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
Jennie.Akumbu@einstein.yu.edu
718-430-2545