

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,~~^{[CR1][j2]} and administrators, assesses the employee's potential for growth and scholarly contribution as well as past ~~meritorious performance~~^[CR3]. Employees shall carry their rank with them if they change departments with similar assignments. Rank would not follow an employee who moved from an instructional position to an in-unit A&P position.

14.2 Promotion Regulations. The regulations governing employee promotion are the following^{[CR4][j5]}:

- (a) ~~For Promotion of T tenured~~ and ~~T tenure-e-Earning F~~ faculty (UCF-3.015)
- (b) ~~For Promotion of F full-time N non-tenure-earning, Research and Clinical f~~ faculty (UCF 3.0175)
- (c) ~~For~~ Instructors and Lecturers ~~Faculty Promotion~~ (UCF 3.0176)
- (d) ~~For Promotion of N n~~ non-tenure-earning Instructional Designers (UCF 3.0177)

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 ~~2019-2023~~ or Spring ~~2020-2024~~ will receive their first cumulative progress evaluation in Spring ~~2021-2025~~. 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^{[CR6][j7]} 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 may request a CPE and be

40 similarly apprised of their progress toward promotion at least once prior to
41 submitting their dossier.^{[CR8][j9]}

43 14.4 Criteria.

44 (a) Promotion decisions shall be a result of meritorious performance
45 and shall be based upon established criteria specified in writing by the
46 University^{[CR10][j11]}. All affected employees shall be notified where to locate a
47 copy of the criteria. The University^{[CR12][j13]} may modify these criteria so long
48 as the local UFF Chapter has been notified of the proposed changes and
49 offered an opportunity to discuss such changes in consultation with the
50 president or representative. Changes in criteria shall not become effective
51 until one year following adoption of the changes, unless mutually agreed to
52 in writing by the local UFF Chapter President and the president. The date
53 of adoption shall be the date on which the changes are approved by the
54 administrator at the highest level required under applicable University
55 policies and procedures. Any proposal to develop or modify promotion
56 criteria shall be available for discussion by members of the affected
57 departments/units before adoption.

58 (b) The University is ~~encouraged shall~~to review ~~its~~ promotion criteria
59 which may exist at the University, college/school, or department/unit level
60 to ensure that such criteria are consistent with each other and that they
61 comport with the mission of the University and its various academic units.
62 ^{[CR14][j15]}

64 14.5 Procedures.

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

80 prior to the committee's decision, it shall be added to the promotion file and
81 the procedures for notifying the employee described in this section shall be
82 followed.

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

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89 **14.6 Notice of Denial.** If any employee is denied promotion, the employee
90 shall be notified in writing by the appropriate administrative official, within
91 ten days or as soon as possible thereafter, of that decision. Upon written
92 request by an employee within twenty days of the employee's receipt of
93 such decision, the University shall provide the employee with a written
94 statement of the reasons why the promotion was denied.

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96 **14.7 Instructor/Lecturer Change in Title.** If an employee with an instructor title
97 earns a terminal degree from an accredited institution in an appropriate
98 field of specialization, the employee's title shall be changed to a lecturer
99 title. The employee's rank shall remain the same (e.g., an Associate
100 Instructor shall become an Associate Lecturer) and years of service earned
101 toward eligibility for promotion to the next rank shall not be affected.