

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Recruitment and Employment	Section: I
	Subject: G
SUBJECT: Promotion/Reassignment	Effective: 06/05/09
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THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

PROMOTION/REASSIGNMENT

South Carolina State University is committed to the concept of career development. Many vacancies which occur within the University can be filled by qualified and experienced personnel already employed by the University. Promotions or reassignments which result in better use of employees' skills and experiences, and are mutually beneficial to both the University and the employee are encouraged. It is fundamental for good employee relations that qualified employees with a good service record who are interested in a promotion or reassignment be given priority consideration whenever possible. Based on this belief the following procedures are adopted:

- A. The employee should check the University's website under [Employment Opportunities](#) for promotional or reassignment opportunities in which he or she might have an interest. If an employee does not have Internet access, he or she may use the public personal computers in the Office of Human Resource Management to view advertised positions.
- B. If the employee meets the minimum state and University qualifications for the position, he or she should complete an online application for the position. The employee should inform his or her current supervisor that he or she is applying for another position at the University.
- C. If the employee is offered the promotion or reassignment, at least a two weeks resignation notice should be given to the current employer so that a replacement might be recruited and trained. In certain key positions, additional advance notice beyond this period of time may be expected.

Planning the work program and organizing the work force to accomplish objectives within available resources are management responsibilities. No reassignment will be effected until the President (or Vice Presidents within their divisions), and the Office of Human Resource Management have determined that it is in the best interest of South Carolina State University. Final approval must be obtained prior to the actual reassignment of an employee.

Reassignment of an employee to a different position can be effected when, in the sole discretion of the President (or Vice Presidents within their divisions), circumstances exist which indicate that a reassignment is in the best interest of the University. All such reassignments must be discussed with the Office of Human Resource Management.