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**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.~~

**14.1 Definition**

Promotion is the appointment of an employee to a higher academic rank in recognition of distinguished performance and service to the University.

**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.~~

**14.2 Eligibility**

- a. Employees with the rank of Assistant Professor, Associate Professor, Instructor Librarian, Assistant Librarian, Associate Librarian, Assistant Instructional Designer, Associate Instructional Designer, Assistant in \_\_\_\_\_, Associate in \_\_\_\_\_, Curator, Assistant Curator, Associate Curator, University School Instructor, University School Assistant Professor, University School Associate Professor, Instructor, Associate Instructor, Lecturer, Associate Lecturer, Scholar/Scientist/Engineer, Assistant Scholar/Scientist/Engineer, and Associate Scholar/Scientist/Engineer shall be eligible for promotion.
- b. Tenure-earning employees with the rank of Assistant Professor are normally recommended for promotion to Associate Professor prior to or at the same time that tenure is recommended. To save time for both faculty member and committees, the necessary materials for both will go forward simultaneously. Votes on tenure and promotion shall occur concurrently at department, college, and university levels.

~~(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 Policies**

- a. No promotion decision shall be based on an assessment that employs factors not identified in, or standards conflicting with, the established written criteria.
- b. Employees serving on promotion committees shall hold rank at or above the rank to which candidates are applying. In instances when a department has fewer than three

50 full-time employees at the rank required, additional employees at a comparable rank  
51 may be added from other related disciplines within the University. The  
52 department chair in consultation with the dean and employees, shall identify potential  
53 committee members who are willing to serve in this role.

54 c. All of the employee's scholarly publications and other research/scholarship/creative  
55 activity shall be appropriate to consider in assessing whether the employee fulfills the  
56 criteria.

57 d. When an employee is serving in an administrative position at the level of chair or  
58 director or higher, or when a conflict of interest exists, the dean's office shall appoint  
59 an appropriate person to guide the employee's promotion process.

60 e. There shall be sufficient discipline flexibility in interpretation of the standards for  
61 promotion, so employees may have a reasonable expectation of fulfilling the  
62 requirements.

63 f. At any stage in the promotion process, a correction to the dossier is needed or an issue  
64 arises, the candidate's dossier shall be placed on hold until all issues related to the  
65 dossier are resolved. If the dossier is placed on hold, the candidate shall be notified  
66 within five business ~~calendar~~ days of this action and allowed to address the issue.

67 g. The only documents which may be considered in making promotion  
68 recommendations are those contained or referenced in the promotion dossier.

69 h. The provisions of Article 12 of this Agreement shall apply to the contents of the  
70 promotion dossier.

71 i. An employee denied promotion is eligible to apply the next promotion cycle.

72 j. Serving on a promotion committee is an honor entailing a duty to evaluate candidates.  
73 Committee members should not abstain but should fulfill their duty.

74 k. Equitable Opportunity. Each employee shall be given assignments that provide  
75 equitable opportunities, in relation to other employees in the same department, to  
76 meet the required criteria for promotion.

77 l. Assignments shall be considered over the entire period since the original  
78 appointment, ~~including credit received toward tenure and promotion,~~ or since the last  
79 promotion if the employee has been promoted.

80 m. The Office of Faculty Excellence shall maintain a promotion schedule with applicable  
81 dates and times for all eligible employees on their website. The schedule shall be  
82 available no later than the last instructional day of the Fall semester.

83 n. The deadline for the intent to apply for promotion for tenured and tenure-earning  
84 employees is the second Friday in February.

85 o. The notification of promotion shall be no later than the 2<sup>nd</sup> Wednesday of April.

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

#### 91 **14.4 Cumulative Progress Evaluation**

92  
93  
94 a. Beginning with the second year of employment, Assistant Professors eligible for  
95 consideration for promotion to Associate Professor shall be apprised of their progress

96 toward promotion by the department chair. For example, employees hired fall or spring will  
97 receive their first cumulative progress evaluation (CPE) in the following spring. The  
98 appraisal shall be included as a separate component of the annual evaluation and is intended  
99 to provide assistance and counseling to candidates to help them to qualify themselves for  
100 promotion. The CPE shall focus on and evaluate progress toward meeting department,  
101 college, and university criteria for promotion. The employee may request, in writing, a  
102 meeting with the dean to discuss concerns regarding the promotion appraisal which were  
103 not resolved in previous discussions with the department chair.

- 104  
105 b. Other eligible employees may, at their option and upon written request, be similarly  
106 apprised of their progress toward promotion.

