

ARTICLE 14^[CP1]**PROMOTION PROCEDURE**

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

14.2 Promotion Regulations.^[CP2] The regulations governing employee promotion are the following:

- (a) Promotion of Tenure and Tenure Earning Faculty (UCF-3.015)
- (b) Promotion of Full-time Non-tenure-earning, Research and Clinical faculty (UCF 3.0175)
- (c) Instructor and Lecturer Faculty Promotion (UCF 3.0176)
- (d) Promotion of Non-tenure-earning Instructional Designers (UCF 3.0177)

~~The inclusion of these regulations is for information purposes only and they are not made part of the BOT-UFF Collective Bargaining Agreement ("CBA") or subject to the Grievance process in Article 20.~~^[CP3]^[TR4]

14.3 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 in Fall 2023 or Spring 2024 will receive their first cumulative progress evaluation in Spring 2025. 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. Furthermore, the appraisal should be based on information provided in the required documents based on any criteria developed by departments/units for the tenure process. 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.~~ Employees eligible for promotion to Professor shall request a CPE and be similarly apprised of their progress toward promotion at least once prior to submitting their dossier.^[CR5]^[CP6]^[TR7]

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42 **14.4 Criteria.**

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

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

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62 **14.5 Procedures.**

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

81 (b) Applications for promotion shall include a copy of applicable
82 promotion criteria, the employee's annual assignments and annual
83 evaluations, and, the employee's promotion appraisal(s). Only employees
84 seeking promotion to Associate Professor are required to include their
85 cumulative progress evaluations in the promotion file.
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87 **14.6 Notice of Denial.** If any employee is denied promotion, the employee
88 shall be notified in writing by the appropriate administrative official, within
89 ten days or as soon as possible thereafter, of that decision. Upon written
90 request by an employee within twenty days of the employee's receipt of
91 such decision, the University shall provide the employee with a written
92 statement of the reasons why the promotion was denied.
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94 **14.7 Instructor/Lecturer Change in Title.** If an employee with an instructor title
95 earns a terminal degree from an accredited institution in an appropriate
96 field of specialization, the employee's title shall be changed to a lecturer
97 title. The employee's rank shall remain the same (e.g., an Associate
98 Instructor shall become an Associate Lecturer) and years of service earned
99 toward eligibility for promotion to the next rank shall not be affected.