INTERNAL JOB OPPORTUNITIES

Classified and administrative staff job openings are posted weekly and available through the internet at [http://www.uttyler.edu](http://www.uttyler.edu) (select the “Job Opportunities” link on the right side of the UT Tyler home page) All employees at the University must meet the following guidelines before transferring to another position:

1. Successful performance in each capacity held at the institution in the past 12 months.
2. Possess required skills to perform the available job.
3. Attendance record must be acceptable.
4. Work a minimum of six (6) months in current position unless new position is in same department.
5. Employees must provide two (2) work-weeks’ notice.

* Demotions, lateral transfers and attendance may be reviewed on an individual basis.

There are three (3) types of internal job changes:

1. Promotion - an employee moves from one position to another in a higher grade. A salary increase may occur.
2. Lateral - an employee changes positions but remains in the job classification as his/her present job. The employee’s salary may or may not change.
3. Demotion - an employee moves from one job to another that requires lesser responsibilities and has a lower job classification. A salary decrease may occur.

The University attempts to fill vacant positions with qualified persons from within the institution. Internal applicants are considered, together with all other applicants, and the most qualified person is selected.

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