

MISSOURI SOUTHERN STATE UNIVERSITY POLICY	
Name of Policy:	Promotion and Transfer Policy
Date of Last Revision:	September 2025
Policy Owner	Human Resources
Handbook	Employee

It is the policy of the University to fill job vacancies with the best qualified candidate.

JOB POSTING AND APPLICATION PROCESS

Announcements for open classified staff positions are posted in University Announcements and listed on the University's employment website (www.mssu.edu/jobs). Full-time opportunities are posted internally for five (5) working days. During this period, current employees will receive priority consideration before external applicants are reviewed.

The internal job posting procedure does not apply to professional staff positions. Announcements of professional staff openings are posted in University Announcements and listed on the University's employment website (www.mssu.edu/jobs). Professional staff positions may also be advertised in newspapers, appropriate trade journals, with area college career services offices, and on other employment-oriented websites. Current employees interested in a professional staff opening are encouraged to submit the application materials requested in the announcement to Human Resources via the online hiring portal.

ELIGIBILITY FOR PROMOTION AND TRANSFER

A promotion is a personnel action that advances an employee to a different job carrying increased responsibilities and requiring a higher level of knowledge, skills, and/or abilities at the same or higher pay.

A transfer is a personnel action that changes an employee's work assignment from one job to another at the same or lower pay. Transfers can occur as a result of an employee's request; reorganization, restructuring, or elimination of a position; or as a disciplinary measure.

An employee is eligible to request a promotion or transfer to a vacant classified or professional position if they have completed one year of service in their current position and department. In exceptional circumstances, special permission for an earlier promotion or transfer may be given with the approval of the President Cabinet Member over the employee's current area and all other President Cabinet Members and supervisors involved.

Employees must meet the skills, education, and experience requirements of the position. The University may also consider such factors as the employee's ability to assume other responsibilities, attendance record, and previous work performance appraisals.

APPLICATION PROCEDURE

Eligible employees who want to apply for promotion or transfer should submit an Internal Job Application through the University's hiring portal before the deadline listed in the posting. An employee's expressed interest in a job opening will not jeopardize the employee's status in their present position.

SUPERVISOR NOTIFICATION

To support transparency and workforce planning, the employee's current supervisor will be notified if the employee advances to the in-person interview phase of the selection process. Human Resources will coordinate the timing of this notification with the candidate. Participation in an internal search will not adversely affect the employee's current status, and retaliation is strictly prohibited. If the internal candidate is selected for the position, they must give notice to their current supervisor. The new supervisor must coordinate with the employee's current supervisor to determine a mutually agreeable start date that minimizes hardship to the current department.