The following career-pathing opportunities encompass the methods by which employees may move from one position to another:

**Promotion**
The upward mobility of an employee from one position to another position having a greater degree of responsibility and a higher salary range maximum.

A promotion can be within the same division/department or from one division/department to another.

An employee being promoted will have his/her salary set in accordance with FIU’s Compensation Guidelines.

**Demotion**
Demotion occurs when higher functioning duties are permanently removed resulting in a lower level position and a reduction in pay.

A demotion can be voluntary or involuntary within the same division/department or from one division/department to another.

An employee being demoted will have his/her salary adjusted in accordance with FIU’s Compensation Guidelines.

**Transfer**
The lateral movement of an employee from a position in one class, to a different position within the same class or in a different class, having the same degree of responsibility and the same salary range maximum. A transfer can be voluntary or involuntary.

An employee being transferred usually maintains their current salary.

**Reason for Policy (O*)**
To allow hiring departments to provide employees with internal career-pathing opportunities.

**History (R*)**
Adopted: September 22, 2006; Readopted: November 14, 2008; August 19, 2013; Revised: June 2, 2017 (formerly Internal Recruitment, Promotions, Demotions & Transfers)
| Talent Acquisition and Management  
| Division of Human Resources  
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| For any questions or comments, the “Document Details” view for this policy online provides complete contact information.  

*R = Required  
*O = Optional