



**BALL STATE
UNIVERSITY**

SUPERVISOR NOTIFICATION FOR INTERNAL TRANSFER OF EMPLOYEES

RESPONSIBLE OFFICE: **OFFICE FOR PEOPLE AND CULTURE**

COVERED EMPLOYEES: **Full and Part-Time Faculty
Full and Part-Time Professional
Full and Part-Time Staff
Temporary Employees**

Transfers and promotions provide employees the opportunity for career growth and advancement within Ball State University. We encourage the ability for current employees to apply for internal opportunities of interest while providing appropriate notice to their current department to facilitate a smooth transition.

At the point where a hiring department extends an offer to interview and it has been accepted by an internal candidate, the employee is expected to inform their current supervisor of the upcoming interview. If the internal candidate is hired in the new position, the hiring supervisor must negotiate a transfer date with the current supervisor prior to the hiring request being submitted to People & Culture (formerly HR). Generally, employees should anticipate at least two weeks formal notice, and typically not more than a three-week hold. In all instances, adequate notice of transfer must be given to avoid the risk of disrupting the workflow in the employee's current area.

Expressing an interest in a transfer or promotion within Ball State University will not adversely affect an employee's current status, and supervisors are reminded that retaliation is prohibited.

HISTORY

Issued: 08/22/2023