

1 **ARTICLE 14**  
2 **PROMOTION**  
3 **PROCEDURE**  
4

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

9 **14.1 Definition**

10 Promotion is the appointment of an employee to a higher academic rank in recognition of distinguished  
11 performance and service to the University.  
12  
13

14 **14.2—Cumulative Progress Evaluations.**

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

23 **14.2 Eligibility**

24  
25 a. Employees with the rank of Assistant Professor, Associate Professor, Instructor  
26 Librarian, Assistant Librarian, Associate Librarian, Assistant Instructional Designer,  
27 Associate Instructional Designer, Assistant in \_\_\_\_\_, Associate in \_\_\_\_\_, Curator,  
28 Assistant Curator, Associate Curator, University School Instructor, University School  
29 Assistant Professor, University School Associate Professor, Instructor, Associate  
30 Instructor, Lecturer, Associate Lecturer, Scholar/Scientist/Engineer, Assistant  
31 Scholar/Scientist/Engineer, and Associate Scholar/Scientist/Engineer shall be eligible for  
32 promotion.  
33

34 b. Beginning August 8, 2019, all position classifications shall have ranks equivalent to assistant,  
35 associate, and full, with promotion criteria for each rank.  
36

37 c. Tenure-earning employees with the rank of Assistant Professor are normally  
38 recommended for promotion to Associate Professor prior to or at the same time that  
39 tenure is recommended. To save time for both faculty member and committees, the  
40 necessary materials for both will go forward simultaneously. Votes on tenure and  
41 promotion shall occur concurrently at department, college, and university levels.  
42  
43

44  
45 (b) ~~Other employees who are eligible for promotion may, at their option and upon~~  
46 ~~written request, be similarly apprised of their progress toward promotion.~~  
47

48 **14.3 Policies**  
49

- 50 a. No promotion decision shall be based on an assessment that employs factors not  
51 identified in, or standards conflicting with, the established written criteria.
- 52 b. Employees serving on promotion committees shall hold rank at or above the rank to  
53 which candidates are applying. In instances when a department has fewer than three  
54 full-time employees at the rank required, additional employees at a comparable rank  
55 may shall be added from other related disciplines within the University. The  
56 department chair in consultation with the dean and employees, shall identify potential  
57 committee members who are willing to serve in this role.
- 58 c. All of the employee's scholarly publications and other research/scholarship/creative  
59 activity shall be appropriate to consider in assessing whether the employee fulfills the  
60 criteria.
- 61 d. When an employee is serving in an administrative position at the level of chair or  
62 director or higher, or when a conflict of interest exists, the dean's office shall appoint  
63 an appropriate person to guide the employee's promotion process.
- 64 e. There shall be sufficient discipline flexibility in interpretation of the standards for  
65 promotion, so employees may have a reasonable expectation of fulfilling the  
66 requirements.
- 67 f. At any stage in the promotion process, a correction to the dossier is needed or an issue  
68 arises, the candidate's dossier shall be placed on hold until all issues related to the  
69 dossier are resolved. If the dossier is placed on hold, the candidate shall be notified  
70 within five business calendar days of this action and allowed to address the issue.
- 71 g. The only documents which may be considered in making promotion  
72 recommendations are those contained or referenced in the promotion dossier.
- 73 h. The provisions of Article 12 of this Agreement shall apply to the contents of the  
74 promotion dossier.
- 75 i. An employee denied promotion is eligible to apply the next promotion cycle.
- 76 j. Serving on a promotion committee is an honor entailing a duty to evaluate candidates.  
77 Committee members should not abstain but should fulfill their duty.
- 78 k. Equitable Opportunity. Each employee shall be given assignments that provide  
79 equitable opportunities, in relation to other employees in the same department, to  
80 meet the required criteria for promotion.
- 81 l. Assignments shall be considered over the entire period since the original  
82 appointment, including credit received toward tenure and promotion, or since the last  
83 promotion if the employee has been promoted.
- 84 m. The Office of Faculty Excellence shall maintain a promotion schedule with applicable  
85 dates and times for all eligible employees on their website. The schedule shall be  
86 available no later than the last instructional day of the Fall semester.
- 87 n. The deadline for the intent to apply for promotion for tenured and tenure-earning  
88 employees is the second Friday in February.
- 89 o. The notification of promotion shall be no later than the 2<sup>nd</sup> Wednesday of April.
- 90 p. If an employee with an instructor title earns a terminal degree from an accredited  
91 institution in an appropriate field of specialization, the employee's title shall be  
92 changed to a lecturer title. The employee's rank shall remain the same (e.g., an  
93 Associate Instructor shall become an Associate Lecturer) and years of service earned  
94 toward eligibility for promotion to the next rank shall not be affected.
- 95