#### 109 14.5 Creating Department Criteria

- 110 a. Department criteria. Each tenure granting department with eligible employees may shall  
111 create, if none exists, written promotion criteria.
- 112 b. A committee of five tenured employees elected by the tenured and tenure-earning  
113 employees in the department will create or revise department criteria. If such a  
114 department has fewer than five tenured employees, additional tenured employees shall  
115 be added from other related disciplines within the Universitythe entire department shall  
116 serve on the committee. The department chair in consultation with the dean and  
117 employees, shall identify potential committee members who are willing to serve in this  
118 role. Tenure and tenure-earning department criteria shall be approved by the following:  
119 a majority vote in a secret ballot of the full-time tenured and tenure-earning employees  
120 in the department, the department chair, the dean, and the provost or designee. Failure  
121 for all parties listed above to approve the criteria shall result in no criteria change and  
122 the process shall start anew.

#### 124 14.6 Creating College Criteria

- 125 a. Each tenure granting college with eligible employees may create, if none exists,  
126 written promotion criteria.
- 127 b. A committee shall be formed consisting of one tenured employee from each  
128 department in the college. The tenured employee will be elected by a majority vote in  
129 a secret ballot of the full-time tenured and tenure-earning employees. This committee  
130 will create or review college criteria. Tenure and tenure-earning college criteria shall  
131 be approved by the following: a majority vote in a secret ballot of the full-time  
132 tenured and tenure-earning employees in the college, the dean, and the provost or  
133 designee. Failure for all parties listed above to approve the criteria shall result in no  
134 changed criteria and the process shall start anew.

#### 136 14.7 Review of Department and/or College Criteria

- 137 a. Review of department and/or college criteria must begin five years after the adoption or

138 most recent review of criteria. The process for reviewing department or college criteria  
139 shall be the same as the process for developing them, as described in this article. If the  
140 University reorganizes the structure of a department and/or college, a review of the  
141 affected criteria shall begin no more than 30 days after the effective date of the  
142 reorganization.

- 143 b. If department or college criteria are in the process of being created or under review  
144 when this article is ratified, the process shall begin anew following the procedures  
145 required by this article. If department or college criteria are not in compliance with this  
146 article when they are ratified, the review process required by this article shall begin in  
147 within 30 days.

#### 148 14.8 University Criteria

- 150 a. Promotion to Associate Professor calls for excellence in teaching and substantial  
151 contributions in research, as well as; appropriate service contributions or other  
152 university duties, since appointment to UCF employee. It is expected the candidate's  
153 research and scholarly activity have a significant impact, as normally indicated by  
154 national recognition.
- 155 b. Promotion to Professor is awarded on the basis of superior achievement at the national  
156 and/or international level with the promise of continued contribution, and not on the  
157 basis of longevity. The rank of professor reflects ~~not only~~ an individual's contributions  
158 within the institution, ~~but also and~~ denotes a reputation as a leading scholar and  
159 researcher among one's academic peers on a national and/or international level.  
160 Substantial contributions of a continuing nature in each of the areas evaluated, beyond  
161 that expected of an Associate Professor, are necessary components for ~~the~~  
162 achie~~vementing~~ of the rank of Pprofessor.

#### 163 14.9 Criteria Effective Date

- 164 a. Ratified department or college criteria shall ~~not~~ become effective ~~until~~ one year  
165 following adoption of the changes, unless mutually agreed to in writing by the UFF  
166 President and University. The date of adoption shall be the date on which the University  
167 President or designee approves the changes.
- 168 b. Effect on employees. If an employee has at least three years of tenure-earning credit as  
169 of the date on which ~~the~~ promotion criteria are adopted, the employee shall be evaluated  
170 under the criteria as they existed prior to modification, unless the employee notifies the  
171 University prior to ~~beginning~~ promotion consideration that the employee chooses to be  
172 evaluated under the modified criteria.

#### 173 14.10 Promotion Procedure for Tenure and Tenure-Earning Employees

- 178  
179 a. The promotion process shall be initiated by the employee, in consultation with the  
180 department chair, and evaluated successively by the department promotion and tenure  
181 committee, the department chair, the college promotion and tenure committee, the dean of  
182 the college, and the university promotion and tenure committee.  
183  
184 b. Recommendations by the department chair, dean, and all committees must be complete and  
185 concise, citing reasons for the recommendation that are based on evidence contained or  
186 explained in the candidate's dossier.  
187  
188 c. Rationale for all votes, including split votes, shall be explained within the promotion and  
189 tenure committees' recommendation. Abstentions are strongly discouraged in this process  
190 except in cases of conflict of interest.  
191  
192 d. In cases where an employee is in an academic unit but strongly affiliated with another unit  
193 (e.g., a center, institute, or other entity), the normal tenure and promotion process will be  
194 undertaken through the academic unit to which the employee belongs, with written  
195 recommendations by both supervisors upon review of the candidate's materials. In cases  
196 where an employee has a joint appointment with two different academic units, the normal  
197 tenure and promotion process will be undertaken through the primary academic unit, but  
198 with written recommendations included in the file by both supervisors upon a review of the  
199 candidate's materials.

