

**Applies to:** Regular staff with the exception of those represented by a bargaining unit

### I. Policy

The University may reassign staff members by transferring them from one position to another in the same or another classification. Transfer will be made without regard to the non-relevant factors of race, creed, color, national origin, ancestry, age, or sex except where sex or age are bona-fide occupational requirements.

### II. Regulations and Definitions

#### A. Promotion

A promotion is movement to a position in another classification at a greater level or responsibility.

1. A promotional transfer will normally be accompanied by an increase in compensation.
2. Vacancies will not normally be filled from outside the University until a reasonable effort has been made to consider qualified University staff members.
3. The transfer date normally should not be later than four (4) weeks from the date of acceptance by a staff member.
4. A promotion may be initiated by the University or as the result of consideration of a request by a staff member.

#### B. Lateral

A lateral transfer is movement to a position in the same classification or to a position in another classification at a similar level of responsibility.

1. A lateral transfer may be initiated by the University or as the result of a request by a staff member.
2. A change in salary will not normally accompany a lateral transfer.
3. The transfer date normally should not be later than four (4) weeks from the date of acceptance by the employing unit.

#### C. Demotional

A demotional transfer is movement to a position in another classification at a lesser level of responsibility.

1. A demotion may be initiated by the University or as the result of consideration of a request by a staff member, when factors beyond the control of the staff member or supervisor prevent the staff member from effectively performing in his current position.
2. A demotion may not be used as a form of disciplinary action.

3. A demotion would normally be accompanied by a reduction in salary.

D. In situations where transfer of a current employee with a disability into a vacant available position for which they are qualified constitutes a reasonable accommodation, the employee with the disability shall be transferred into the position.

E. No staff member is guaranteed a transfer.

F. Staff members must have prior satisfactory work performance in order to be given consideration for a promotional transfer.

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Attachment	Size
<a href="#">Printable PDF of SPG 201.61, Transfer: Promotional, Lateral, and Demotional</a>	119.34 KB

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**Owner:**

University Human Resources and the Office of the Provost and Executive Vice President for Academic Affairs

**Primary contact:**

Staff HR

**Related policies:**

[EEO Affirmative Action Policy for Individuals with Disabilities](#)  
[Recruitment and Employment](#)

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