#### **14.4 Cumulative Progress Evaluation**

- 96  
97  
98 a. Beginning with the second year of employment, Assistant Professors eligible for  
99 consideration for promotion to Associate Professor shall be apprised of their progress  
100 toward promotion by the department chair. For example, employees hired fall or spring will  
101 receive their first cumulative progress evaluation (CPE) in the following spring. The  
102 appraisal shall be included as a separate component of the annual evaluation and is intended  
103 to provide assistance and counseling to candidates to help them to qualify themselves for  
104 promotion. The CPE shall focus on and evaluate progress toward meeting department,  
105 college, and university criteria for promotion. The employee may request, in writing, a  
106 meeting with the dean to discuss concerns regarding the promotion appraisal which were  
107 not resolved in previous discussions with the department chair.  
108  
109 b. Other eligible employees may, at their option and upon written request, be similarly  
110 apprised of their progress toward promotion.  
111  
112

#### **14.5 Creating Department Criteria**

- 113  
114 a. Department criteria. Each tenure granting department with eligible employees may shall  
115 create, if none exists, written promotion criteria.  
116 b. A committee of five tenured employees elected by the tenured and tenure-earning  
117 employees in the department will create or revise department criteria. If such a  
118 department has fewer than five tenured employees, the entire department shall serve on  
119 the committee. Tenure and tenure-earning department criteria shall be approved by the  
120 following: a majority vote in a secret ballot of the full-time tenured and tenure-earning  
121 employees in the department, the department chair, the dean, and the provost or designee.  
122 Failure for all parties listed above to approve the criteria shall result in no criteria change  
123 and the process shall start anew.  
124

#### **14.6 Creating College Criteria**

- 125  
126 a. Each tenure granting college with eligible employees may create, if none exists,  
127 written promotion criteria.  
128 b. A committee shall be formed consisting of one tenured employee from each  
129 department in the college. The tenured employee will be elected by a majority vote in  
130 a secret ballot of the full-time tenured and tenure-earning employees. This committee  
131 will create or review college criteria. Tenure and tenure-earning college criteria shall  
132 be approved by the following: a majority vote in a secret ballot of the full-time  
133 tenured and tenure-earning employees in the college, the dean, and the provost or  
134 designee. Failure for all parties listed above to approve the criteria shall result in no  
135 changed criteria and the process shall start anew.  
136

#### **14.7 Review of Department and/or College Criteria**

- 138 a. Review of department and/or college criteria must begin five years after the adoption or  
139 most recent review of criteria. The process for reviewing department or college criteria  
140 shall be the same as the process for developing them, as described in this article. If the  
141 University reorganizes the structure of a department and/or college, a review of the  
142 affected criteria shall begin no more than 30 days after the effective date of the  
143 reorganization.
- 144 b. If department or college criteria are in the process of being created or under review  
145 when this article is ratified, the process shall begin anew following the procedures  
146 required by this article. If department or college criteria are not in compliance with this  
147 article when they are ratified, the review process required by this article shall begin in  
148 within 30 days.

#### 149

#### 150 **14.8 University Criteria**

- 151 a. Promotion to Associate Professor calls for excellence in teaching and substantial  
152 contributions in research, as well as; appropriate service contributions or other  
153 university duties, since appointment to UCF employee. It is expected the candidate's  
154 research and scholarly activity have a significant impact, as normally indicated by  
155 national recognition.
- 156 b. Promotion to Professor is awarded on the basis of superior achievement at the national  
157 and/or international level with the promise of continued contribution, and not on the  
158 basis of longevity. The rank of professor reflects ~~not only~~ an individual's contributions  
159 within the institution, ~~but also~~ and denotes a reputation as a leading scholar and  
160 researcher among one's academic peers on a national and/or international level.  
161 Substantial contributions of a continuing nature in each of the areas evaluated, beyond  
162 that expected of an Associate Professor, are necessary components for ~~the~~  
163 achieving of the rank of Professor.

#### 164

#### 165 **14.9 Criteria Effective Date**

- 167 a. Ratified department or college criteria shall ~~not~~ become effective ~~until~~ one year  
168 following adoption of the changes, unless mutually agreed to in writing by the UFF  
169 President and University. The date of adoption shall be the date on which the University  
170 President or designee approves the changes.
- 171
- 172 b. Effect on employees. If an employee has at least three years of tenure-earning credit as  
173 of the date on which ~~the~~ promotion criteria are adopted, the employee shall be evaluated  
174 under the criteria as they existed prior to modification, unless the employee notifies the  
175 University prior to beginning promotion consideration that the employee chooses to be  
176 evaluated under the modified criteria.