#### 200 201 14.11 Outside Review for Tenure and Tenure-Earning Employees

- 202  
203 a. **Outside review.** In consultation with the department chair, each employee being considered  
204 for promotion shall prepare the materials to be forwarded to reviewers by the department  
205 chair. These materials will include department criteria or guidelines, college criteria if they  
206 exist, this university regulation, a current curriculum vitae, and other research  
207 documentation as deemed appropriate. Outside reviewers primarily provide comments  
208 about the quality and impact of the candidate's scholarly research and creative activity  
209 within their common discipline or area of study. Normally, outside reviewers will hold the  
210 rank of full professor. The preponderance of the external letters ~~shall~~ <sup>should</sup> ~~typically~~ <sup>typically</sup> come  
211 from individuals holding tenured positions at very high research activity universities, as  
212 designated by the Carnegie Foundation. The department chair and the department  
213 promotion and tenure committee shall jointly nominate four outside reviewers in ranked  
214 order; and the employee being considered for promotion shall nominate his or her own four  
215 outside reviewers in ranked order. The candidate will select two reviewers from the  
216 department's list. The department chair, in consultation with the department promotion and  
217 tenure committee, shall select two reviewers from the candidate's list.  
218  
219 b. Only the department chair shall make contact with each of the four selected reviewers to  
220 ascertain their willingness to review the candidate's materials for promotion. Should a  
221 potential reviewer agree to undertake the review, a standard letter provided by the Office of  
222 Faculty Excellence shall be used by the department chair for the purpose of submitting or  
223 emailing a dossier to the outside reviewer. Should any decline, the department chair shall  
224 contact the next ranked candidate. If the declining reviewer is from the candidate's list, then

225 the next reviewer on that list would be contacted; if the declining reviewer is from the  
226 department's 's list, then the next reviewer on that list would be contacted. If all decline, the  
227 process outlined above starts over to identify new reviewers, as necessary.

228  
229 c. Reviewers shall not participate in the following cases:

- 230 1. Where a potential conflict of interest exists;
- 231 2. If, in the reviewer's judgment, personal factors might impair their objectivity  
232 regarding an individual candidate.

233  
234 d. Once the promotion review process has started, the candidate is not to have any contact with  
235 the outside reviewers until the requested review letter is received by the university.

#### 236 237 238 14.12 Candidate Dossier for Tenure and Tenure-Earning Employees

239  
240 a. Candidate Dossier. A promotion and tenure dossier shall be accompanied by the  
241 supporting materials listed below:

- 242 1. Copies of applicable department and unit promotion and tenure criteria and college  
243 criteria where applicable;
- 244 2. The curriculum vitae sent to the outside reviewers in the spring;
- 245 3. Current curriculum vitae, if different from above;
- 246 4. The employee's annual performance evaluations for the last five years;
- 247 5. Cumulative progress evaluations (inclusion of cumulative progress evaluations are  
248 optional for candidates applying for promotion to professor);
- 249 6. An overall summary statement and individual summary statements written by the  
250 candidate describing their teaching; research, scholarly, and creative activities; and  
251 service;
- 252 7. Materials supporting candidate's summary statement of teaching; research,  
253 scholarly, and creative activities compiled by the candidate. ~~In terms of~~  
254 ~~documentation of external research funding, only contracts and grants processed~~  
255 ~~through the university's Office of Research and Commercialization, or other~~  
256 ~~appropriate university entity (e.g., UCF Foundation, other foundations, or private~~  
257 ~~individuals) shall be considered.~~

#### 258 259 14.13 Department Promotion and Tenure Committee for Tenure and 260 Tenure-Earning Employees

261  
262 a. Department promotion and tenure committee. A department promotion and tenure  
263 committee shall be established to function as an advisory group to the department chair  
264 and consist of all tenured department employee at or above the rank being sought by  
265 candidates in the department. In instances when a department has fewer than three full-  
266 time tenured employee at the rank required, additional tenured employee at the rank  
267 required ~~may~~shall be added from other related disciplines within the college or  
268 university. The department chair, in consultation with the dean and department  
269 employees, shall identify (a) potential committee member(s) who is or are willing to  
270 serve in this role. The same committee member(s) must serve on the department  
271 committee for all candidates seeking promotion and tenure for that cycle, in that



272 department.

