

## **ARTICLE 14**

### ***PROMOTION PROCEDURE***

**14.1 Policy.** Promotion decisions are not merely a totaling of an employee's annual performance evaluations. Rather, the University, through its faculty, professional employees, and administrators, assesses the employee's potential for growth and scholarly contribution as well as past meritorious performance.

#### **14.2 Cumulative Progress Evaluations.**

(a) Beginning with the second year of employment, Assistant Professors eligible for consideration for promotion to Associate Professor shall be apprised of their progress toward promotion. For example, employees hired Fall 2012 or Spring 2013 will receive their first cumulative progress evaluation in Spring 2014. The appraisal shall be included as a separate component of the annual evaluation and is intended to provide assistance and counseling to candidates to help them to qualify themselves for promotion. The employee may request, in writing, a meeting with an administrator at the next higher level to discuss concerns regarding the promotion appraisal which were not resolved in previous discussions with the evaluator.

(b) Other employees who are eligible for promotion may, at their option and upon written request, be similarly apprised of their progress toward promotion.

#### **14.3 Criteria.**

(a) Promotion decisions shall be a result of meritorious performance and shall be based upon established criteria specified in writing by the University. All affected employees shall be given a copy of the criteria. The University may modify these criteria so long as the local UFF Chapter has been notified of the proposed changes and offered an opportunity to discuss such changes in consultation with the president or representative. Changes in criteria shall not become effective until one (1) year following adoption of the changes, unless mutually agreed to in writing by the local UFF Chapter President and the president. The date of adoption shall be the date on which the changes are approved by the administrator at the highest level required under applicable University policies and procedures. Any proposal to develop or modify promotion criteria shall be available for discussion by members of the affected departments/units before adoption.

(b) The University is encouraged to review its promotion criteria which may exist at the University, college/school, or department/unit level to ensure that such criteria are consistent with each other and that they comport with the mission of the University and its various academic units.

(c) Promotion criteria shall be available in the department/unit office and/or at the college/unit level.

#### **14.4 Procedures.**

(a) The only documents which may be considered in making promotion recommendations are those contained or referenced in the promotion file. The provisions of Article 11 of this Agreement shall apply to the contents of the promotion file. It shall be the responsibility of the employee to see that the file is complete. Prior to the consideration of the employee's promotion, the employee shall have the right to review the contents of the promotion file and may attach a brief response to any material therein. If any material is added to the file after the commencement of consideration, a copy shall be sent to the employee within five (5) days (by personal delivery, by mail, return receipt requested, or through the eP&T portal, if applicable). The employee may attach a brief response within five (5) days of his/her receipt of the added material. The file shall not be forwarded until either the employee submits a response or until the second five (5) day period expires, whichever occurs first. If a document that is not part of the promotion file is considered, then, prior to the committee's decision, it shall be added to the promotion file and the procedures for notifying the employee described in this section shall be followed.

(b) Recommendations for promotion shall include a copy of applicable promotion criteria, the employee's annual assignments and annual evaluations, and, the employee's promotion appraisal(s). Only employees seeking promotion to Associate Professor are required to include their cumulative progress evaluations in the promotion file.

**14.5 Notice of Denial.** If any employee is denied promotion, the employee shall be notified in writing by the appropriate administrative official, within ten (10) days or as soon as possible thereafter, of that decision. Upon written request by an employee within twenty (20) days of the employee's receipt of such decision, the University shall provide the employee with a written statement of the reasons why the promotion was denied.

**14.6 Instructor/Lecturer Promotion.** Instructors and lecturers on regular appointments shall be eligible for promotion. Instructors and lecturers are not required to apply for promotion. An instructor or lecturer who applies for but does not achieve promotion shall continue at his or her current rank and retain the right to reapply in a future promotion cycle.

(a) Ranks. The ranks for instructors shall be Instructor, Associate Instructor, and Senior Instructor. The ranks for lecturers shall be Lecturer, Associate Lecturer, and Senior Lecturer.

(b) Years of Service. An instructor or lecturer shall be eligible for promotion to the next rank in the sixth year of full time service at the current rank. Prior years of service at other institutions or as a Visiting Instructor/Lecturer at the University may count toward eligibility for promotion, but three (3) years of full time service at the current rank must be obtained at UCF.

(c) Change in Title. If an employee with an instructor title earns a terminal degree from an accredited institution in an appropriate field of specialization, the employee's title shall be changed to a lecturer title. The employee's rank shall remain the same (e.g., an Associate Instructor shall become an Associate Lecturer) and years of service earned toward eligibility for promotion to the next rank shall not be affected.

(d) Phase In Period. During 2013-2014, only instructors and lecturers hired in or before 2003 shall be eligible for promotion. During 2014-2015, only instructors and lecturers hired in or before 2006 shall be eligible for promotion. During 2015-2016, only instructors and lecturers hired in or before 2009 shall be eligible for promotion. Thereafter, all instructors and lecturers who meet normal years of service and other eligibility requirements shall be eligible for promotion.