

## Transfer/ Promotion Guidelines (Faculty and Non Staff Transfers)

This guide is to assist with facilitating the transfer/promotion process for all faculty/non-staff members.

### Research Trainee Transferring to Research Fellow

---

- ***Transferring within the same department***
  - Ph.D degree or letter from the Registrar’s Office stating the degree will be awarded
  - Offer letter for the Individual
  - iCIMS Requisition Number if the person is on Einstein Payroll
  - Talent Acquisition will generate transfer EPAF instructions and end current job assignment
  
- ***Transferring into a different department***
  - Ph.D degree or letter from the Registrar’s Office stating the degree will be awarded
  - Offer letter for the Individual
  - iCIMS Requisition Number if the person is on Einstein Payroll
  - Occupational Health Form completed by Administrator via iCIMS
  - Talent Acquisition will generate transfer EPAF instructions and end current job assignment

### Research Fellow

---

- ***Transferring to a different department***
    - Ph.D degree or letter from the Registrar’s Office stating the degree will be awarded
    - Offer letter for the Individual
    - iCIMS Requisition Number if the person is on Einstein Payroll
    - Occupational Health Form completed by Administrator via iCIMS
    - Talent Acquisition will generate transfer EPAF instructions and end current job assignment
-

### Research Fellow to Associate or any other Faculty title

---

- ***Transferring within the same department***
  - Offer letter for the Individual
  - iCIMS Requisition Number if the person is on Einstein Payroll
  - Talent Acquisition will generate transfer EPAF instructions and end current job assignment
  
- ***Transferring to a different department***
  - Offer letter for the Individual
  - iCIMS Requisition Number if the person is on Einstein Payroll
  - Occupational Health Form completed by Administrator via iCIMS
  - Talent Acquisition will generate transfer EPAF instructions and end current job assignment

### Associate to Assistant Research Professor or any other Faculty Title

---

- ***Transferring within the same department***
    - Offer letter for the Individual
    - iCIMS Requisition Number if the person is on Einstein Payroll
    - Talent Acquisition will generate transfer EPAF instructions and end current job assignment
  
  - ***Transferring to a different department/lab***
    - Offer letter for the Individual
    - iCIMS Requisition Number if the person is on Einstein Payroll
    - Occupational Health Form completed by Administrator via iCIMS
    - Talent Acquisition will generate transfer EPAF instructions and end current job assignment
- 

All information should be provided to Jennine Akumbu,  
HR Onboarding Coordinator, Talent Acquisition  
[Jennine.Akumbu@einstein.yu.edu](mailto:Jennine.Akumbu@einstein.yu.edu)  
718-430-2545