

Process for Requesting a Transfer and/or Additional with The Sullivan University System.

The following steps are necessary when an employee wishes to transfer from one Sullivan University System position to another, and/or when an employee wishes to seek additional employment within the SUS:

1. Submit a Request for Transfer/Additional Employment form to the employee's supervisor.
2. The supervisor will complete the supervisor portion of the form indicating his/her approval or disapproval of the request and then forward to the campus/corporate division director.
3. The director will complete the campus director portion of the form indicating his/her approval or disapproval of the transfer request and then forward the form to Corporate Human Resources.
4. Corporate Human Resources will notify the hiring manager of the employee's interest and forward the signed form for consideration.

The purpose of this request is to obtain approval to seek other employment within The Sullivan University System and does not guarantee placement into the requested position. Generally, employees wishing to transfer from one Sullivan University System position to another must have completed one year of service with the System and have held their current position for at least six months. The department or location director where the employee is currently employed may waive either of these conditions under extraordinary circumstances. All transfers are subject to availability of a position, the business and staffing needs of the System, as well as successful completion of the applicant screening process.

If you are uncomfortable with this procedure or believe following these steps may have a detrimental effect on your employment, you should contact Corporate Human Resources for direction.

The hiring manager is encouraged to discuss the transfer with the current supervisor to assess skills, knowledge and logistics of any possible transfer. Formal interviews and discussions regarding the transfer should not take place until the campus director(s) affected agree to a possible transfer.

Request for Transfer or Additional SUS Employment

This is a request to seek a different and/or an additional position within The Sullivan University System. The form should be completed prior to applying for an open position. The purpose of this request is to obtain approval to seek other employment within The Sullivan University System and does not guarantee placement into the requested position. All transfers are subject to availability of a position, the business and staffing needs of the System, as well as successful completion of the applicant screening process.

Type of Request: Transfer of Employment Additional Employment

Employee Name: _____ Hire Date: _____

Current Position Title & Location: _____

Length of Time in Current Position*: _____

(If employee does not meet service requirements for eligibility to transfer, please attach written justification for why you believe an exception should be granted.)

Position & Location of Interest: _____

Reason(s) for Transfer Request: _____

Employee Signature _____ Date _____

Part II. Campus Approval

Approve of request Disapprove of request _____

Supervisor _____ Date _____

Approve of request Disapprove of request _____

Campus/Division Director _____ Date _____

Comments: _____

Part III. Corporate Human Resources Approval

Approve of request Disapprove of request _____

Corporate Human Resources _____ Date _____

Part IV. Hiring Manager Actions

Hired Not Hired

Comments: _____

Notified employee of decision on: _____ Effective date of transfer (if applicable) _____

Signature: _____ Date: _____

Return completed form to Corporate Human Resources