#### **14.10 Promotion Procedure for Tenure and Tenure-Earning Employees**

- 178  
179  
180 a. The promotion process shall be initiated by the employee, in consultation with the  
181 department chair, and evaluated successively by the department promotion and tenure  
182 committee, the department chair, the college promotion and tenure committee, the dean of  
183 the college, and the university promotion and tenure committee.  
184  
185 b. Recommendations by the department chair, dean, and all committees must be complete and  
186 concise, citing reasons for the recommendation that are based on evidence contained or  
187 explained in the candidate's dossier.  
188  
189 c. Rationale for all votes, including split votes, shall be explained within the promotion and  
190 tenure committees' recommendation. Abstentions are strongly discouraged in this process  
191 except in cases of conflict of interest.  
192  
193 d. In cases where an employee is in an academic unit but strongly affiliated with another unit  
194 (e.g., a center, institute, or other entity), the normal tenure and promotion process will be  
195 undertaken through the academic unit to which the employee belongs, with written  
196 recommendations by both supervisors upon review of the candidate's materials. In cases  
197 where an employee has a joint appointment with two different academic units, the normal  
198 tenure and promotion process will be undertaken through the primary academic unit, but  
199 with written recommendations included in the file by both supervisors upon a review of the  
200 candidate's materials.

#### **14.11 Outside Review for Tenure and Tenure-Earning Employees**

- 201  
202  
203  
204 a. **Outside review.** In consultation with the department chair, each employee being considered  
205 for promotion shall prepare the materials to be forwarded to reviewers by the department  
206 chair. These materials will include department criteria or guidelines, college criteria if they  
207 exist, this university regulation, a current curriculum vitae, and other research  
208 documentation as deemed appropriate. Outside reviewers primarily provide comments  
209 about the quality and impact of the candidate's scholarly research and creative activity  
210 within their common discipline or area of study. Normally, outside reviewers will hold the  
211 rank of full professor. The preponderance of the external letters should typically come from  
212 individuals holding tenured positions at very high research activity universities, as  
213 designated by the Carnegie Foundation. The department chair and the department  
214 promotion and tenure committee shall jointly nominate four outside reviewers in ranked  
215 order; and the employee being considered for promotion shall nominate his or her own four  
216 outside reviewers in ranked order. The candidate will select two reviewers from the  
217 department's list. The department chair, in consultation with the department promotion and  
218 tenure committee, shall select two reviewers from the candidate's list.  
219  
220 b. Only the department chair shall make contact with each of the four selected reviewers to  
221 ascertain their willingness to review the candidate's materials for promotion. Should a  
222 potential reviewer agree to undertake the review, a standard letter provided by the Office of  
223 Faculty Excellence shall be used by the department chair for the purpose of submitting or  
224 emailing a dossier to the outside reviewer. Should any decline, the department chair shall

225 contact the next ranked candidate. If the declining reviewer is from the candidate's list, then  
226 the next reviewer on that list would be contacted; if the declining reviewer is from the  
227 department's 's list, then the next reviewer on that list would be contacted. If all decline, the  
228 process outlined above starts over to identify new reviewers, as necessary.

229  
230 c. Reviewers shall not participate in the following cases:

- 231 1. Where a potential conflict of interest exists;
- 232 2. If, in the reviewer's judgment, personal factors might impair their objectivity  
233 regarding an individual candidate.

234  
235 d. Once the promotion review process has started, the candidate is not to have any contact with  
236 the outside reviewers until the requested review letter is received by the university.

#### 237 238 239 **14.12 Candidate Dossier for Tenure and Tenure-Earning Employees**

240  
241 a. **Candidate Dossier.** A promotion and tenure dossier shall be accompanied by the  
242 supporting materials listed below:

- 243 1. Copies of applicable department and unit promotion and tenure criteria and college  
244 criteria where applicable;
- 245 2. The curriculum vitae sent to the outside reviewers in the spring;
- 246 3. Current curriculum vitae, if different from above;
- 247 4. The employee's annual performance evaluations for the last five years;
- 248 5. Cumulative progress evaluations (inclusion of cumulative progress evaluations are  
249 optional for candidates applying for promotion to professor);
- 250 6. An overall summary statement and individual summary statements written by the  
251 candidate describing their teaching; research, scholarly, and creative activities; and  
252 service;
- 253 7. Materials supporting candidate's summary statement of teaching; research,  
254 scholarly, and creative activities compiled by the candidate. In terms of  
255 documentation of external research funding, only contracts and grants processed  
256 through the university's Office of Research and Commercialization, or other  
257 appropriate university entity (e.g., UCF Foundation, other foundations, or private  
258 individuals) shall be considered.

