

New York University

UNIVERSITY POLICIES

Title: Promotions and Transfers Policy – New York
Effective Date: April 8, 2021
Supersedes: December 11, 2018
Issuing Authority: Executive Vice President
Responsible Officer: Human Resources

Statement of Policy

This Policy addresses the process of applying for, and approving, transfers and promotions to covered positions within New York University-New York (the “University”).

To Whom the Policy Applies

This Policy applies to the transfer and promotion of employees within the University to any of the following positions: Administrators and Professionals, and positions covered under collective bargaining agreements between the University and Local 1, 30, 153, 810, and 3882 (hereinafter, “covered positions”). *Note:* The University’s Compensation Policy for Administrators and Staff addresses career progressions for Administrators, and also should be followed where applicable.

For positions covered by a collective bargaining agreement (“CBA”), please also refer to the applicable CBA for any provisions on promotion and transfer. Nothing set forth in this Policy shall be construed to impede, infringe, or diminish the rights and benefits afforded under a CBA.

Faculty and Professional Research Staff positions are not covered under this Policy. Please consult with the appropriate chairperson or dean and/or refer to the faculty handbook for any applicable policies.

Policy and Procedures

Eligibility

Subject to the conditions below, an employee may seek a transfer or promotion to a covered position, as available. The employee can check job postings to find job openings around the University. For more information, please visit NYU Career Opportunities on the Work Tab on NYU Home.

Eligibility for promotions and transfers differs depending on whether the employee seeks to move to a covered position within the same school or unit, or to another school or unit of the University.

- **Promotion or transfer to a covered position within an employee’s school or unit.**

An employee is eligible to apply at any time for a promotion or transfer to a covered position within their school or unit.

- **Promotion or transfer to a covered position with another school or unit.**

After completing one (1) year of service in their present job, an employee is eligible to apply for a promotion or transfer to a covered position in another school or unit. If and when the employee is transferred or promoted to another school or unit, they will be eligible to apply for a transfer or promotion to a covered position in another school or unit after completing one (1) year of service in the new position.

Transfer and Promotion Process

If the employee seeks a transfer/promotion to a covered position and meets the eligibility requirements set forth above, the transfer and promotion process works in the following way:

- **Interview**

The hiring department, HR Officer/HR Business Partner, or Talent Manager schedule interviews with selected candidates. With regard to employees covered under a CBA, please refer to the applicable CBA for any interviewing requirements (*see, e.g., CBA with Local 3882*).

If, following the interview(s), the hiring department and employee choose to move forward with the hiring process, the hiring department shall adhere to the next steps below in the order of the following:

- **Compensation**

The HR Officer/HR Business Partner for the hiring unit shall consult with the Office of Global Compensation and obtain the appropriate approvals before proceeding with the process.

- **References**

The employee must inform their current supervisor that they are a candidate for transfer/promotion and authorize their prospective supervisor and/or the broader hiring department to check references with the current supervisor. As applicable, the HR Officer/HR Business Partner for the hiring unit also may contact the employee's current HR Officer/HR Business Partner for a reference.

As a matter of University policy, an employee's expression of interest in a transfer or promotional opportunity within the University shall not adversely affect the status of their current employment.

- **Pre-Offer**

Except as noted below, after the hiring department has determined the finalist for a covered position, it must seek approval from the hiring unit HR Officer/HR Business Partner (and,

if required, from the hiring unit Finance Officer (“FO”), and the hiring unit HR Officer/HR Business Partner must notify the HR Officer/HR Business Partner in the school/unit where the candidate currently works before an offer is extended to the candidate. Note: In cases where a hiring department has determined that an HR Officer/HR Business Partner or FO within their school or unit is a finalist for a covered position within their school or unit, the hiring department must seek approval directly from University Human Resources, including the AVP of Office of Global Compensation. HR Officers/HR Business Partners or FOs may not be involved in the approval process of their own transfer or promotion.

- **Offer/Appointment**

The candidate offered a position will receive an offer/appointment letter setting forth the terms and conditions of their appointment, including the start date for the position, compensation and benefits, any required and recommended training, and any contingencies upon which the offer is based.

Once the candidate has accepted the offer and the onboarding process is satisfactorily completed, the hiring unit should notify all other applicants that the position has been filled.

Notice

Before an Administrator/Professional can be transferred or promoted to a covered position, they must provide four (4) weeks’ notice. Before any other University employee can be transferred or promoted to a covered position, they must provide two (2) weeks’ notice. The employee’s current and prospective supervisors may jointly agree to a longer or shorter notice period.

Benefits

An employee transferred or promoted to a covered position retains their original date of hire for purposes of benefits.