

OSU INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

**Appointment, Promotion, or  
Transfer of Faculty**

**3-011  
FISCAL SERVICES  
July 2013**

POLICY

- 1.01 All appointments to faculty positions shall be made on the basis of qualification, merit, and professional capability as prescribed in 3-008 *Nondiscrimination, Equal Opportunity and Affirmative Action*.
- 1.02 Any vacancy that results from creating a new faculty position (or is caused by replacing an existing faculty position) will be posted and advertised through established employment procedures (see 3-006 *Employment Policy & Hiring Procedures*). Any vacancy that offers the possibility of a promotional opportunity or a unit transfer for faculty will, as a minimum requirement, be posted on campus and may be advertised through established employment procedures.
- 1.03 The President, or designee, reserves the right to change the appointment length (i.e. 8-month, 12-month) on a vacant Faculty position.
- 1.04 Promotions and transfers are not a matter of personal right, but rather are made for the benefit of OSU Institute of Technology and the employee. With appropriate administrative approval, some transfers may occur due to budgetary considerations.

PROCEDURES

- 2.01 Current faculty members who wish to take advantage of a promotion or transfer opportunity should first visit with their unit leader. They should then apply to the position opening listed on *OSU Jobs*, and attach all appropriate and required documentation.

Approved: August 1996  
Revised: October 2005  
Revised: July 2009  
Revised: July 2013