#### 259 260 **14.13 Department Promotion and Tenure Committee for Tenure and** 261 **Tenure-Earning Employees**

262  
263 a. **Department promotion and tenure committee.** A department promotion and tenure  
264 committee shall be established to function as an advisory group to the department chair  
265 and consist of all tenured department employee at or above the rank being sought by  
266 candidates in the department. In instances when a department has fewer than three full-  
267 time tenured employee at the rank required, additional tenured employee at the rank  
268 required may be added from other related disciplines within the college or university. The  
269 department chair, in consultation with the dean and department employee, shall identify  
270 (a) potential committee member(s) who is or are willing to serve in this role. The same  
271 committee member(s) must serve on the department committee for all candidates seeking

272 promotion and tenure for that cycle, in that department.

273  
274 b. Committee members may not serve on a department promotion and tenure committee if  
275 they have been elected to represent the department on the college promotion and tenure  
276 committee in the same college, the university promotion and tenure committee, or serve  
277 as a department chair in the same college. Because of the importance of the promotion  
278 and tenure process, it is expected that all promotion and tenure committee members will  
279 participate fully in the process.

280  
281 c. Employee shall not serve in any of the following instances:

282 1. Where a potential conflict of interest exists;

283 2. Where serious illness would prevent the employee from completing the evaluation  
284 process;

285 3. When personal factors might impair his or her objectivity regarding an individual  
286 candidate;

287 4. If a committee member is outside of the greater metropolitan area;

288 5. Voice and or video calls may be utilized at the discretion of the committee chair  
289 when a member cannot be physically present for department promotion and tenure  
290 committee meetings. When voice or video calls are utilized, the chair of the  
291 committee shall be delegated signature authority through an official power of  
292 attorney to vote and sign the record of attendance for the missing committee  
293 member;

294 6. Employee who are serving on the college promotion and tenure committee or will  
295 serve on the university promotion and tenure committee during the same cycle; or

296 7. Retired employees

297  
298 e. The department chair shall call the initial meeting to organize the committee. The  
299 promotion and tenure committee chair shall be a member of the promotion and tenure  
300 committee elected by majority vote of its members and shall call the promotion and tenure  
301 committee into session to transact such business as required. A quorum shall consist of the  
302 attendance of all committee members, when practicable, but not less than a majority of the  
303 committee members or fewer than three persons. The department promotion and tenure  
304 committee will be professional and discriminating in the decision-making process and make  
305 its recommendations solely based on department and college criteria, this regulation and the  
306 materials contained or referenced in the candidate's dossier.

307 1. Because evaluative personnel records are being discussed, only members of the  
308 department promotion and tenure committee may be present for a given meeting.

309 2. The use of recording devices is prohibited during department promotion and  
310 tenure meetings and deliberations.

311  
312 f. Each department promotion and tenure committee member shall be physically present to  
313 vote on the candidate being evaluated, except in those cases as outlined above or if voice or  
314 video calls are part of the approved procedures. The vote shall occur after promotion and  
315 tenure committee discussion, and the results shall be recorded. A promotion and tenure  
316 committee member shall vote only on dossiers that he or she has personally reviewed. Each  
317 evaluation and recommendation must be accompanied by an explanation of the promotion

318 and tenure committee's action. In the case of any split vote, there must be a written  
319 explanation of the split vote. Abstentions are strongly discouraged except in cases of  
320 conflict of interest.

321  
322 g. The promotion and tenure committee chair shall forward to the department chair the  
323 following:

- 324 1. The record of attendance of all promotion and tenure committee meetings;
- 325 2. The promotion and tenure committee's evaluation and recommendation;
- 326 3. The candidate's dossier containing all evaluation materials;
- 327 4. The results of the poll of the tenured employee for a candidate for tenure; and
- 328 5. If applicable, a sealed envelope containing the official votes of the promotion and  
329 tenure committee regarding promotion and tenure.

330  
331 h. The department chair shall transmit the promotion and tenure committee's evaluation and  
332 recommendation to the employee candidate for review and potential comment

333  
334 i. Evaluated employees may review and, if desired, provide a response to the committee's  
335 evaluation and recommendation within five calendar days after receipt of notice of the  
336 department promotion and tenure committee's recommendation. Any response will become  
337 part of the candidate's dossier.