273  
274 b. Committee members may not serve on a department promotion and tenure committee if  
275 they have been elected to represent the department on the college promotion and tenure  
276 committee in the same college, the university promotion and tenure committee, or serve  
277 as a department chair in the same college. Because of the importance of the promotion  
278 and tenure process, it is expected that all promotion and tenure committee members will  
279 participate fully in the process.

280  
281 c. Employees shall not serve in any of the following instances:

282 1. Where a potential conflict of interest exists;

283 2. Where serious illness would prevent the employee from completing the evaluation  
284 process;

285 3. When personal factors might impair his or her objectivity regarding an individual  
286 candidate;

287 4. If a committee member is outside of the greater metropolitan area;

288 5. Voice and or video calls may be utilized at the discretion of the committee chair  
289 when a member cannot be physically present for department promotion and tenure  
290 committee meetings. When voice or video calls are utilized, the chair of the  
291 committee shall be delegated signature authority through an official power of  
292 attorney to vote and sign the record of attendance for the missing committee  
293 member;

294 6. Employees who are serving on the college promotion and tenure committee or will  
295 serve on the university promotion and tenure committee during the same cycle; or

296 7. Retired employees

297  
298 e. The department chair shall call the initial meeting to organize the committee. The  
299 promotion and tenure committee chair shall be a member of the promotion and tenure  
300 committee elected by majority vote of its members and shall call the promotion and tenure  
301 committee into session to transact such business as required. A quorum shall consist of the  
302 attendance of all committee members, when practicable, but not less than a majority of the  
303 committee members or fewer than three persons. The department promotion and tenure  
304 committee will be professional and discriminating in the decision-making process and make  
305 its recommendations solely based on department and college criteria, this ~~regulation~~Article  
306 and the materials contained or referenced in the candidate's dossier.

307 1. Because evaluative personnel records are being discussed, only members of the  
308 department promotion and tenure committee may be present for a given meeting.

309 2. The use of recording devices is prohibited during department promotion and  
310 tenure meetings and deliberations.

311  
312 f. Each department promotion and tenure committee member shall be physically present to  
313 vote on the candidate being evaluated, except in those cases as outlined above or if voice or  
314 video calls are part of the approved procedures. The vote shall occur after promotion and  
315 tenure committee discussion, and the results shall be recorded. A promotion and tenure  
316 committee member shall vote only on dossiers that he or she has personally reviewed. Each  
317 evaluation and recommendation must be accompanied by an explanation of the promotion

318 and tenure committee's action. In the case of any split vote, there must be a written  
319 explanation of the split vote. Abstentions are strongly discouraged except in cases of  
320 conflict of interest.

321  
322 g. The promotion and tenure committee chair shall forward to the department chair the  
323 following:

- 324 1. The record of attendance of all promotion and tenure committee meetings;
- 325 2. The promotion and tenure committee's evaluation and recommendation;
- 326 3. The candidate's dossier containing all evaluation materials;
- 327 4. The results of the poll of the tenured employee for a candidate for tenure; and
- 328 5. ~~If applicable, a~~ sealed envelope containing the official votes of the promotion and  
329 tenure committee regarding promotion and tenure.

330  
331 h. The department chair shall transmit the promotion and tenure committee's evaluation and  
332 recommendation to the employee candidate for review and potential comment

333  
334 i. Evaluated employees may review and, if desired, provide a response to the committee's  
335 evaluation and recommendation within five ~~calendar~~ days after receipt of notice of the  
336 department promotion and tenure committee's recommendation. Any response will become  
337 part of the candidate's dossier.

338  
339 j. After the five days available for the candidate's optional response has passed, the  
340 department chair within seven ~~calendar~~ days will recommend in favor of or against  
341 promotion and forward the recommendations and comments to the candidate for review and  
342 potential comment.

343  
344 k. An evaluated candidate may review and, if desired, provide a response to the department  
345 chair's evaluation and recommendation within five ~~calendar~~ days after receipt of notice of  
346 the department chair's recommendation. Any response will become part of the candidate's  
347 dossier.

348  
349 l. Once the five-calendar day period for optional response by the candidate has passed, the  
350 department chair shall forward the candidate's dossier to the college.

351  
352 **14.14 College Promotion and Tenure Committee for Tenure and Tenure-**  
353 **Earning Employees**

354  
355 a. **College promotion and tenure committee.** A college promotion and tenure committee  
356 consisting of one tenured employee at the rank of professor from each department shall be  
357 established within each college to function as an advisory group to the dean; if no tenured  
358 full professor is available in a department, then a tenured associate professor may serve in  
359 this role but not participate or vote in discussions relating to full professors.

