

1 **ARTICLE 15**

2 **TENURE**

3 **Tracked from BOT Proposal #1; all changes therein accepted by UFF-UCF**

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5 **15.1 Tenure**

6 **Tenure/permanent status guarantees annual reappointment for the academic year until**
 7 **voluntary resignation, retirement, removal for just cause, or layoff.**

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9 **15.2 Eligibility.** Employees with the rank of Associate Professor and Professor shall be eligible for
 10 tenure. Tenure shall be in a department/unit or other appropriate administrative unit. Tenure shall not
 11 extend to administrative appointments in the General Faculty or Administrative and Professional
 12 classification plans.

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14 **15.23 Tenure Decision.**

15 (a) An employee shall normally be considered for tenure during the sixth year of continuous
 16 service in a tenure-earning position, including any prior service credit granted at the time of initial
 17 employment. An employee's written request for early tenure consideration is subject to the University's
 18 written agreement.

19 (b) By the end of six years of service at the University, an employee eligible for tenure shall
 20 either be awarded tenure by the Board of Trustees or given notice that further employment will not be
 21 offered. Upon written request by an employee within twenty days of the employee's receipt of such
 22 notice, the University shall provide the employee with a written statement of reasons by the president or
 23 representative why tenure was not granted.

24 (c) Decision by the Board of Trustees. The Board of Trustees shall award tenure. This
 25 decision shall normally be made at the May Board Meeting but no later than the following meeting. The
 26 employee shall be notified in writing by the president or representative within five days of the decision of
 27 the Board.

28 (d) An employee being considered for tenure ~~prior to~~before the sixth year may withdraw
 29 from consideration without prejudice before the Provost issues a final written recommendation ~~without~~
 30 prejudice.

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32 **15.34 Criteria for Tenure.**

33 (a) The decision to award tenure to an employee shall be a result of meritorious performance
 34 and shall be based on established criteria specified in writing by the University. The decision shall take
 35 into account the following:

- 36 (1) annual performance evaluations;
- 37 (2) ~~the~~ needs of the department/unit, college/unit, and University;
- 38 (3) ~~the contributions of~~ the employee's contribution to their ~~employee's~~ academic unit
 39 (program, department/unit, college/unit); and
- 40 (4) ~~the contributions~~ the employee's is expected future contributions to make to the
 41 ~~institution~~University.

42 (b) Department or unit specific criteria shall be approved by a majority of the full-time
 43 tenured and tenure-earning faculty employees in the department or unit, the department chair or unit head,
 44 the dean, and the provost or designee. If a college chooses to have criteria in addition to department or
 45 unit criteria, these criteria shall be approved by a majority of the full-time tenured and tenure-earning
 46 faculty employees in the college, the dean, and the provost or designee. Approved college criteria will
 47 also be available in the department or unit and in each college.

48

49 (c) Program, department and unit criteria for tenure shall be consistent with criteria for annual
50 evaluations, cumulative evaluations, and promotion. Similarly, college/unit criteria for tenure shall be
51 consistent with the requisite program, department and unit criteria.

52 (bc) The University shall give a copy of the criteria for tenure to employees eligible for
53 tenure, and, beginning with the second year of employment, each such employee shall be appraised in
54 writing once each year of the employee's progress toward tenure. For example, employees hired in Fall
55 2019 or Spring 2020 will receive their first cumulative progress evaluation in Spring 2021. The appraisal
56 shall be included as a separate component of the annual evaluation and is intended to provide assistance
57 and counseling to candidates to help them ~~to~~ qualify ~~themselves~~ for tenure. The employee may request, in
58 writing, a meeting with an administrator at the next higher level to discuss concerns regarding the tenure
59 appraisal ~~which that~~ were not resolved in previous discussions with the evaluator.

60 (ed) Tenure criteria shall be available in the department/unit office and/or at the college/unit
61 level.

62 63 **15.45 Creation and Modification of Criteria.**

64 (a) ~~Modify Criteria. The University may modify the criteria for tenure so long as the~~
65 ~~local UFF Chapter has been notified of the proposed changes and offered an opportunity to discuss such~~
66 ~~changes in consultation with the University president or representative. Changes in criteria shall not~~
67 ~~become effective until one year following adoption of the changes, unless mutually agreed to in writing~~
68 ~~by the local UFF president and the University president or representative. The date of adoption shall be~~
69 ~~the date on which the changes are approved by the administrator at the highest level required under~~
70 ~~applicable university policies and procedures. Any proposal to develop or modify tenure criteria shall be~~
71 ~~available for discussion by members of the affected departments/units before adoption.~~

72 ~~- The procedures for creating and modifying tenure criteria are identical to the procedures~~
73 ~~for creating and modifying criteria for promotion, which are specified in Article 14.5-14.9.~~

74 (b) Effect on Employees. The equitable opportunity provisions of Article 9 are applicable to
75 the modified criteria. ~~Further, if an employee has at least four years of tenure earning credit as of the date~~
76 ~~on which the tenure criteria are adopted under Section 15.4(a), above, the employee shall be evaluated for~~
77 ~~tenure under the criteria as they existed prior to modification unless the employee notified the university~~
78 ~~at least thirty days prior to commencement of the tenure consideration that he/she chooses to be evaluated~~
79 ~~under the newly adopted criteria.~~

80 81 **15.56 Recommendations and Procedures.**

82 (a) ~~Recommendations for the awarding of tenure shall be made by the employee's supervisor~~
83 ~~and shall include a poll by secret ballot of the tenured members of the employee's department/unit. The~~
84 ~~performance of an employee during the entire term of employment at the institution shall be considered in~~
85 ~~determining whether to grant tenure. Recommendations regarding tenure shall include a copy of~~
86 ~~applicable tenure criteria, the employee's annual assignments and annual evaluations, and the employee's~~
87 ~~tenure appraisals. Prior to the consideration of the employee's candidacy, the employee shall have the~~
88 ~~right to review the contents of the tenure file and may attach a brief and concise response to any materials~~
89 ~~therein. It shall be the responsibility of the employee to see that the file is complete and accurate. The~~
90 ~~provisions of Article 11 of this Agreement shall apply to the contents of the tenure file.~~

91 (b) ~~If any material is added to the file after the commencement of consideration, a copy shall~~
92 ~~be sent to the employee within five days (by personal delivery, by mail, return receipt requested, or~~
93 ~~through the eP&T portal, if applicable). The employee may attach a brief response within five days of~~
94 ~~his/her receipt of the added material. The file shall not be forwarded until either the employee submits a~~
95 ~~response or until the second five-day period expires, whichever occurs first. The only documents which~~
96 ~~may be considered in making a tenure recommendation are those contained or referenced in the tenure~~
97 ~~file. If a document that is not part of the tenure file is considered, then, prior to the committee's decision,~~
98 ~~it shall be added to the tenure file and the procedures for notifying the employee described in this section~~
99 ~~shall be followed. Tenure procedures are specified in Article 14.~~

100

15.67 Other Considerations.

(a) During the period of tenure-earning service, the employee's employment shall be governed by the provisions of Article 12.

(b) Part-time service of an employee employed at least one semester in any twelve month period shall be accumulated. For example, two semesters of half-time service shall be considered one-half year of service toward the period of tenure-earning service.

(c) An employee who is credited with tenure-earning service at the time of initial appointment may request, in writing, that the university's representative withdraw all or a portion of such credit. An employee may make such a request only one time, and the request must be received before the end of the spring semester ~~prior to~~before the fall semester of the employee's final year of eligibility.

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15.78 Transfer of Tenure. When a tenured employee is transferred as a result of a reorganization or program curtailment within the University and is employed in the same or similar discipline in which tenure was granted, the employee's tenure shall be transferred to the new department or unit.

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15.89 Tenure upon Appointment. Tenure may be granted to an employee by the Board of Trustees at the time of initial appointment, upon recommendation of the appropriate administrator. ~~The administrator shall consider the recommendation of the department or equivalent unit prior to before making his/her their final tenure recommendation.~~ Faculty may be hired with tenure when the person has held tenure at another institution of higher education or whose record would entitle them to receive tenure at UCF. Candidates for tenure upon hire must submit an application dossier to the department or unit to which he or she is applying. Tenured faculty in the department or unit will interview or evaluate the candidate and vote to recommend for or against tenure in that department or unit. The department chair or unit head shall submit his or her recommendation, the candidate's dossier, and the faculty recommendation to the dean. The dean shall forward his or her recommendation, the department or unit faculty's recommendation, the candidate's dossier, and a completed "Tenure upon Hire" form to the Office of Faculty Excellence for provost's review. The administrator provost shall consider the recommendation of the department or equivalent unit before making their final tenure recommendation. Tenure shall be awarded upon recommendation by the president and approval by the Board of Trustees.

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15.910 Tenure Credit during Leave. Authorized leaves of absence shall be credited or not credited toward the period of tenure-earning service according to the provisions of Section 17.4.

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15.11 Released Time for Employees Serving on the University Tenure Committee

Each employee on the University Tenure Committee shall receive a one-course release during the spring semester, to allow them to fully consider all tenure dossiers.

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~~**15.10 Termination/Layoff.** Tenure/permanent status guarantees annual reappointment for the academic year until voluntary resignation, retirement, removal for just cause, or layoff.~~

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