338  
339 j. After the five days available for the candidate's optional response has passed, the  
340 department chair within seven calendar days will recommend in favor of or against  
341 promotion and forward the recommendations and comments to the candidate for review and  
342 potential comment.

343  
344 k. An evaluated candidate may review and, if desired, provide a response to the department  
345 chair's 's evaluation and recommendation within five calendar days after receipt of notice  
346 of the department chair's 's recommendation. Any response will become part of the  
347 candidate's dossier.

348  
349 l. Once the five-calendar day period for optional response by the candidate has passed, the  
350 department chair shall forward the candidate's dossier to the college. (e)

#### 351 352 14.14 College Promotion and Tenure Committee for Tenure and Tenure- 353 Earning Employees

354  
355 a. College promotion and tenure committee. A college promotion and tenure committee  
356 consisting of one tenured employee at the rank of professor from each department shall be  
357 established within each college to function as an advisory group to the dean; if no tenured  
358 full professor is available in a department, then a tenured associate professor may serve in  
359 this role but not participate or vote in discussions relating to full professors.

360  
361 b. An alternate college promotion and tenure committee member must be elected in the event a  
362 regular committee member is unable to serve. Each spring, when department and college  
363 promotion and tenure committees are being formed, tenured employee in a given college  
364 shall elect an alternate college promotion and tenure member. The alternate college

- 365 promotion and tenure committee member shall not serve on any department committees  
366 within that college or on the university promotion and tenure committee. If the alternate is  
367 selected to serve on the college promotion and tenure committee, he or she must review all  
368 the candidate dossiers.
- 369
- 370 c. Department chairs and ranked deans may not serve on the college promotion and tenure  
371 committee.
- 372
- 373 d. Each college promotion and tenure committee member shall serve a term of two academic  
374 years. Terms shall be staggered to provide for continuity and uniformity of committee  
375 action.
- 376
- 377 e. College promotion and tenure committee members may not serve two successive terms,  
378 except in departments with only one professor eligible to serve.
- 379
- 380 f. With ample notice, vacancies on the college committee are filled by eligible employee  
381 during the term in which they occur from the same department, but only for the remainder  
382 of the departed person's term.
- 383
- 384 g. Employees serving on a department promotion and tenure committee within the same  
385 college or the university promotion and tenure committee may not serve on the college  
386 promotion and tenure committee. They also may not participate in or attend committee  
387 discussions related to the candidates or vote on candidates' dossiers as part of the college  
388 promotion and tenure committee.
- 389
- 390 h. Employee shall not serve in any of the following instances:
- 391 1. Where a potential conflict of interest exists;
- 392 2. Where serious illness would prevent the employee from completing the evaluation  
393 process;
- 394 3. When personal factors might impair his or her objectivity regarding an individual  
395 candidate;
- 396 4. If a committee member is outside of the greater metropolitan area; Voice and or video  
397 calls may be utilized at the discretion of the committee chair when a member cannot  
398 be physically present for college promotion and tenure committee meetings. When  
399 voice or video calls are utilized, the chair of the committee shall be delegated  
400 signature authority through an official power of attorney to vote and sign the record  
401 of attendance for the missing committee member;
- 402 5. Employee who served on the committee within the last two years;
- 403 6. Employee who have served on a department promotion and tenure committee within  
404 the same college or will serve on the university promotion and tenure committee  
405 during the same cycle; or
- 406 7. Retired employee.
- 407
- 408 i. Colleges with fewer than three departments, schools or academic units shall elect tenured  
409 full professors to serve on the college promotion and tenure committee to attain a minimum  
410 of three promotion and tenure committee members. If fewer than three tenured, full

411 professors are available to serve, supplemental employee from other colleges will be added  
412 to the college promotion and tenure committee. The dean, in consultation with the college  
413 employee, shall identify potential candidates who are willing to serve in this role and will  
414 organize the initial committee meeting. Supplemental committee members shall be tenured  
415 professors who are elected by majority vote of tenured and tenure-earning employee of the  
416 affected departments s; the same supplemental committee member must serve on the  
417 college committee for all candidates seeking promotion and tenure for that cycle in that  
418 college.

419  
420 j. The college dean shall ensure members of the college promotion and tenure committee are  
421 elected at individual department meetings in the spring semester.