360  
361 b. An alternate college promotion and tenure committee member must be elected in the event a  
362 regular committee member is unable to serve. Each spring, when department and college  
363 promotion and tenure committees are being formed, tenured employees in a given college  
364 shall elect an alternate college promotion and tenure member. The alternate college



365 promotion and tenure committee member shall not serve on any department committees  
366 within that college or on the university promotion and tenure committee. If the alternate is  
367 selected to serve on the college promotion and tenure committee, he or she must review all  
368 the candidate dossiers.

369  
370 c. Department chairs and ranked deans may not serve on the college promotion and tenure  
371 committee.

372  
373 d. Each college promotion and tenure committee member shall serve a term of two academic  
374 years. Terms shall be staggered to provide for continuity and uniformity of committee  
375 action.

376  
377 e. College promotion and tenure committee members may not serve two successive terms,  
378 except in departments with only one professor eligible to serve.

379  
380 f. With ample notice, vacancies on the college committee are filled by eligible employees  
381 during the term in which they occur from the same department, but only for the remainder  
382 of the departed person's term.

383  
384 g. Employees serving on a department promotion and tenure committee within the same  
385 college or the university promotion and tenure committee may not serve on the college  
386 promotion and tenure committee. They also may not participate in or attend committee  
387 discussions related to the candidates or vote on candidates' dossiers as part of the college  
388 promotion and tenure committee.

389  
390 h. Employee shall not serve in any of the following instances:

391 1. Where a potential conflict of interest exists;

392 2. Where serious illness would prevent the employee from completing the evaluation  
393 process;

394 3. When personal factors might impair his or her objectivity regarding an individual  
395 candidate;

396 4. If a committee member is outside of the greater metropolitan area; Voice and or video  
397 calls may be utilized at the discretion of the committee chair when a member cannot  
398 be physically present for college promotion and tenure committee meetings. When  
399 voice or video calls are utilized, the chair of the committee shall be delegated  
400 signature authority through an official power of attorney to vote and sign the record  
401 of attendance for the missing committee member;

402 5. Employee who served on the committee within the last two years;

403 6. Employee who have served on a department promotion and tenure committee within  
404 the same college or will serve on the university promotion and tenure committee  
405 during the same cycle; or

406 7. Retired employees.

407  
408 i. Colleges with fewer than three departments, schools or academic units shall elect tenured  
409 full professors to serve on the college promotion and tenure committee to attain a minimum  
410 of three promotion and tenure committee members. If fewer than three tenured, full

411 professors are available to serve, supplemental employee from other colleges will be added  
412 to the college promotion and tenure committee. The dean, in consultation with the college  
413 employees, shall identify potential candidates who are willing to serve in this role and will  
414 organize the initial committee meeting. Supplemental committee members shall be tenured  
415 professors who are elected by majority vote of tenured and tenure-earning employee of the  
416 affected departments; the same supplemental committee member must serve on the college  
417 committee for all candidates seeking promotion and tenure for that cycle in that college.

418  
419 j. The college dean shall ensure members of the college promotion and tenure committee are  
420 elected at individual department meetings in the spring semester.

421  
422 k. College promotion and tenure committee members shall not serve and shall be replaced by  
423 an alternate in the following cases:

424 1. Where a potential conflict of interest exists;

425 2. Where serious illness would prevent the employee from completing the evaluation  
426 process;

427 3. When personal factors might impair his or her objectivity regarding an individual  
428 candidate;

429 4. If a committee member is outside of the greater metropolitan area; Voice and or video  
430 calls may be utilized at the discretion of the committee chair when a member cannot  
431 be physically present for college promotion and tenure committee meetings. When  
432 voice or video calls are utilized, the chair of the committee shall be delegated  
433 signature authority through an official power of attorney to vote and sign the record  
434 of attendance for the missing committee member.

435  
436 l. The college promotion and tenure committee chair shall be a member of the college  
437 promotion and tenure committee elected by a majority vote of its members and shall call the  
438 committee into session to transact such business as required.

439  
440 m. A quorum shall consist of the attendance of all promotion and tenure committee members,  
441 when practicable. However, a quorum shall not be less than seventy percent of the college  
442 promotion and tenure committee members.

443  
444 n. The college promotion and tenure committee will be professional and discriminating in its  
445 decision-making and will make its recommendation solely based on department and college  
446 criteria, this regulation and the materials contained or referenced in the candidate's dossier.

447 1. Because evaluative personnel records are being discussed, only members of the  
448 college promotion and tenure committee may be present for a given meeting.

