

1 **ARTICLE 14**

2 **PROMOTION PROCEDURE**

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4 **14.1 Policy.** Promotion decisions are not merely a totaling of an  
5 employee's annual performance evaluations. Rather, the University,  
6 through its ~~faculty, professional employees~~<sup>[j1]</sup>, and administrators, assesses  
7 the employee's potential for growth and scholarly contribution as well as  
8 past meritorious performance.

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10 **14.2 Promotion Regulations.** The regulations governing employee  
11 promotion are the following:

12 (a) Promotion of Tenure and Tenure Earning Faculty (UCF-3.015)

13 (b) Promotion of Full-time Non-tenure-earning, Research and Clinical  
14 faculty (UCF 3.0175)

15 (c) Instructor and Lecturer Faculty Promotion (UCF 3.0176)

16 (d) Promotion of Non-tenure-earning Instructional Designers (UCF  
17 3.0177)

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20 **14.3 Cumulative Progress Evaluations.**

21 (a) Beginning with the second year of employment, Assistant  
22 Professors eligible for consideration for promotion to Associate Professor  
23 shall be apprised of their progress toward promotion. For example,  
24 employees hired in Fall 2023 or Spring 2024 will receive their first  
25 cumulative progress evaluation in Spring 2025. The appraisal shall be  
26 included as a separate component of the annual evaluation and is intended  
27 to provide assistance and counseling to candidates to help them to qualify  
28 themselves for promotion. Furthermore, the appraisal should be based on  
29 information provided in the required documents based on any criteria  
30 developed by departments/units for the tenure process. The employee may  
31 request, in writing, a meeting with an administrator at the next higher level  
32 to discuss concerns regarding the promotion appraisal which were not  
33 resolved in previous discussions with the evaluator.

34 (b) Other employees who are eligible for promotion may, at their option  
35 and upon written request, be similarly apprised of their progress toward  
36 promotion.

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38 **14.4 Criteria.**

39 (a) Promotion decisions shall be a result of meritorious performance  
40 and shall be based upon established criteria specified in writing by the

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

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

#### 57 58 **14.5 Procedures.**

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

77 (b) Applications for promotion shall include a copy of applicable  
78 promotion criteria, the employee's annual assignments and annual  
79 evaluations, and, the employee's promotion appraisal(s). Only employees

80 seeking promotion to Associate Professor are required to include their  
81 cumulative progress evaluations in the promotion file.

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83 **14.6 Notice of Denial.** If any employee is denied promotion, the employee  
84 shall be notified in writing by the appropriate administrative official, within  
85 ten days or as soon as possible thereafter, of that decision. Upon written  
86 request by an employee within twenty days of the employee's receipt of  
87 such decision, the University shall provide the employee with a written  
88 statement of the reasons why the promotion was denied.

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90 **14.7 Instructor/Lecturer Change in Title.** If an employee with an instructor title  
91 earns a terminal degree from an accredited institution in an appropriate  
92 field of specialization, the employee's title shall be changed to a lecturer  
93 title. The employee's rank shall remain the same (e.g., an Associate  
94 Instructor shall become an Associate Lecturer) and years of service earned  
95 toward eligibility for promotion to the next rank shall not be affected.