422  
423 k. College promotion and tenure committee members shall not serve and shall be replaced by  
424 an alternate in the following cases:

425 1. Where a potential conflict of interest exists;

426 2. Where serious illness would prevent the employee from completing the evaluation  
427 process;

428 3. When personal factors might impair his or her objectivity regarding an individual  
429 candidate;

430 4. If a committee member is outside of the greater metropolitan area; Voice and or video  
431 calls may be utilized at the discretion of the committee chair when a member cannot  
432 be physically present for college promotion and tenure committee meetings. When  
433 voice or video calls are utilized, the chair of the committee shall be delegated  
434 signature authority through an official power of attorney to vote and sign the record  
435 of attendance for the missing committee member.

436  
437 l. The college promotion and tenure committee chair shall be a member of the college  
438 promotion and tenure committee elected by a majority vote of its members and shall call the  
439 committee into session to transact such business as required.

440  
441 m. A quorum shall consist of the attendance of all promotion and tenure committee members,  
442 when practicable. However, a quorum shall not be less than seventy percent of the college  
443 promotion and tenure committee members.

444  
445 n. The college promotion and tenure committee will be professional and discriminating in its  
446 decision-making and will make its recommendation solely based on department and college  
447 criteria, this regulation and the materials contained or referenced in the candidate's dossier.

448 1. Because evaluative personnel records are being discussed, only members of the  
449 college promotion and tenure committee may be present for a given meeting.

450 2. The use of recording devices is prohibited during college promotion and tenure  
451 committee meetings and deliberations.

452  
453 o. The college promotion and tenure committee shall complete an evaluation and  
454 recommendation based on department and college criteria for each candidate for promotion  
455 and tenure.

456

- 457 p. Each college promotion and tenure committee member shall vote on each case considered,  
458 and the result shall be recorded. A promotion and tenure committee member must be  
459 physically present to vote and may only vote on dossiers that he or she has personally  
460 reviewed. Voice or video calls may be used at the discretion of the college promotion and  
461 committee member chair. Voice or video calls may be utilized at the discretion of the  
462 committee chair when a member cannot be physically present for promotion and tenure  
463 committee meetings. When voice or video calls are utilized, the chair of the committee shall  
464 be delegated signature authority through an official power of attorney to vote and sign the  
465 record of attendance for the missing committee member.
- 466
- 467 q. Each evaluation and recommendation must be accompanied by an explanation of the  
468 promotion and tenure committee's action, including an explanation of split votes.  
469 Abstentions are strongly discouraged except in cases of conflict of interest.
- 470
- 471 r. The college promotion and tenure committee chair shall forward to the dean the following:  
472 1. The record of attendance of all college promotion and tenure committee meetings;  
473 2. The college promotion and tenure committee's evaluation and recommendation;  
474 3. The candidates' dossiers containing all evaluation materials; and  
475 4. If applicable, a sealed envelope containing the official votes.
- 476
- 477 s. The dean shall transmit college promotion and tenure committee recommendation and  
478 evaluation to each candidate for review and potential comment. Each evaluated candidate  
479 may review and, if desired, provide a written response to the committee's evaluation and  
480 recommendation within five calendar days after receipt of notice of the college promotion  
481 and tenure committee's recommendation. Any response shall be contained in the  
482 candidate's application dossier.
- 483
- 484 t. Once the five-calendar day period for optional response by the candidate has passed, within  
485 two weeks, the dean will recommend in favor of or against the candidate's application for  
486 promotion and tenure and then send his or her recommendations and comments to the  
487 candidate for review and potential comment.
- 488
- 489 u. Within five calendar days, the candidate may review and respond to the dean's  
490 recommendations. Any response will become part of the candidate's application dossier.
- 491
- 492 v. Once the five-calendar day period for optional response by the candidate has passed, the  
493 dean shall forward the candidate's dossier to the Office of Employee Excellence.
- 494

#### **14.15 University Promotion and Tenure Committee for Tenure and Tenure-Earning Employees**

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- 496
- 497
- 498 a. **University promotion and tenure committee.** The university promotion and tenure  
499 committee shall be established to function as an advisory group to the provost. The  
500 university promotion and tenure committee is a reporting committee of the Employee  
501 Senate. It shall consist of one tenured employee from each college who hold the rank of  
502 professor and who are active scholars within their discipline. If a college lacks a full

503 professor, the college will not be represented on the university promotion and tenure  
504 committee. Department chairs and ranked deans may not serve on the university  
505 promotion and tenure committee.

506  
507 b. Each college shall provide one university promotion and tenure committee member, who  
508 has been elected by the tenured and tenure-earning employee of that college, to serve for  
509 staggered two-year terms. The university promotion and tenure committee chair is elected  
510 by the university promotion and tenure committee at its first meeting.

511  
512 c. Vacancies are filled during the term in which they occur from the same college for the  
513 remainder of that person's term and the person shall not have served on any other  
514 promotion and tenure committees.

515  
516 d. The provost will schedule the initial meeting to charge the university promotion and tenure  
517 committee. All members of the committee should be present. If a committee member is not  
518 able to attend, he or she must meet with the provost or designee before participating in  
519 committee work.

520  
521 e. University promotion and tenure committee members shall not serve and shall be replaced  
522 by an alternate in the following cases:

523 1. Where a potential conflict of interest exists;

524 2. Where serious illness would prevent the employee from completing the evaluation  
525 process;

526 3. When personal factors might impair his or her objectivity regarding an individual  
527 candidate;

528 4. If a committee member is outside of the greater metropolitan area; Voice and or video  
529 calls may be utilized at the discretion of the committee chair when a member cannot  
530 be physically present for university promotion and tenure committee meetings. When  
531 voice or video calls are utilized, the chair of the committee shall be delegated  
532 signature authority through an official power of attorney to vote and sign the record  
533 of attendance for the missing committee member; or

534 5. Retired employee.

535  
536 f. The university promotion and tenure committee shall review the evaluation materials of  
537 tenured or tenure-earning employee under consideration for a change of status.

538  
539 g. The university promotion and tenure committee will be professional and discriminating in  
540 its decision-making process and make its recommendations solely based on department and  
541 college criteria, this regulation and the materials contained or referenced in the candidate's  
542 dossier.

543 1. Because evaluative personnel records are being discussed, only members of the  
544 university promotion and tenure committee may be present for a given meeting.

545 2. The use of recording devices is prohibited during university promotion and tenure  
546 committee meetings and deliberations.

547

- 548 h. A quorum shall consist of the attendance of all university promotion and tenure committee  
549 members, when practicable. However, a quorum shall not be less than seventy percent of  
550 the university promotion and tenure committee members.
- 551
- 552 i. Within six weeks, the university promotion and tenure committee shall complete an  
553 evaluation and recommendation for each candidate for promotion and tenure. Each  
554 university promotion and tenure committee member, unless recused, shall vote on each case  
555 considered and the result shall be recorded. A university promotion and tenure committee  
556 member in the greater Orlando area must be physically present to vote and may vote only  
557 on dossiers that he or she has personally reviewed. Voice or video calls may be used only at  
558 the discretion of the university promotion and committee member chair.
- 559
- 560 j. Each evaluation and recommendation must be accompanied by an explanation of the  
561 university promotion and tenure committee's action, including an explanation of split votes.  
562 Abstentions are strongly discouraged except in cases of conflict of interest.
- 563
- 564 k. The university promotion and tenure committee chair shall forward to the Office of Faculty  
565 Excellence the recommendations and votes of the university promotion and tenure  
566 committee and the following:
- 567 1. The record of attendance of all promotion and tenure committee meetings;  
568 2. The university promotion and tenure committee's evaluations and recommendations;  
569 Each candidate's dossier containing all evaluation materials; and  
570 3. A sealed envelope containing the official votes.
- 571
- 572 l. Within five calendar days of receiving the university promotion and tenure committee's  
573 recommendation, the Office of Faculty Excellence shall forward the university promotion  
574 and tenure committee's recommendation to each candidate for review and potential  
575 response. The evaluated candidate will then have five calendar days in which to review and,  
576 if desired, provide a response to the university promotion and tenure committee's  
577 recommendations. Any response will be contained within the dossier and the dossier will  
578 then be transmitted to the provost by the Office of Employee Excellence.
- 579
- 580 m. The following shall be forwarded to the provost:
- 581 1. The record of attendance;  
582 2. The university promotion and tenure committee's evaluation and recommendation;  
583 3. The candidate's dossier containing all evaluation materials; and  
584 4. A sealed envelope containing the official votes of the university committee.
- 585
- 586 n. Provost Review. The provost will review the candidate's dossier and make his or her  
587 recommendations and comments based on the materials contained or referenced in the  
588 candidate's dossier. Upon review of the candidate's information, the Provost will  
589 recommend in favor of or against the candidate's application for promotion and or tenure.
- 590

#### **14.16 Promotion Procedures for Non-Tenure Earning Employees**

- 591
- 592
- 593 a. Regular non-tenure earning employees shall be promoted to the next rank if:  
594 1. the employee completes three years of continuous service at the University and

595 receives three overall annual evaluations of outstanding; or  
596 2. the employee completes four years of continuous service at the University and  
597 receives three overall annual evaluations of above satisfactory or outstanding.  
598

599 b. Service in a visiting non-tenure earning appointment at the University shall count toward  
600 eligibility for promotion.  
601

602 c. Upon ratification, promotion for immediately eligible non-tenure earning employees shall  
603 become effective the next academic semester the employee has a regular or supplemental  
604 summer appointment.  
605  
606  
607

#### 608 14.17 Promotion Decision, Notification, and Effective Date

609  
610

611 a. For tenured employees, final promotion decisions are made by the president and provost.

