

Policy Name: Non-Academic Promotion
Approving Authority: President

Policy # HR-007
Approval Date: 6/23/2023
Date Last Reviewed: 6/23/2023
Next Review Date: 6/2024

Statement

The Non-Academic Promotion Policy of Beal University Canada (“BUC” or the “University”) supports a fair and equitable process of consideration for promotion of employees based on performance.

Purpose

The purpose of the Non-Academic Promotion Policy is to ensure the employees are considered for promotion opportunities when eligible.

Roles and Responsibilities

The responsibility for the implementation of this policy is the Director of Human Resource Administration. The Vice President of Operations has oversight responsibility. The President will review the policy annually.

Policy

The Non-Academic Promotion Policy states employees, in satisfactory standing, are eligible to apply for vacant positions if they meet the requirements of the position for which they are applying to as well as having achieved satisfactory standing. Satisfactory standing requires an employee to have successfully completed:

1. The introductory period;
2. Professional development training; and
3. Performance evaluation with satisfactory performance achieved.

Current employees who apply for vacant administrative positions will be considered for a personal interview provided they possess the required qualifications, including education and experience. It is the responsibility of the applicant to ensure an up-to-date resumé is provided so an assessment of eligibility can be made.

Related Policies and Documents

HR-005 Non-Academic Hiring Standards Policy
HR-006 Non-Academic Career Development Policy

Employee Handbook