



**BALL STATE
UNIVERSITY**

TIME-IN-SERVICE FOR TRANSFER AND/OR PROMOTION FOR INTERNAL CANDIDATES

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

COVERED EMPLOYEES: **Full and Part-Time Professional
Full and Part-Time Staff**

Ball State University supports the career development of our employees, and therefore offers and encourages transfer and promotional opportunities for current employees. Likewise, supervisors should be supportive of employees who have the desire to advance their skills, develop new competencies, and pursue different or greater responsibilities internally.

Professional and Staff employees must be in their current position at least six (6) months before they are eligible to transfer to a different position at the University. The six-month waiting requirement is waived if the employee's position is being adversely affected due to a reduction in the work force (job elimination). The waiting period is not applicable in cases where an employee's current position is being upgraded.

An employee or hiring department may request that the six-month waiting period be waived. Such requests must be submitted to the President and clearly articulate the extenuating circumstances supporting the request.

HISTORY

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