



Section

Human Resources

Section

Internal Promotion/Transfer Reassignment

Arkansas Tech is committed to taking affirmative action to ensure equal opportunity to all applicants, in general, the University is committed to posting and advertising all vacant faculty and staff positions. Current employees may be promoted, transferred or reassigned to a position **University-wide without a search effective immediately through June 30, 2024**, as specified below under the following conditions:

- 1) Positions that hold responsibilities of the Executive level, Administrative Directors, Deans, Associate Deans, Division Directors, Associate or Assistant Vice Presidents, and other senior level positions will be required to be competitively advertised and vetted.
- 2) The employee must meet the minimum qualifications for the position;
- 3) The department head or appropriate official must provide the appropriate written justification regarding the selection of the employee in question.
- 4) The department head must certify that the best interest of the department will be served by the employee in question;
- 5) The appropriate vice president, in consultation with Human Resource Director, must certify that the best interest of the academic unit or division and the University will be served by the change in question.

If a request includes no salary changes, then a memo may be completed and submitted to Human Resources for review. If a request includes a change in title (job or working title), change in duties, and a salary adjustment, then the request must go to the Personnel Review Committee for review and then to the President for final approval.

This policy is subject to review at the end of this temporary period ending June 30, 2024.