449 2. The use of recording devices is prohibited during college promotion and tenure  
450 committee meetings and deliberations.

451  
452 o. The college promotion and tenure committee shall complete an evaluation and  
453 recommendation based on department and college criteria for each candidate for promotion  
454 and tenure.

455

- 456 p. Each college promotion and tenure committee member shall vote on each case considered,  
457 and the result shall be recorded. A promotion and tenure committee member must be  
458 physically present to vote and may only vote on dossiers that he or she has personally  
459 reviewed. Voice or video calls may be used at the discretion of the college promotion and  
460 committee member chair when a member cannot be physically present for promotion and  
461 tenure committee meetings. When voice or video calls are utilized, the chair of the  
462 committee shall be delegated signature authority through an official power of attorney to  
463 vote and sign the record of attendance for the missing committee member.
- 464
- 465 q. Each evaluation and recommendation must be accompanied by an explanation of the  
466 promotion and tenure committee's action, including an explanation of split votes.  
467 Abstentions are strongly discouraged except in cases of conflict of interest.
- 468
- 469 r. The college promotion and tenure committee chair shall forward to the dean the following:  
470 1. The record of attendance of all college promotion and tenure committee meetings;  
471 2. The college promotion and tenure committee's evaluation and recommendation;  
472 3. The candidates' dossiers containing all evaluation materials; and  
473 4. If applicable, a sealed envelope containing the official votes.
- 474
- 475 s. The dean shall transmit college promotion and tenure committee recommendations and  
476 evaluation to each candidate for review and potential comment. Each evaluated candidate  
477 may review and, if desired, provide a written response to the committee's evaluation and  
478 recommendation within five days after receipt of notice of the college promotion and tenure  
479 committee's recommendation. Any response shall be contained in the candidate's  
480 application dossier.
- 481
- 482 t. Once the five-calendar day period for optional response by the candidate has passed, within  
483 two weeks, the dean will recommend in favor of or against the candidate's application for  
484 promotion and tenure and then send his or her recommendations and comments to the  
485 candidate for review and potential comment.
- 486
- 487 u. Within five days, the candidate may review and respond to the dean's recommendations.  
488 Any response will become part of the candidate's application dossier.
- 489
- 490 v. Once the five-calendar day period for optional response by the candidate has passed, the  
491 dean shall forward the candidate's dossier to the Office of Employee Excellence.

492

493 **14.15 University Promotion and Tenure Committee for Tenure and Tenure-**  
494 **Earning Employees**

- 495
- 496 a. **University promotion and tenure committee.** The university promotion and tenure  
497 committee shall be established to function as an advisory group to the provost. The  
498 university promotion and tenure committee is a reporting committee of the Employee  
499 Senate. It shall consist of one tenured employee from each college who hold the rank of  
500 professor and who are active scholars within their discipline. If a college lacks a full  
501 professor, the college will not be represented on the university promotion and tenure

502 committee. Department chairs and ranked deans may not serve on the university promotion  
503 and tenure committee.

504  
505 b. Each college shall provide one university promotion and tenure committee member, who  
506 has been elected by the tenured and tenure-earning employee of that college, to serve for  
507 staggered two-year terms. The university promotion and tenure committee chair is elected  
508 by the university promotion and tenure committee at its first meeting.

509  
510 c. Vacancies are filled during the term in which they occur from the same college for the  
511 remainder of that person's term and the person shall not have served on any other  
512 promotion and tenure committees.

513  
514 d. The provost will schedule the initial meeting to charge the university promotion and tenure  
515 committee. All members of the committee should be present. If a committee member is not  
516 able to attend, he or she must meet with the provost or designee before participating in  
517 committee work.

518  
519 e. University promotion and tenure committee members shall not serve and shall be replaced  
520 by an alternate in the following cases:

521 1. Where a potential conflict of interest exists;

522 2. Where serious illness would prevent the employee from completing the evaluation  
523 process;

524 3. When personal factors might impair his or her objectivity regarding an individual  
525 candidate;

526 4. If a committee member is outside of the greater metropolitan area; Voice and or video  
527 calls may be utilized at the discretion of the committee chair when a member cannot  
528 be physically present for university promotion and tenure committee meetings. When  
529 voice or video calls are utilized, the chair of the committee shall be delegated  
530 signature authority through an official power of attorney to vote and sign the record  
531 of attendance for the missing committee member; or

532 5. Retired employee.

533  
534 f. The university promotion and tenure committee shall review the evaluation materials of  
535 tenured or tenure-earning employee under consideration for a change of status.

