

E-2h(2)      PROCEDURE Transfers

Vacant positions will be announced simultaneously as an Internal and External advertisement. The President, or the President's designee, may delay, suspend, terminate, or otherwise modify the search after review with the Vice President for Human Resources.

The process for transfer considerations may be initiated by the employee, the employee's supervisor, or the College administration, but in no event will an employee be transferred without the employee being consulted before a decision is made. As a professional courtesy, the staff member requesting the transfer should inform their immediate supervisor.

A transfer request from an individual staff member, supervisor, or College administration will be directed to the President on the appropriate College form (P-11), and must be filed by the closing date of the posting. Requests for transfer will be given full consideration but are not granted automatically.

Transfers will be filled using the administrative guidelines for filling positions. The administrative guidelines provide that the procedures for filling transfers parallel the procedures for a vacancy search. In general, this includes:

- Filling out an application and reference forms.
- The use of an interview team and interview questions.
- Conducting an interview and second interviews.

A probationary period as described in E-2c applies to personnel who have been transferred from one employee classification to a new classification.

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