

[Home](#) > Promotion

Policy Contents

- [Policy](#)
- [Revision History*](#)

Policy Information

Last Revised Date:

August, 2016

Policy Number:

UHAP 4B.3

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Policy

After the initial year of service, an academic professional employee may be considered for promotion during any subsequent year on the basis of excellent performance. Consideration for promotion may be initiated by the employee or the employee's immediate administrative head. The promotion must be to a position or rank previously established and approved by the Provost, the responsibilities of which have been defined by the department and the college or division. A promotion recommendation should originate with the immediate administrative head and be approved by the dean or division administrator.

Promotion normally is effective at the beginning of the fiscal or academic year, as appropriate, following recommendation and approval. An appropriate administrator will make a final determination regarding promotion. Promotion can only occur through specific notification of an appropriate administrator and may not result from inaction or inadvertence.

4B.3.01 Denial of Promotion

An academic professional employee who is not promoted is not entitled to a statement of reasons for that action. The decision to deny promotion need not be construed as due to failure or poor performance on the employee's part. Considerations such as the need for a different area of specialization or for new emphases, the need to shift a position or resources to another department or unit, or the opportunity for an alternate program may dictate that the individual not be promoted.

An academic professional employee who has been denied promotion may appeal the denial to the Provost. Such appeals must be filed in writing with the Office of the Provost within 30 days after the date of the dean's or division administrator's decision. The Provost may extend this timeline for good cause. The Provost's review will generally be limited to any record compiled under Section 4B.3. However, the Provost may seek additional assessments from outside the department and/or the University regarding the candidate's professional accomplishments, stature as viewed by peers, and scholarly potential. Outside assessments will be solicited with the promise of confidentiality. In selecting peers to provide such assessments, the spirit of the guidelines and procedures used by the candidate's home department will be followed.

Within 90 days of the Provost's receipt of the written appeal, the Provost will issue a written decision to the academic professional employee and will provide copies of the decision to the dean or division administrator and the immediate administrative head. The Provost's decision is final.

Revision History*

Revisions approved August 23, 2016

All sections revised July 2014

Source URL: <http://policy.arizona.edu/employmenthuman-resources/promotion>

Links

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