

## **Non-Academic Transfer and Temporary Appointments - Policy & Procedures**

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### **1.0 Purpose**

- 1.1 This policy establishes a framework for internal career movement at the university. It outlines how promotions, lateral transfers, voluntary or non-disciplinary demotions, and acting assignments are to be managed to support employee advancement and institutional goals. The policy emphasizes fairness, transparency, and a merit-based approach to ensure professional development and long-term retention.

### **2.0 Scope**

- 2.1 This policy applies to all employees in full-time or part-time confirmed appointments, including those assigned to the Continuing Education Institute (CEI). It excludes faculty positions. While internal mobility is encouraged, all transfers must follow a competitive selection process unless an exception is approved by the University President. Employees are protected from retaliation for pursuing internal opportunities, declining a proposed move, or requesting a demotion. The university will provide all employees with appropriate job training when assuming a new position.

### **3.0 Definitions**

- 3.1 Acting appointment - an appointment classification that allows an employee to temporarily carry out specific duties of a higher-level position. An acting appointment may be needed when the current position holder is on short-term leave (vacation, sick leave, or sabbatical). The employee holding an acting appointment assumes limited responsibilities for the acting role, with a clearly defined scope of responsibilities and duration.
- 3.2 Confirmed appointment - an appointment classification held by an employee who has completed the initial probationary period.
- 3.3 Demotion – a transfer to a position of a lower job grade, potentially with a salary adjustment.
- 3.4 Equity - the practice of aligning salary and advancement opportunities with qualifications, skills, and performance.
- 3.5 Interim appointment - an appointment classification that allows an employee to assume all duties and decision-making authority of a position of a higher job grade when the role is vacant or undergoing transition. An interim appointment typically does not last more than six months and may only be extended with written approval.
- 3.6 Job grade - the level assigned to a position based on its complexity, responsibilities, and required expertise.
- 3.7 Lateral move - a transfer to another position at the same or equal job grade and salary scale.

3.8 Performance rating - a formal evaluation rating of “Does Not Meet”, “Meets”, or “Exceeds” expectations during an annual review.

3.9 Professional Development Plan (PDP) - a documented plan outlining individual growth and training goals.

3.10 Promotion - a transfer to another position at a higher job grade and salary scale.

3.11 Redundancy - the phasing out of a position due to restructuring or other strategic decisions.

3.12 Restructuring - broad organizational changes affecting more than one role or unit.

#### **4.0 Policy**

4.1 Any agreement, assignment, or transfer that is in place at the time of the signing of this policy will be honored for the duration of the assignment. All future assignments of staff must follow this policy. All other vehicles are made obsolete by the signing of this policy and will not be used.

##### **Promotions**

4.2 Employees may accept or request a transfer to a vacant position of a higher job grade than that of their current position if they meet the following criteria: hold a confirmed appointment within the University.

- Have a performance evaluation rating of “Exceeds” or “Meets” expected performance standards for at least one year.
- Meet the minimum qualifications for the new position.
- Have completed a minimum of one year of service in their current department/college.
- Have successfully drafted the goals and criteria for professional development plan as a part of the annual employee evaluation process in the past year.
- Have no disciplinary action on file within the last 18 months.

##### **Lateral Transfers**

4.3 Transfers outside the employee’s department require a competitive recruitment process unless a reorganization is initiated by the University President. Exceptions to a competitive recruitment process must be reviewed by Human Resources (HR) and approved by the University President. Employees may request or accept a transfer to a vacant position at the same job grade as that of their current appointment if they meet the following criteria:

- Hold a confirmed appointment within the University.
- Have a performance evaluation rating of “Exceeds” or “Meets” expected performance standards for at least one year.
- Meet the minimum qualifications for the new position.
- Have served a minimum of one year of service in their current department/college.

##### **Demotions**

4.4 Voluntary demotion - employees may request a transfer to a vacant position of a lower job grade than that of their current appointment if they meet the following criteria:

- Meet the minimum qualifications for the new position.
- Demonstrate how the transfer supports career development or personal preferences.

#### **Demotion in Lieu of Layoff**

4.5 AUIB will provide no less than 30 days after layoff notification, which should be issued in accordance with applicable provisions of according to Iraqi labor law regarding redundancy, before an employee's position is eliminated. Employees who have received a layoff notice may transfer to a vacant position of a job grade lower than that of their current appointment if they meet the following criteria:

- Have notified their current supervisor, within five business days of receiving the Layoff notice, of their intent to compete for an open position.
- Meet the minimum qualifications for the new position.
- The university will support the transfer of a laid-off employee with appropriate job training for the new position.

4.5.1 Employees demoted due to role redundancy will remain eligible for re-promotion if suitable opportunities arise, provided they meet the necessary qualifications and performance criteria.