536  
537 g. The university promotion and tenure committee will be professional and discriminating in  
538 its decision-making process and make its recommendations solely based on department and  
539 college criteria, this regulation and the materials contained or referenced in the candidate's  
540 dossier.

541 1. Because evaluative personnel records are being discussed, only members of the  
542 university promotion and tenure committee may be present for a given meeting.

543 2. The use of recording devices is prohibited during university promotion and tenure  
544 committee meetings and deliberations.

545

- 546 h. A quorum shall consist of the attendance of all university promotion and tenure committee  
547 members, when practicable. However, a quorum shall not be less than seventy percent of  
548 the university promotion and tenure committee members.
- 549
- 550 i. Within six weeks, the university promotion and tenure committee shall complete an  
551 evaluation and recommendation for each candidate for promotion and tenure. Each  
552 university promotion and tenure committee member, unless recused, shall vote on each case  
553 considered and the result shall be recorded. A university promotion and tenure committee  
554 member in the greater Orlando area must be physically present to vote and may vote only  
555 on dossiers that he or she has personally reviewed. Voice or video calls may be used only at  
556 the discretion of the university promotion and committee member chair.
- 557
- 558 j. Each evaluation and recommendation must be accompanied by an explanation of the  
559 university promotion and tenure committee's action, including an explanation of split votes.  
560 Abstentions are strongly discouraged except in cases of conflict of interest.
- 561
- 562 k. The university promotion and tenure committee chair shall forward to the Office of Faculty  
563 Excellence the recommendations and votes of the university promotion and tenure  
564 committee and the following:
- 565 1. The record of attendance of all promotion and tenure committee meetings;  
566 2. The university promotion and tenure committee's evaluations and recommendations;  
567 Each candidate's dossier containing all evaluation materials; and  
568 3. A sealed envelope containing the official votes.
- 569
- 570 l. Within five ~~calendar~~ days of receiving the university promotion and tenure committee's  
571 recommendation, the Office of Faculty Excellence shall forward the university promotion  
572 and tenure committee's recommendation to each candidate for review and potential  
573 response. The evaluated candidate will then have five ~~calendar~~ days in which to review and,  
574 if desired, provide a response to the university promotion and tenure committee's  
575 recommendations. Any response will be contained within the dossier and the dossier will  
576 then be transmitted to the provost by the Office of Employee Excellence.
- 577
- 578 m. The following shall be forwarded to the provost:
- 579 1. The record of attendance;  
580 2. The university promotion and tenure committee's evaluation and recommendation;  
581 3. The candidate's dossier containing all evaluation materials; and  
582 4. A sealed envelope containing the official votes of the university committee.
- 583
- 584 n. Provost Review. The provost will review the candidate's dossier and make his or her  
585 recommendations and comments based on the materials contained or referenced in the  
586 candidate's dossier. Upon review of the candidate's information, the Provost will  
587 recommend in favor of or against the candidate's application for promotion and or tenure.
- 588

#### **14.16 Promotion Procedures for Non-Tenure Earning Employees**

- 589
- 590
- 591 a. Regular non-tenure earning employees shall be promoted to the next rank if:  
592 1. the employee completes three years of continuous service at the University and

593 receives three overall annual evaluations of outstanding; or  
594 2. the employee completes four years of continuous service at the University and  
595 receives three overall annual evaluations of above satisfactory or outstanding.  
596

597 b. Service in a visiting non-tenure earning appointment at the University shall count toward  
598 eligibility for promotion.  
599

600 c. Upon ratification, promotion for immediately eligible non-tenure earning employees shall  
601 become effective the next academic semester the employee has a regular or supplemental  
602 summer appointment.  
603  
604  
605

#### 606 14.17 Promotion Decision, Notification, and Effective Date

607  
608

609 a. For tenured employees, final promotion decisions are made by the president and provost.

610 b. Employee notification shall be a letter from the provost or designee sent through UCF  
611 interoffice mail to the employee's primary office location.

612 c. Promotion shall become effective based on the following:

613 1. 9-month:

614 a. Employees with supplemental summer appointments shall receive their  
615 promotion at the start of their supplemental summer appointment immediately  
616 succeeding promotion notification.

617 b. Employees without supplemental summer appointments shall receive their  
618 promotion at the beginning of the succeeding academic year.

