**Barrett, The Honor College**

Promotion Policies of Barrett

Approved by the faculty assembly of the college on 05/06/14

Approved by the dean on 05/06/14

**Promotion Policies**

Barrett, The Honors College

Arizona State University

This document shall take effect upon approval by a majority vote of the Honors Faculty Fellows with the rank of principal lecturer, senior lecturer, and lecturer with full time (100% FTE) status who hold their primary appointment in the BHC and all tenure line professors whose continuing academic appointment is in Barrett; approval by the Dean of BHC; and approval by the University Provost. All promotion and continuing status decisions are to be made in accordance with the policies of the Arizona Board of Regents, with the guidelines in the ACD manual, and with the Barrett Honors College Bylaws; should any of those conflict, the order of precedence will be ABOR policy, ACD policy, followed by BHC bylaws.

1. **Definitions**

The Promotion Committee is composed of faculty members at or above the rank to which the candidate desires to be promoted. The appropriate faculty for a lecturer applying for promotion to senior lecture consists of all principal lecturers and senior lecturers. The appropriate faculty for a senior lecturer applying from promotion to principal lecturer consists of all the principal lecturers. The chair of the committee should be a principal lecturer and is selected by the other members of the committee by secret ballot.

1. **Procedures for Promotion**
2. Application for promotion

The latest version of the university promotion policies applies.

1. Materials supplied by the candidate

The latest version of the university promotion policies applies.

1. Discussion by appropriate faculty

Late in the fall semester, with precise dates governed by the College’s calendar for promotion, but no later than a month before the College deadline, the Chair of the Promotion Committee will call a meeting of the appropriate faculty for a discussion of the candidate’s record relative to standards for promotion. The discussion of the candidate’s record at the meeting shall include a careful analysis of all materials included in the promotion packet. Each candidate shall be discussed and evaluated based on his or her individual qualifications; candidates shall not be ranked. Following discussion of each aspect of each candidate’s application a vote is taken by secret ballot with space for comments; only the appropriate faculty members who are present at the meeting may vote. Faculty members unable to attend the meeting may submit written comments to the Chair of the Promotion Committee; comments that have been submitted in a timely manner shall be read at the meeting. Faculty members who attend the meeting are required to sign a statement that they were present at the meeting; this statement shall be kept confidential except in the event of an appeal by the candidate.

1. Summary Statements

Taking into consideration all available evidence of the strengths and weaknesses of the candidate’s record and the assessments of the merits of the candidate’s performance by the appropriate faculty, the Promotion Committee decides whether to recommend the candidate for promotion. The Promotion Committee prepares a summary statement providing the rationale for its decision; the summary statement shall include the outcome from the voting. Should there be strong disagreement among the members of the Promotion Committee, this statement shall be made available to the appropriate faculty for comments in a timely manner before the statement is sent to the Chair. The Faculty Chair composes his/her own letter independently, though informed by the letter from the Promotion Committee. Both letters are then sent to the Dean of Barrett, the Honors College

1. Review by the Dean of Barrett, the Honors College

The dean reviews the portfolio of the candidate and the summary statements and other documentation provided by the Promotion Committee to develop his /her own independent assessment of the candidate’s suitability for promotion. The dean then provides his independent assessment and recommendation to the University Provost by the deadline set by the University Provost.

1. Review by University Provost and Final Decision

The University Provost, after considering the candidate’s portfolio and all recommendations regarding promotion, will make the final decision.

1. Notification of Recommendations and Final Decision

The latest version of the university promotion policies applies.

1. Confidentiality

In order to allow for full and frank discussion of the strengths and weaknesses of the candidate, it is essential that the deliberations of the appropriate faculty and the Promotion Committee be kept confidential. Violations of the principle of confidentiality as it applies to personnel concerns constitute a serious break of professional ethics, and seriously jeopardize the ability of Barrett to conduct its affairs in an effective professional manner.

**This document was approved by the Barrett Faculty at the faculty meeting on May 6, 2014 and by Dean Mark Jacobs on the same day.**