

Promotion or Transfer

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| Summary |
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Individuals may seek more challenging work within the college through transfer or promotion. Internal applicants are encouraged to apply to new positions within the first seven (7) days to be considered. The history of the individual's professional development and performance of duties will be key factors in attaining such promotions.

Vacant and new positions are posted in the college newsletter and online at:

<https://jobs.dickinson.edu>

Full-time employees who have been in their current positions less than one year must consult with Human Resource Services and their supervisor before applying for new positions. Part-time employees who have satisfactory performance and attendance may apply for new positions at any time.

Employees who are hired into other positions at the college may be required to work a longer notice period in their original position based upon the needs of the college. Supervisors are encouraged to work together with Human Resource Services to determine the best transition plan.