SONORAN UNIVERSITY
OF HEALTH SCIENCES

Promotion Policy for Staff

1. **POLICY STATEMENT/PURPOSE**
   To recognize and reward staff members for excellent performance, increased responsibilities, and professional growth, this policy establishes a transparent and equitable framework for promotions for staff. Promotions will be based on demonstrated performance, goals of the staff member, institutional needs, and potential for continued contribution to the university's mission and strategic goals.

2. **HISTORY/BACKGROUND**

   Sonoran University recognizes that staff are essential to the success of its academic, clinical, and administrative operations. Historically, promotions were handled informally, often without consistent criteria or documentation, which led to ambiguity and missed opportunities for recognizing talent. As the university has grown in complexity and strategic focus, the need for a formal promotion policy became clear.

   This policy was developed in response to feedback from staff, managers, and leadership, as well as insights from engagement surveys. It reflects Sonoran University's commitment to transparency, recognition, and professional development, and serves as a framework to support retention, succession planning and engagement

3. **DEFINITION(S)**
   a. **Promotion:** A promotion is defined as a change to a position of higher responsibility, complexity, or scope accompanied by an increase in compensation and/or title change.
   b. **Competitive Promotion**: through application to a posted vacancy.
   c. **Non-Competitive/Internal Progressive Promotion**: Advancement within the same department which is initiated by the manager or by the staff member with Manager endorsement. The promotion represents the next step in the staff member's career progression.
   d. **Development Plan:** a structured document that outlines a staff member's goals for growth, the skills they aim to develop, and the steps they will take to achieve those goals.

2. **KEY STAKEHOLDERS**
   This policy applies to all staff members at Sonoran University. It does not apply to faculty promotions, which are governed by separate academic policies.

3. **POLICY ITEMS**
   a. Promotion Eligibility
      i. Must have completed a minimum of two Coaching Conversations within the past 12 months. (Exception for FY 2026 - minimum of one coaching conversation is required). Demonstrated mastery in current responsibilities and mastery in modeling the university's core value behaviors as documented in Coaching Conversations forms
      ii. Must meet the minimum qualifications of the higher-level position as listed in the job description.

iii. No active disciplinary actions within the past 12 months. In rare situations, exceptions may be considered with written justification and approval by supervisor or senior administrator.

b. Promotion Criteria
   i. Demonstrated mastery of current role as documented in Coaching Conversation and included in the manager's promotion justification on the PRN.
   ii. Demonstrated collaboration– The ability to work together to achieve a common goal.
   iii. Contributions to institutional goals as documented in Coaching Conversations and tied to established individual goals (Rocks).
   iv. Exceptional performance on key departmental and individual goals (rocks)
c. Compensation Adjustments- promotions typically, although not necessarily, include a salary increase that begins on the effective date of the promotion and determined by:
   i. Internal equity
   ii. Budget availability
   iii. Market benchmarks
   iv. Scope, responsibility and or complexity of new responsibilities
d. Career Development
   i. Managers are encouraged to create professional development plans in collaboration with staff members. The Professional Development Plan template is posted on the HR page of mysonoran.
   ii. Staff members should have access to training, mentorship, and stretch assignments to prepare for advancement and documented in the Coaching Conversations professional development section.
e. Equity and Compliance
   i. HR will review and provide approval of promotions to ensure fairness across departments
   ii. Promotion decisions must comply with EEO, ADA, and the university's salary increase guidelines.
f. Documentation
   i. Requires an updated job description and promotion justification on a Payroll Notice Form.

g. Budget and Funding
   i. Departments must confirm funding availability before initiating a promotion.
h. Internal Transfer
   i. Staff members are encouraged to apply for internal positions. Staff members are not required to notify their supervisor when applying for an internal position but must notify them before accepting an offer for an internal position. The transfer date is then coordinated between the current and new supervisors and the staff member. A minimum of two weeks' notice is typical. Supervisors are expected to be receptive to and encourage internal transfers as part of fostering development and retention.

SONORAN UNIVERSITY
OF HEALTH SCIENCES

4. **RESONSIBILITY FOR IMPLEMENTATION**
   Human Resources

5. **RELATED DOCUMENTS**
   Job Description, Coaching Conversation form, Payroll Notice form, Salary Increase Guidelines, ADA Policy. Diversity & Inclusion Policy, Equal Employment Opportunity 2.1 in Employee Handbook, Professional Development Plan

6. **NEXT REVIEW DATE**
   As needed

7. **POLICY AUTHOR/CONTACT**
   Director of Human Resources

8. **REFERENCES**

9. **VERSION CONTROL AND CHANGE HISTORY**

Version	Approved by	Date Approved	Date Effective	Amendment Information
1	Human Resources	11/13/2025	11/13/2025	New Policy
2				
3				