

PURPOSE: TO OUTLINE THE PROMOTION PROCEDURES WHICH PROVIDE EMPLOYEES THE OPPORTUNITY FOR ADVANCEMENT.

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#### A. STAFF PROMOTIONS

1. The goal of Brenau's promotion policy is to identify workers who have the skills or ability needed for advancement and to give qualified employees an opportunity to be considered for job openings.
2. Employees already on the payroll normally will be given first consideration as candidates for job vacancies. However, Brenau reserves the right to recruit outside candidates who have the skills or experience needed for certain jobs.
3. A notice announcing a job vacancy will be run in the Brenau Update and/or the monthly HR Newsletter. Additionally, job vacancies will be listed on the Human Resources web page under "Job Openings." Interested employees who meet the minimum qualifications may apply for an announced job by notifying their immediate supervisor and the Director of Human Resources in writing. Temporary workers and provisional employees are normally ineligible to apply for promotions.
4. The primary factors taken into account in all promotion decisions will be the relative ability and merit of all candidates. This means that in reviewing the qualifications of candidates for an open position, the supervisor or other selecting official will consider, among other things, each individual's job-related skills, knowledge, experience, ability, efficiency, initiative, attitude (as reflected in previous performance appraisals or personnel records), attendance record, and performance in selection interviews. When tests of job-related skills are required, all candidates for the position will take the tests. In cases where two or more candidates compile equal ratings in terms of overall ability or merit, the most senior applicant will be awarded the position.

#### B. STAFF TRANSFERS

1. The administration reserves the right to transfer employees to different positions when deemed necessary to maintain efficient operations. Workers who are permanently transferred to a lower-paying job will receive the lower rate of pay, effective with the start of the first full pay period in which they are employed in the new position.
2. Employees who wish to be transferred to another position should speak to their immediate supervisor and formally request a transfer in writing. Brenau does not encourage transfers, unless they are in the best interest of the institution. Provisional employees and temporary workers are not normally eligible for transfer.
3. Supervisors wishing to fill a position with an employee from a different division should coordinate with that employee's current supervisor and the Director of Human Resources before discussing the position with the employee.

#### C. FACULTY PROMOTIONS

1. Criteria
  - a. Instructional proficiency, based on knowledge of subject matter and methodology.
  - b. Academic or artistic achievement.

- c. Professional growth and development.
- d. Service to the University:
  - Committees
  - Other non-instructional activities
  - Length of service and teaching experience (The year in which the application is submitted counts toward the requisite years of service.)
  - Administrative duties, where pertinent
- e. Service to the community.
- f. Additional related activities which enhance teaching capabilities and proficiency.

## 2. Procedure

Promotions in rank shall be granted only after appropriate evaluations of faculty, including librarians who hold faculty rank, have been concluded as stated in the Evaluation section of this document. A self-evaluation, an evaluation by the Dean and Department Chair, and other pertinent promotion materials will be submitted to the Provost & VPAA who will then forward these to the Promotions Advisory Committee. This committee is composed of six members as follows: four appointees from a list of recommended faculty submitted by the Faculty Welfare and Ethics Committee to the Provost & VPAA. These members will serve for one year, but the Provost & VPAA may choose to reappoint them for a second year for the sake of continuity and balance. Additionally, two members elected by the general faculty by secret ballot, on alternate years, will serve two year terms. This election should occur no later than the November faculty meeting. The six members should represent all schools and levels of academic rank. It is the responsibility of eligible faculty members to apply for promotion to the Provost and VPAA by November 15. The appropriate form may be obtained from the offices of the Dean, Department Chair or the Provost & VPAA. Within seven days from receipt of application, Office of the Provost and Vice President for Academic Affairs will:

- a. Notify the appropriate Chair so that evaluations and recommendations may be completed no later than December 1.
- b. Notify the candidate that a dossier must be submitted no later than December 1st. Said dossier should include:
  - the application form
  - appropriate evaluations, including those from students and colleagues
  - annual professional activities reports of the last 3 years (including courses taught and syllabi)
  - conferences attended, participation in professional organizations, and service to the school and the community
  - list of publications, performances, exhibits, grants, research, and/or other awards not previously listed
  - additional documentation of the candidate's choice to support any of the promotion criteria (A Promotion Indicators sample sheet is attached to the application form.)
- c. Notify the Promotions Advisory Committee so that appropriate review of the dossiers may be completed by January 15.

The Promotions Advisory Committee will submit its recommendations to the Provost & VPAA. All final promotion decisions must receive the approval of the Provost & VPAA, the President and the Board of Trustees. All faculty members recommended for promotion will be notified by the Provost & VPAA.

## 3. Failure to Promote

Faculty members who believe they are qualified for promotion according to the provisions of this document and who have not received promotion may request clarification about the decision from the Provost & VPAA who will make recommendations for promotion to the President or uphold the decision of the Promotion Advisory Committee.

Applications for promotion, criteria and procedural guidelines are available in the Office of the Provost & Vice President for Academic Affairs.