STANDARD ADMINISTRATIVE PROCEDURE

31.01.01.M0.03 Non-Faculty Job Changes

Approved October 1, 2025
Next scheduled review: October 1, 2030

Standard Administrative Procedure Statement

This standard administrative procedure (SAP) is set forth to provide guidance on job changes for all non-faculty employees of Texas A&M University, including all associated regional and branch campuses (i.e., Texas A&M University at Galveston and Texas A&M University at Qatar), and Texas A&M University Health Science Center. All will be referred to as TAMU for the purposes of this SAP.

Job changes include promotions, transfers, and voluntary moves that occur within TAMU. Job changes to TAMU from another system member must follow TAMU recruitment guidelines.

The following units are identified as the responsible parties for guidance on job changes: The Division of Human Resources and Organizational Effectiveness (HROE) is responsible for staff, student, and temporary/casual positions; University Faculty Affairs is responsible for faculty positions; and the Graduate and Professional School is responsible for graduate assistant positions.

Definitions

Non-Faculty - any position that is categorized as staff or wage (includes temporary/casual and student positions).

Position - refers to the assigned position identification number (PIN).

Promotion - a change from one job profile to another job profile requiring higher qualifications, a higher rate of pay, and a title change.

Transfer - a change from one position to another, both of which are assigned the same pay grade, title, or organizational level.

Voluntary Move – a change when an employee requests, in writing, to move to a position or job profile with duties of lesser complexity and responsibility or that is in a lower pay grade.

Procedures and Responsibilities

1. GENERAL

1.1 Job changes include promotions, transfers, and voluntary moves that occur within TAMU. Job changes to TAMU from another system member must follow TAMU recruitment guidelines. For information on the TAMU recruitment guidelines see the Managers & Hiring section at https://employees.tamu.edu.

1.2 Promotions, transfers, and voluntary moves are methods for filling vacant positions with qualified internal candidates without posting a job.

1.2.1 An employee who applies through a job posting that would meet the definition of promotion, transfer, or voluntary move will complete the job change through the recruitment process.

1.3 To qualify for a promotion, transfer, or voluntary move, the employee must meet the minimum qualifications of the new position.

1.4 Once eligible, the earliest effective date of the job change will be on the first day of the next available pay period after final written approval is obtained as outlined in section 3 below. In situations where an alternative effective date is needed for a business reason, see University SAP *31.01.01.M0.01, Employee Compensation Administration*.

1.5 As outlined in University SAP *31.01.01.M0.01, Employee Compensation Administration*, departments will not pay below the University minimum pay standards.

1.6 No pay increase may be retroactive, in accordance with Article III, Section 53 of the Texas Constitution which prohibits the payment of retroactive increases to State employees. Retroactive pay refers to compensation for work that has already been performed but was not approved and paid at the appropriate time. Such actions without proper documentation are prohibited under the Texas Constitution, Article III, Section 53.

1.7 Refer to University SAP *31.01.01.M0.01, Employee Compensation Administration*, for additional compensation information.

2. CRITERIA

2.1 Eligibility requirements for a job change are:

2.1.1 The employee must have worked in the current position for at least three months. Exceptions may be authorized by the President or

designee.

2.1.2 For promotions, the following criteria must also be met:

2.1.2.1 The employee must have no active disciplinary actions as documented in a Personnel Corrective Action form (PCA) on file with appropriate HROE Hub.

2.1.2.2 The employee's most recent performance evaluation was completed within the previous twelve (12) months of the effective date of the job change and has an overall performance rating of "meets expectations" or higher. See University SAP *33.99.03.M0.01, Performance Evaluations for Non-faculty Employees* for additional information.

3. APPROVAL

3.1 To request a job change, a supervisor will consult with their appropriate HROE Hub, that will evaluate the request and provide assistance in completing the following documentation:

3.1.1 Request for Promotion or Transfer (Not Through Requisitions) Staff and Temporary/Casual Positions Only – CCF03 form, and

3.1.2 An updated position description (if applicable), and

3.1.3 An updated organizational chart (if applicable) through their college/school/division approval process.

3.2 Job changes that result in a change in college/school/division will require the approval of both college/school/division's Dean/Vice President. These approvals cannot be delegated in this situation.

3.3 In situations that result in a reduction in base pay/rate, HROE Employee Relations and Dean/Vice President approval is required.

3.4 When adjusting an employee's base pay/rate for a promotion, HROE recommends a percentage increase of eight percent (8%) to ten percent (10%) of the employee's current base pay/rate or the TAMU minimum starting rate for the new job profile, whichever is greater.

3.5 For job profiles or groups that have adopted a TAMU market rate strategy:

3.5.1 Departments will not pay below the adopted TAMU minimum rate for the associated job profile.

3.5.2 Department Heads have the authority to approve up to whichever is greater of the following:

3.5.2.1 Ten percent (10%) increase of the employee's current base pay/rate, or

3.5.2.2 The negotiated maximum rate of the associated job profile, or

3.5.2.3 The midpoint of the pay grade for the associated job profile.

3.5.3 Increase requests exceeding the approval authority of the Department Head will require Dean/Vice President or designee approval and should not exceed the maximum of the job profile's assigned pay grade.

3.5.4 Requests that exceed the job profile's pay grade will require approval of the Dean/Vice President or designee and, through HROE Classification and Compensation, the President or designee.

3.5.5 Increase requests for employees reporting directly to the Dean/Vice President which exceed approval authority in 3.5.2 will require approval by the Dean/Vice President's higher authority.

3.6 For job profiles or groups that have not adopted a TAMU market rate strategy, refer to the System-wide Pay Plan (SWPP) assigned pay grade for each job profile.

3.6.1 Department Heads have the authority to approve up to whichever is greater of the following:

3.6.1.1 Ten percent (10%) increase of the employee's current base pay/rate, or

3.6.1.2 The midpoint of the pay grade for the associated job profile.

3.6.2 Increase requests exceeding the approval authority of the Department Head will require Dean/Vice President or designee approval and should not exceed the maximum of the job profile's assigned pay grade.

3.6.3 Requests that exceed the job profile's pay grade will require approval of the Dean/Vice President or designee and, through HROE Classification and Compensation, the President or designee.

3.6.4 Increase requests for employees reporting directly to the Dean/Vice President which exceed approval authority in 3.6.1, will require approval by the Dean/Vice President's higher authority.

Related Statutes, Policies, or Requirements

Texas Constitution, *Art. III, § 53*

System Regulation *31.01.01, Compensation Administration*

System Regulation *33.99.04, Promotions, Transfers and Voluntary Moves*

University SAP *31.01.01.M0.01, Employee Compensation Administration*

University SAP *33.99.03.M0.01, Performance Evaluations for Non-faculty Employees*

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