#### **Non-Voluntary Demotion**

4.6 In alignment with the provisions of Iraqi labor law, non-voluntary demotion may be implemented in specific cases where it is determined to be in the best interest of both the employee and the institution. The non-voluntary demotion is intended to be as a means to reassign an employee to a role better aligned with their competencies when performance expectations are not met in their current position. A non-voluntary demotion may be considered under the following conditions:

- The employee has received a formal performance rating of "Does Not Meet Expectations" and has not successfully completed a Performance Improvement Plan.
- The employee demonstrates employable competencies suitable for continued service to the institution but is not able to fulfill the requirements of their current position at the expected level.
- The employee meets the minimum qualifications for the proposed lower-graded position.
- The employee has completed a minimum of one year of service in their current role.

4.6.1 No demotion may be imposed on an employee without granting them an opportunity to defend themselves and do so in the presence of a representative from the labor union or other employee of their choice.

#### **Acting and Interim Appointment**

4.7 The university recognizes that acting and interim appointments are challenging. It appreciates employee initiative in supporting the university's needs.

4.7.1 An acting appointment is the temporary placement of an existing employee who takes on additional duties assigned to another position while fulfilling their



primary duties. The employee holding an acting appointment may be holding two positions. Acting appointments will normally last up to six months. Extensions beyond six months may only be granted under exceptional circumstances, must be formally reviewed by HR, and approved by the University President. The scope of responsibilities and percentage of time allocated to each position must be agreed upon by the employee, both supervisors (if appropriate), and documented in writing. Employees may be temporarily placed in an acting appointment if the following criteria exist:

- The incumbent is on authorized leave, or the position is vacant.
- The employee meets the minimum qualifications for the new position.
- The total compensation must be agreed upon in writing before acceptance of the acting position, must be competitive for the acting position, and must reflect the percentage of time agreed upon for each position.

#### **Interim Appointments**

4.8 An interim appointment is an appointment classification that allows an existing employee to assume all duties and decision-making authority of a position of a higher job grade when the role is vacant or undergoing transition. The employee holding an interim appointment is holding one position. An interim appointment typically does not last more than six months and may only be extended with written approval by the University president and agreement of the employee. Upon conclusion of the interim appointment, the university will return the employee to their previous appointment. If the previous appointment is not available, the university will provide the employee with a position of similar scope at no less compensation than the previous appointment. If a faculty member receives an interim appointment and is teaching any courses, they will be paid for all courses as an overload for the remainder of the semester.

#### **Compensation and Benefits**

4.9 All compensation and benefits will be consistent with the job grade of the interim position. This information will be made available to the competing employee prior to the employee accepting a job offer. The compensation will be agreed upon in writing by the employee and the university. The employee in an interim appointment will receive an additional minimum compensation of 20% of their existing salary, depending on the complexity and volume of additional tasks.

### **5.0 Procedures for Hiring Managers**

#### **Position Determination**

5.1 Hiring managers must justify how the position will be filled for any recruitment other than an external competitive position. The following recruitment options exist.

- External competitive process: external or internal candidates may apply.
- Internal competitive process: only internal candidates may apply. University president approval is required.
- Non-competitive/direct promotion: requires HR review and University President approval.
- Acting/interim appointment: duration of appointment, scope of duties, and compensation plan. Requires HR review and University President approval.

#### **Additional Duties for the Selection of an Internal Candidate**

5.2 If an internal candidate is selected by the search committee, the hiring manager must complete the additional step of inquiry into policy-specific requirements. This includes validating the candidate:

- Possesses required performance evaluation data,
- Meets minimum position qualifications,
- Meets minimum service criteria,
- Meets disciplinary action criteria, and
- Meets any professional development plan criteria.

#### **Internal Communication**

5.3 The hiring manager will conduct a discussion with the line manager where the employee is currently employed. As per this policy, there may be no repercussions against the employee, and the managers are encouraged to work collaboratively to help create the best scenario for the employee and both departments.

#### **Implementation**

5.4 The hiring manager completes regular paperwork for the selection of the candidate, including rationale for selection. The hiring manager completes the Employee Status Change documentation. The hiring manager will set a date for the commencement of new duties in less than 30 days from employee acceptance.

### **6.0 Procedures for Employees**

6.1 Employees may apply for an open, vacant position of a similar, lower, or higher job grade than that of their current position if they meet the following criteria for the actions defined in this policy. The employee:

- Possesses required performance evaluation data,
- Meets minimum position qualifications,
- Meets minimum service criteria,
- Meets disciplinary action criteria, and
- Meets any professional development plan criteria.

6.2 Employees are not required to notify their existing line manager of an application, and per this policy, there will be no repercussions to the employee for their application.

#### **Appeals**

7.0 If an internal application or request is denied, or an employee has experienced repercussions in their current appointment for applying for a new role, the employee may file a written notification or appeal to Human Resources within ten (10) business days of the action. HR will complete a review within 30 calendar days, which may include forming a neutral review panel consisting of one HR staff member, one impartial employee, and one senior administrator. Iraqi law affords all employees an opportunity to defend themselves and do so in the presence of a representative from the labor union or another employee of their choice. While appeals do not guarantee reversal, Human Resources will offer constructive feedback and professional development recommendations.

**Related Policies and Documents**

Performance Review Policy  
Professional Development Policy  
Professional Development Plan (PDP) Template  
Faculty Promotion Policy  
Recruiting and Hiring Policy  
Ombudsman Policy  
Employee Disciplinary Policy