

UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING

POLICY AND PROCEDURE

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**TITLE OF POLICY:** Staff Transfers During a Provisional Period

**ORIGINAL DATE:** March 15, 2022

**LAST REVIEWED/REVISED:** March 29, 2022

**POLICY:** This policy outlines provisional period transfers for all staff at the University of Pittsburgh School of Nursing. The School of Nursing adopts the policy of the University's provisional period and transfer guidelines. In addition to University's guidelines, the School of Nursing provides opportunities for staff to transfer within the School of Nursing during the provisional period.

**PROCEDURE:**

- Provisional period and transfer guidelines are outlined in the University Staff Handbook <https://www.hr.pitt.edu/staff-handbook/employment-status-for-staff-positions>
- In addition to University's guidelines, the process below spells out how Nursing's internal staff may transfer within Nursing during an employee's provisional period.
- When an employee is identified as a candidate for internal transfer while still within the provisional period, the current and proposed supervisors will first seek approval from their respective department chairs or center directors
- Once the respective department chairs or center directors confirm that the request is agreeable to both parties, a notification of the request, together with department chair/center director approval, is sent by the supervisors to the Personnel Manager, who will provide details of the request to the Assistant Dean for Administration for the School.
- Upon agreement by the School of Nursing personnel office's the candidate's application for the proposed position will be processed through the University's talent acquisition processes, with the Personnel Manager ensuring compliance with all applicable University hiring guidelines and practices.

Approved by Dean's Council: 3/29/2022