



UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-HUM-30 Major Revision1 Minor Revision1

Title: Transfers and Promotions

Description: Transferring within the university to serve in a different capacity.

Category: Human Resources

Applies to: staff, faculty

Contact: [Human Resources](#)

Purpose: Policy regarding transfers and promotions.

Policy Statement: The University of Central Oklahoma encourages employees to assume higher-level positions or lateral transfers for which they qualify. The University has an on-line job posting program (<https://jobs.uco.edu>) that offers employees the opportunity to apply for open positions within the University.

Generally, employees should have good performance, attendance, and punctuality records when applying for a change in position. An employee requesting consideration of a transfer/promotion to an open position will be considered for the position along with all other applicants.

Glossary of Terms:

Legal Citation:

Campus [UCO Online Application Website](#)

Links:

FAQs:

**Formerly
known as:**

Approved on: 05/31/2011

Effective date: 05/31/2011

Keyword(s): transfer, promotion

**Last review
date:** 07/28/2011

Date posted: 06/28/2011

Modified By:

Date 07/28/2011

Modified: