

1 **ARTICLE 15**

2 **TENURE**

3 All changes tracked from UFF-UCF Proposal #1

4 Blue is from regulations

5 Gray is from BOT Proposal #2

6  
7 **15.1 Tenure**

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

10  
11 **15.2 Eligibility.** Employees with the rank of Associate Professor and Professor shall be  
12 eligible for tenure. Tenure shall be in a department/unit or other appropriate administrative unit.  
13 Tenure shall not extend to those with visiting, courtesy, clinical, research, provisional, or  
14 administrative appointments in the General Faculty or Administrative and Professional  
15 classification plans.

16  
17 **15.23 Tenure Decision.**

18 1. (a) An A full-time employee shall normally be considered for tenure  
19 during the sixth year of continuous service in a tenure-earning position, including any  
20 prior service credit granted at the time of initial employment. However, an employee  
21 whose employment began in the spring semester may count tenure-earning time  
22 beginning with the following academic year. Faculty members also may also choose to  
23 apply for tenure early, that is prior to the sixth year, or to use credit toward tenure given  
24 upon hire, unless they have voluntarily rescinded such credit. In certain ~~unusual~~  
25 situations, the tenure clock may be extended with appropriate permission from the  
26 provost or provost's university's representative. ~~An employee's written request for early~~  
27 ~~tenure consideration is subject to the University's written agreement.~~

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

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

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

40  
41 **15.34 Criteria for Tenure.**

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

- 45 (1) annual performance evaluations;

- 46 (2) ~~the~~ needs of the department/unit, college/unit, and University;  
47 (3) ~~the contributions of~~ the employee's contribution to ~~their-employee's~~ academic unit  
48 (program, department/unit, college/unit); and  
49 (4) ~~the contributions~~ the employee's is-expected future contributions ~~to make~~ to the  
50 ~~institution~~University.

51 (b) Department or unit specific criteria shall be approved by a majority of the full-time  
52 tenured and tenure-earning faculty employees in the department or unit, the department chair or unit head,  
53 the dean, and the provost or designee. If a college chooses to have criteria in addition to department or  
54 unit criteria, these criteria shall be approved by a majority of the full-time tenured and tenure-earning  
55 faculty employees in the college, the dean, and the provost or designee. Approved college criteria will  
56 alsoshall be available in the department or unit and in each college.

57  
58 (c) Program, department and unit criteria for tenure shall be consistent with criteria for annual  
59 evaluations, cumulative evaluations, and promotion. Similarly, college/unit criteria for tenure shall be  
60 consistent with the requisite program, department and unit criteria.

61 (bc) The University shall givemake available a copy of the criteria for tenure to employees  
62 eligible for tenure, and, beginning with the second year of employment, each such employee shall be  
63 apprised in writing once each year of the employee's progress toward tenure. For example, employees  
64 hired without tenure credit in Fall 2019 or Spring 2020 will receive their first cumulative progress  
65 evaluation in Spring 2021. The appraisal shall be included as a separate component of the annual  
66 evaluation and is intended to provide assistance and counseling to candidates to help them ~~to~~qualify  
67 ~~themselves~~for tenure. The employee may request, in writing, a meeting with an administrator at the next  
68 higher level to discuss concerns regarding the tenure appraisal which that were not resolved in previous  
69 discussions with the evaluator.

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

#### 72 73 **15.45** Creation and Modification of Criteria.

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

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

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

#### 90 91 **15.56** Recommendations and Procedures.

92 (a) — Recommendations for the awarding of tenure shall be made by the employee's supervisor  
93 and shall include a poll by secret ballot of the tenured members of the employee's department/unit. The  
94 performance of an employee during the entire term of employment at the institution shall be considered in  
95 determining whether to grant tenure. Recommendations regarding tenure shall include a copy of  
96 applicable tenure criteria, the employee's annual assignments and annual evaluations, and the employee's

97 tenure appraisals. Prior to the consideration of the employee's candidacy, the employee shall have the  
 98 right to review the contents of the tenure file and may attach a brief and concise response to any materials  
 99 therein. It shall be the responsibility of the employee to see that the file is complete and accurate. The  
 100 provisions of Article 11 of this Agreement shall apply to the contents of the tenure file.

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

### 111 **15.67 Other Considerations.**

112 (a) During the period of tenure-earning service, the employee is subject to non-  
 113 reappointment as 's employment shall be governed specified by the provisions of Article 12.

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

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

122 **15.78 Transfer of Tenure.** When a tenured employee is transferred as a result of a reorganization or  
 123 program curtailment within the University and is employed in the same or similar discipline in which  
 124 tenure was granted, the employee's tenure shall be transferred to the new department or unit.

126 **15.89 Tenure upon Appointment.** Tenure may be granted to an employee by the Board of Trustees at  
 127 the time of initial appointment, upon recommendation of the appropriate administrator. The administrator  
 128 shall consider the recommendation of the department or equivalent unit prior to before making his/her their  
 129 final tenure recommendation. Faculty may be hired with tenure when the person has held tenure at another  
 130 institution of higher education or whose when their record would entitle them to receive tenure at UCF.  
 131 Candidates for tenure upon hire must submit an application dossier to the department or unit to which he  
 132 or she is they are applying. Tenured faculty in the department or unit will interview or evaluate the  
 133 candidate and vote to recommend for or against tenure in that department or unit. The department chair or  
 134 unit head shall submit his or her recommendation, the candidate's dossier, and the faculty  
 135 recommendation to the dean. The dean shall forward his or her recommendation, the department or unit  
 136 faculty's recommendation, the candidate's dossier, and a completed "Tenure upon Hire" form to the  
 137 Office of Faculty Excellence for provost's review. The administrator provost shall consider the  
 138 recommendation of the department or equivalent unit before making their final tenure recommendation.  
 139 Tenure shall be awarded upon recommendation by the president and approval by the Board of Trustees.

141 **15.910 Tenure Credit during Leave.** Authorized leaves of absence shall be credited or not credited  
 142 toward the period of tenure-earning service according to the provisions of Section 17.4.

### 144 **15.11 Released Time for Employees Serving on the University Tenure Committee**

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

148 ~~15.10 Termination/Layoff. Tenure/permanent status guarantees annual reappointment for the~~  
149 ~~academic year until voluntary resignation, retirement, removal for just cause, or layoff.~~[\[15.10 in Status](#)  
150 [Quo moved to 15.1\]](#)