619 2. 12-month:

620 a. Employees shall receive their promotion at the start of the succeeding  
621 academic semester immediately succeeding promotion notification.  
622  
623

#### 624 14.18 Notice of Denial

625

626 a. If a tenured or tenure earning employee is denied promotion, the employee shall be  
627 notified in writing by the University within ten days, of the decision. Upon written  
628 request by an employee within twenty days of the employee's receipt of such decision,  
629 the University shall provide the employee with a written statement of the reasons why  
630 the promotion was denied.  
631  
632

#### 633 14.3—Criteria.

634 (a) —Promotion decisions shall be a result of meritorious performance and shall be based  
635 upon established criteria specified in writing by the University. All affected employees shall be given a  
636 copy of the criteria. The University may modify these criteria so long as the local UFF Chapter has  
637 been notified of the proposed changes and offered an opportunity to discuss such changes in  
638 consultation with the president or representative. Changes in criteria shall not become effective until



639 one (1) year following adoption of the changes, unless mutually agreed to in writing by the local UFF  
640 Chapter President and the president. The date of adoption shall be the date on which the changes are  
641 approved by the administrator at the highest level required under applicable University policies and  
642 procedures. Any proposal to develop or modify promotion criteria shall be available for discussion by  
643 members of the affected departments/units before adoption.

644  
645 (b) — The University is encouraged to review its promotion criteria which may exist at  
646 the University, college/school, or department/unit level to ensure that such criteria are consistent  
647 with each other and that they comport with the mission of the University and its various academic  
648 units.

649  
650 (c) — Promotion criteria shall be available in the department/unit office and/or at the  
651 college/unit level.

#### 652 **14.4 — Procedures.**

653  
654 (a) — The only documents which may be considered in making promotion recommendations  
655 are those contained or referenced in the promotion file. The provisions of Article 11 of this Agreement  
656 shall apply to the contents of the promotion file. It shall be the responsibility of the employee to see  
657 that the file is complete. Prior to the consideration of the employee's promotion, the employee shall  
658 have the right to review the contents of the promotion file and may attach a brief response to any  
659 material therein. If any material is added to the file after the commencement of consideration, a copy  
660 shall be sent to the employee within five (5) days (by personal delivery, by mail, return receipt  
661 requested, or through the eP&T portal, if applicable). The employee may attach a brief response within  
662 five (5) days of his/her receipt of the added material. The file shall not be forwarded until either the  
663 employee submits a response or until the second five (5) day period expires, whichever occurs first. If a  
664 document that is not part of the promotion file is considered, then, prior to the committee's decision, it  
665 shall be added to the promotion file and the procedures for notifying the employee described in this  
666 section shall be followed.

667  
668 (b) — Recommendations for promotion shall include a copy of applicable promotion  
669 criteria, the employee's annual assignments and annual evaluations, and, the employee's promotion  
670 appraisal(s). Only employees seeking promotion to Associate Professor are required to include  
671 their cumulative progress evaluations in the promotion file.

672  
673 **14.5 — Notice of Denial.** If any employee is denied promotion, the employee shall be notified in  
674 writing by the appropriate administrative official, within ten (10) days or as soon as possible  
675 thereafter, of that decision. Upon written request by an employee within twenty (20) days of the  
676 employee's receipt of such decision, the University shall provide the employee with a written  
677 statement of the reasons why the promotion was denied.

678  
679 **14.6 — Instructor/Lecturer Promotion.** Instructors and lecturers on regular appointments shall be  
680 eligible for promotion. Instructors and lecturers are not required to apply for promotion. An instructor  
681 or lecturer who applies for but does not achieve promotion shall continue at his or her current rank  
682 and retain the right to reapply in a future promotion cycle.

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

685  
686 (b) Years of Service. An instructor or lecturer shall be eligible for promotion to the next rank  
687 in the sixth year of full time service at the current rank. Prior years of service at other institutions or  
688 as a Visiting Instructor/Lecturer at the University may count toward eligibility for promotion, but

689 ~~three (3) years of full time service at the current rank must be obtained at UCF.~~

690  
691 ~~(e) Change in Title. If an employee with an instructor title earns a terminal degree from an~~  
692 ~~accredited institution in an appropriate field of specialization, the employee's title shall be changed to a~~  
693 ~~lecturer title. The employee's rank shall remain the same (e.g., an Associate Instructor shall become an~~  
694 ~~Associate Lecturer) and years of service earned toward eligibility for promotion to the next rank shall~~  
695 ~~not be affected.~~

696  
697 ~~(d) Phase In Period. During 2013-2014, only instructors and lecturers hired in or before 2003~~  
698 ~~shall be eligible for promotion. During 2014-2015, only instructors and lecturers hired in or before~~  
699 ~~2006 shall be eligible for promotion. During 2015-2016, only instructors and lecturers hired in or~~  
700 ~~before 2009 shall be eligible for promotion. Thereafter, all~~

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~~instructors and lecturers who meet normal years of service and other eligibility requirements shall be eligible for promotion.~~