



New Jersey Institute of Technology
University Policies and Procedures

Date of Issue: June 2014

Subject: HUMAN RESOURCES – INTERNAL MOBILITY POLICY

As NJIT grows, its need for qualified employees in positions throughout the organization also increases. NJIT values its employees and is committed to developing and retaining its diverse talent through internal mobility.

Internal mobility is defined as a move from one position to another position or similar position in another department. Mobility may be “lateral,” (i.e. to a position within the same job level), or a “promotion” to a higher job level. Lateral moves provide employees avenues for professional growth, whereas a promotion encompasses that same opportunity for growth along with an increase in responsibility or complexity.

NJIT supports an environment that encourages staff members who express an interest, and have the abilities, to pursue appropriate vacancies that will foster their career development. Encouraging staff promotions and lateral transfers of staff, both between and within the schools and departments for approved positions, furthers the university’s goal to recognize and reward the performance of its employees.

University employees who have completed one year of service in their current position may apply and be considered for a posted job opportunity at the university. In special circumstances, and with the approval of the Vice President of Human Resources, an employee may seek a transfer prior to completing one year of service in his or her current position.

In addition to experience, skills, and qualifications, an employee’s disciplinary record, and record of supporting the core values of the university will be considered. Additionally, future career moves will depend upon successful

performance and demonstrated success in the employee's current position. All employees may be subject to the standard background screening process for any university position for which they apply. Managers should support employees to seek professional growth opportunities where appropriate and applicable.

This policy applies to all non-faculty employees and positions unless the employee is covered by a collective bargaining agreement whose provisions are in conflict with this policy. Faculty should refer to their Faculty Handbook. Employee rights and obligations pursuant to applicable collective bargaining agreements are not impaired by this policy.

REVIEW:

Holly C. Atter 6/3/14
General Counsel Date

APPROVAL:

Kay Turner 6.13.14
Vice President for Human Resources Date

John G. McQuinn 6/3/14
Senior Vice President for Administration and Treasurer Date

Fred Pierre DesR 6/10/2014
Provost and Senior Executive Vice President Date

[Signature] 6/10/14
President Date