

ARTICLE 14
PROMOTION PROCEDURE

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4 **14.1 Policy.** Promotion decisions are not merely a totaling of an employee's annual performance
5 evaluations. Rather, the University, through its faculty, professional employees, and administrators,
6 assesses the employee's potential for growth and scholarly contribution as well as past meritorious
7 performance.
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9 **14.2 Cumulative Progress Evaluations.**

10 (a) Beginning with the second year of employment, tenure earning Assistant Professors
11 eligible for consideration for promotion to Associate Professor shall be apprised of their progress toward
12 promotion. For example, employees hired Fall 2012-2019 or Spring 2013-2020 will receive their first
13 cumulative progress evaluation in Spring-2014-2021. The appraisal shall be included as a separate
14 component of the annual evaluation and is intended to provide assistance and counseling to candidates to
15 help them to qualify themselves for promotion. Tenured employees eligible for consideration for
16 promotion to Professor shall be apprised of their progress toward promotion at least once prior to
17 submitting their promotion dossier. The employee may request, in writing, a meeting with an
18 administrator at the next higher level to discuss concerns regarding the promotion appraisal which were
19 not resolved in previous discussions with the evaluator.

20 (b) Other employees who are eligible for promotion may, at their option and upon written
21 request, be similarly apprised of their progress toward promotion.
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23 **14.3 Criteria.**

24 (a) Promotion decisions shall be a result of meritorious performance and shall be based upon
25 established criteria specified in writing by the University. All affected employees shall be given-notified
26 where to locate a copy of the criteria. The University and/or unit faculty may modify these criteria so long
27 as the local UFF Chapter has been notified of the proposed changes and offered an opportunity to discuss
28 such changes in consultation with the president or representative. Changes in criteria shall not become
29 effective until one (+) year following adoption of the changes, unless mutually agreed to in writing by the
30 local UFF Chapter President and the president. The date of adoption shall be the date on which the
31 changes are approved by the administrator at the highest level required under applicable University
32 policies and procedures. Any proposal to develop or modify promotion criteria shall be available for
33 discussion by members of the affected departments/units before adoption.

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

37 (c) Promotion criteria shall be available in the department/unit office and/or at the
38 college/unit level Except in cases where an employee is hired with tenure or service credit, the employee
39 normally must have at least five years of university service in their current regular 1.0 FTE non-visiting
40 position since the date of last promotion or the date of hire into the current position, whichever is more
41 recent, to be eligible to apply for promotion.

42 **14.4 Procedures.**

43 (a) The only documents which may be considered in making promotion recommendations
44 are those contained or referenced in the promotion dossierfile. The provisions of Article 11 of this
45 Agreement shall apply to the contents of the promotion dossierfile. It shall be the responsibility of the
46 employee to see that the dossierfile is complete and accurate. Prior to the consideration of the employee's
47 promotion, the employee shall have the right to review the contents of the promotion dossierfile and may
48 includeattach a brief response to any material therein. If any material is added to the dossierfile after the
49 commencement of consideration, a copy shall be sent to the employee within five (5) days (by personal
50 delivery, by mail, return receipt requested, or through the eP&T portal, if applicable). The employee may
51 attach a brief response within five (5) days of his/her receipt of the added material. The dossierfile shall

52 not be forwarded until either the employee submits a response or until the second five ~~(5)~~-day period
53 expires, whichever occurs first. If a document that is not part of the promotion dossier file is considered,
54 then, prior to the committee's decision, it shall be added to the promotion file and the procedures for
55 notifying the employee described in this section shall be followed.

56 (b) Recommendations Applications for promotion shall include a copy of applicable
57 promotion criteria, the employee's annual assignments and annual evaluations, and, the employee's
58 promotion appraisal(s). Only employees seeking promotion to Associate Professor are required to include
59 their cumulative progress evaluations in the promotion file.
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61 **14.5 Notice of Denial.** If any employee is denied promotion, the employee shall be notified in writing
62 by the appropriate administrative official, within ten ~~(10)~~ days or as soon as possible thereafter, of that
63 decision. Upon written request by an employee within twenty ~~(20)~~ days of the employee's receipt of such
64 decision, the University shall provide the employee with a written statement of the reasons why the
65 promotion was denied.
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67 **14.6 Instructor/Lecturer Promotion.** ~~Instructors and lecturers on regular appointments shall be~~
68 ~~eligible for promotion. Instructors and lecturers are not required to apply for promotion. An instructor or~~
69 ~~lecturer who applies for but does not achieve promotion shall continue at his or her current rank and retain~~
70 ~~the right to reapply in a future promotion cycle.~~

71 (a) ~~Ranks. The ranks for instructors shall be Instructor, Associate Instructor, and Senior~~
72 ~~Instructor. The ranks for lecturers shall be Lecturer, Associate Lecturer, and Senior Lecturer.~~

73 (b) ~~Years of Service. An instructor or lecturer shall be eligible for promotion to the next rank~~
74 ~~in the sixth year of full time service at the current rank. Prior years of service at other institutions or as a~~
75 ~~Visiting Instructor/Lecturer at the University may count toward eligibility for promotion, but three (3)~~
76 ~~years of full time service at the current rank must be obtained at UCF.~~

77 (c) ~~Change in Title. If an employee with an instructor title earns a terminal degree from an~~
78 ~~accredited institution in an appropriate field of specialization, the employee's title shall be changed to a~~
79 ~~lecturer title. The employee's rank shall remain the same (e.g., an Associate Instructor shall become an~~
80 ~~Associate Lecturer) and years of service earned toward eligibility for promotion to the next rank shall not~~
81 ~~be affected.~~

82 (d) ~~Phase In Period. During 2013-2014, only instructors and lecturers hired in or before 2003~~
83 ~~shall be eligible for promotion. During 2014-2015, only instructors and lecturers hired in or before 2006~~
84 ~~shall be eligible for promotion. During 2015-2016, only instructors and lecturers hired in or before 2009~~
85 ~~shall be eligible for promotion. Thereafter, all instructors and lecturers who meet normal years of service~~
86 ~~and other eligibility requirements shall be eligible for promotion.~~