

Transfer and promotion

Northwestern University recognizes the value of its staff as an important asset in the community, and it encourages them to develop and consider other University job opportunities as part of their personal and career advancement.

Service requirement. To be eligible for a transfer or promotion, a staff member must be in his or her current position for at least one year. No specified service period is required for a transfer or promotion within a department, but a department may reasonably limit such transfers or promotions.

Performance requirement. A staff member must receive an overall evaluation of satisfactory or effective on the most recent performance review and have no current disciplinary action.

Qualifications. To be considered for transfer to another position, a staff member must meet the minimum qualifications of the position.

Application. To ensure consideration for a position, the staff member submits an application for transfer or promotion along with a resume to the human resources department. The staff member may work with a human resources consultant, staffing specialist, or other human resources representative on jobs of interest. The application is found on line at <http://www.northwestern.edu/hr/jobs/transfer.html>.

Hiring manager. The hiring manager reviews applications and determines whom to interview for the position. The hiring manager may contact the staff member directly to set up an interview.

References. The hiring manager, a human resources consultant, or a staffing specialist checks at least two references when the staff member becomes a candidate of choice for the position, normally, including the current supervisor.

Supervisor notice. In general, the staff member is notified his or her supervisor during the transfer process. The human resources consultant or staffing specialist may coordinate this notice.

Performance evaluations. Performance evaluations of finalist candidates are confidential but may be made available to the hiring manager.

Decision. Offer decisions are made jointly by the hiring manager and the staffing specialist or human resources consultant, who reviews the offer for equity and adherence to compensation guidelines.

Transfer date. The human resources consultant or staffing specialist coordinates the transfer date with the hiring manager and the employee's current manager. Generally, exempt staff members provide three weeks of working notice and nonexempt staff provide two weeks of working notice, but the needs of the supervisors may call for other arrangements.

Vacation and sick time. When transferring to a new position in the University, the individual retains the vacation and sick time accrued in the former position. For transfers between nonexempt and exempt, see page 25.

Pay practice

Lateral transfer. A staff member who transfers to a position having the same grade or salary range is not eligible for a salary increase and remains at the same salary in the new position.

Promotion. A staff member who transfers to a position having a higher grade or salary range may be eligible for a salary increase. The amount of the increase is based on the compensation guidelines for promotions.

Orientation and review period. The staff member is required to complete a six-month orientation and review period in the new position. The staff member retains the accrued University service after the transfer to the new position.

Orientation and review period

The orientation and review period gives the supervising staff or faculty member an opportunity to provide orientation and training for a new staff member, to review the performance expectations for the position, and to determine whether expectations are met during the initial period on the job. The goal is success on the job for the new staff member.

Length. The orientation and review period is the initial six months of service in the position. Police officers work on a probationary basis for the first 12 months.

Procedures. The staff member can expect to complete an orientation checklist, to receive a job description and work schedule and a schedule of training and feedback meetings. Written performance expectations or objectives can be expected, as well as meetings to review progress and performance during the review period.

Performance evaluation. Performance is typically evaluated at the end of the review period.

Unsatisfactory performance in new position. An employee who is not performing adequately in a position may be recommended by the supervisor for extension of the review period or for dismissal from that position at any time during the review period.

Employment at will

Successful completion of the orientation and review period does not guarantee continued or permanent employment. Either the employee or Northwestern University may end the employment relationship at will, with or without cause or advance notice, at any time during or after the orientation and review period.
