An employee who has been employed in a regular position for 180 consecutive days or more does not serve a new probationary period when they are transferred.
- c. Notification of Benefits. When an employee moves from a position at the College to a position at another institution of the University System of Georgia or to or from the University System Office (an “external transfer”), the Office of Human Resources shall ensure the receiving institution is notified, in writing, of the benefits held by the

transferring employee as of the last day of employment at the College, as well as leave balances eligible for transfer.

- d. Request for Transfer Based on Disabling Condition. Any College employee may request a transfer at any time based upon a need for reasonable accommodation of a disabling conditions. These requests should be submitted, in writing, to the Director of Human Resources, who is also the College's Affirmative Action Officer.
- e. Best Interest of the College. As noted previously, and notwithstanding any other provision of this policy, any employee may be reassigned or transferred to a different position or a different location if it is deemed by the President to be in the best interests of the College.

Responsibilities

The responsibilities each party has in connection with the policy on promotions and transfers are:

Party	Responsibility
Office of Human Resources	Ensure compliance with this policy.

Forms

None

Appendices

Minimum Criteria for Academic Ranks

Appendix A: Minimum Criteria for Academic Ranks

Position	Academic Subject Area		
Clinical Faculty	Bachelor's Degree		
Assistant Professor	1. Doctorate; OR	2. Master's Degree, with thirty (30) semester hours of planning program in subject field beyond the Master's degree and three (3) years successful, full-time, relevant teaching experience; OR	3. Master's degree, with five (5) years successful, full-time, relevant teaching experience.
Associate Professor	1. Earned Doctorate or terminal degree appropriate to field/discipline, and six (6) years of successful, full-time, relevant teaching experience (five of which must be at the assistant professor level or equivalent); OR	2. A Master's degree and some clearly demonstrable expertise, as well as thirty (30) semester hours of a planned program in the subject/field beyond the Master's degree and eight (8) years successful, full-time relevant teaching experience (five of which must be at the assistant professor level or equivalent); OR	3. A Master's degree and some clearly demonstrable special expertise, as well as ten (10) years successful, full-time, relevant teaching experience (five of which must be at the assistant professor level or equivalent).
Professor	Earned Doctorate or terminal degree, with exceptions made only if the lack of degree is balanced by some clearly demonstrable special distinctions deemed equivalent to the degree, as well as ten (10) years successful, full-time, relevant teaching experience (five of which must be at the associate professor level or equivalent).		