ARTICLE 11
PROMOTIONS/TRANSFERS

A. Definitions
1. A "transfer" is the change of an employee from one position to another which is in a classification having the same salary range maximum.

2. A "promotion" is the change of an employee from one position to another position which is in a classification having a higher salary range maximum.

3. A position "vacancy" exists when the University determines that there is an open, active position for which recruitment is to be undertaken.

B. Recruitment
When any vacancy or new career position is available it shall be made known to employees via an electronic recruitment system or other means employed by the University. The University may limit the recruitment to internal applicants.

C. Selection
The University shall have responsibility for the selection of an individual to fill a vacant position. To assist in making such selections, the University may, from time to time, seek the input of bargaining unit employees from the trade being recruited or bargaining unit employees who participate on Interview Panels, if any.

D. Promotions
Employees desiring to compete for promotional opportunities shall meet the minimum qualifications for the position or classification in which they are interested. The applicant(s) (internal or external) judged to be best qualified for open position(s) will be selected for those positions. In those cases where qualifications are essentially equal, departmental bargaining unit seniority will be the factor for selection provided that affirmative action guidelines have been met.

E. Inter-Departmental Transfers
Employees desiring to compete for lateral transfer opportunities to a position in another department shall meet the minimum qualifications for the position or classification in which they are interested. Employees who meet the minimum qualifications for the position or classification shall be interviewed by the department. The applicant(s) (internal or external) judged to be best qualified for open position(s) will be selected for those positions. In those cases where qualifications are essentially equal, the University shall first consider providing transfer opportunities to qualified career employee applicants, including considering their work performance history and experience. Among qualified career employee applicants whose qualifications are essentially equal, bargaining unit seniority will be the factor for selection provided that affirmative action guidelines have been met.

F. Intra-Departmental Transfers
If an opening within another area of an employee's current department of assignment is posted, any qualified employee may request a lateral transfer to that area. If an employee requests such a
transfer and possesses the skills and other qualifications required, the transfer will be effected. Any open position, which results from such a transfer, will then be posted. In those cases where qualifications are essentially equal, departmental bargaining unit seniority will be the factor for selection provided that affirmative action guidelines have been met. The above process will be followed until any and all positions have been filled.

G. **Interviews**
Employees who are scheduled for a job interview for positions at UCSD shall be granted reasonable time off with pay as determined by the University, if the interview has been scheduled during the employee's scheduled work time.

H. **Disputes**
Disputes arising from this Article may only be reviewed under the Grievance Procedure of this Agreement, Article 21, but shall not be subject to the Arbitration Procedure, Article 22, of this Agreement.

I. **Inter-Campus Transfers**
Bargaining unit employees who transfer to another UC campus are deemed to be continuing their employment with the University of California. Upon request from a transferring employee, UCSD will provide assistance with the transfer of accrued vacation, sick leave and UCRP benefits if applicable, in accordance with University policies.