

GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE  
CINCINNATI, OHIO

**POLICY TITLE: PROMOTION & TRANSFERS OF FACULTY/STAFF MEMBERS**

The policy of Good Samaritan College is to promote from within its own institution, whenever it is possible and advisable.

When there is a vacant position, present personnel may apply for the position when their personal qualifications meet the qualifications of the job description. Interest in a position should be indicated in writing to the Manager of the open position. Whenever it is possible and advisable the position will be filled from within the department.

Promotions and transfers are made on the basis of experience, academic preparation and merit.

Factors considered include:

Previous and ongoing experience

Educational preparation

Length of service

Performance reviews

Interpersonal skills

Interest of the applicant

Vacant positions will be announced and posted consistent with TriHealth and the College policy and procedure.

The College reaffirms its commitment to nondiscrimination in accordance with Title VII of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991 and the American with Disabilities Act of 1990, in that no otherwise qualified person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under, any program or activity of the College because of race, color, religion, age, national origin, ancestry, handicap/disability, veteran status, marital status, or sex.

PROCEDURES:

1. Position becomes vacant.
2. Candidate(s) should notify the Manager of interest in open position in writing.
3. Manager sets up an interview with the candidate(s).
4. If more than one (1) candidate applies, acceptable candidates interview with interviewing team.
5. Manager makes selection.
6. If NO offer is extended, Manager notifies candidate(s) and candidate remains in original position.
7. Manager extends offer for the opened position.
8. If candidate does NOT accept offer, the candidate notifies Manager and remains in original position.
9. Candidate accepts offer.
10. Position is filled.

Approved By: \_\_\_\_\_ Date: 5/8/00

Effective Date: 3/18/91

Review/Revision Dates: 4/00

Responsible Committee: Faculty Development