612 b. Employee notification shall be a letter from the provost or designee sent through UCF  
613 interoffice mail to the employee's primary office location.

614 c. Promotion shall become effective based on the following:

615 1. 9-month:

616 a. Employees with supplemental summer appointments shall receive their  
617 promotion at the start of their supplemental summer appointment immediately  
618 succeeding promotion notification.

619 b. Employees without supplemental summer appointments shall receive their  
620 promotion at the beginning of the succeeding academic year.

621 2. 12-month:

622 a. Employees shall receive their promotion at the start of the succeeding  
623 academic semester immediately succeeding promotion notification.  
624  
625

#### 626 14.18 Notice of Denial

627

628 a. If a tenured or tenure earning employee is denied promotion, the employee shall be  
629 notified in writing by the University within ten days, of the decision. Upon written  
630 request by an employee within twenty days of the employee's receipt of such decision,  
631 the University shall provide the employee with a written statement of the reasons why  
632 the promotion was denied.  
633  
634

#### 635 14.3—Criteria.

636 (a) — Promotion decisions shall be a result of meritorious performance and shall be based  
637 upon established criteria specified in writing by the University. All affected employees shall be given a  
638 copy of the criteria. The University may modify these criteria so long as the local UFF Chapter has  
639 been notified of the proposed changes and offered an opportunity to discuss such changes in  
640 consultation with the president or representative. Changes in criteria shall not become effective until

641 one (1) year following adoption of the changes, unless mutually agreed to in writing by the local UFF  
642 Chapter President and the president. The date of adoption shall be the date on which the changes are  
643 approved by the administrator at the highest level required under applicable University policies and  
644 procedures. Any proposal to develop or modify promotion criteria shall be available for discussion by  
645 members of the affected departments/units before adoption.

646  
647 (b) — The University is encouraged to review its promotion criteria which may exist at  
648 the University, college/school, or department/unit level to ensure that such criteria are consistent  
649 with each other and that they comport with the mission of the University and its various academic  
650 units.

651  
652 (c) — Promotion criteria shall be available in the department/unit office and/or at the  
653 college/unit level.

#### 654 **14.4 — Procedures.**

655  
656 (a) — The only documents which may be considered in making promotion recommendations  
657 are those contained or referenced in the promotion file. The provisions of Article 11 of this Agreement  
658 shall apply to the contents of the promotion file. It shall be the responsibility of the employee to see  
659 that the file is complete. Prior to the consideration of the employee's promotion, the employee shall  
660 have the right to review the contents of the promotion file and may attach a brief response to any  
661 material therein. If any material is added to the file after the commencement of consideration, a copy  
662 shall be sent to the employee within five (5) days (by personal delivery, by mail, return receipt  
663 requested, or through the eP&T portal, if applicable). The employee may attach a brief response within  
664 five (5) days of his/her receipt of the added material. The file shall not be forwarded until either the  
665 employee submits a response or until the second five (5) day period expires, whichever occurs first. If a  
666 document that is not part of the promotion file is considered, then, prior to the committee's decision, it  
667 shall be added to the promotion file and the procedures for notifying the employee described in this  
668 section shall be followed.

669  
670 (b) — Recommendations for promotion shall include a copy of applicable promotion  
671 criteria, the employee's annual assignments and annual evaluations, and, the employee's promotion  
672 appraisal(s). Only employees seeking promotion to Associate Professor are required to include  
673 their cumulative progress evaluations in the promotion file.

674  
675 **14.5 — Notice of Denial.** If any employee is denied promotion, the employee shall be notified in  
676 writing by the appropriate administrative official, within ten (10) days or as soon as possible  
677 thereafter, of that decision. Upon written request by an employee within twenty (20) days of the  
678 employee's receipt of such decision, the University shall provide the employee with a written  
679 statement of the reasons why the promotion was denied.

680  
681 **14.6 — Instructor/Lecturer Promotion.** Instructors and lecturers on regular appointments shall be  
682 eligible for promotion. Instructors and lecturers are not required to apply for promotion. An instructor  
683 or lecturer who applies for but does not achieve promotion shall continue at his or her current rank  
684 and retain the right to reapply in a future promotion cycle.

685 (a) Ranks. The ranks for instructors shall be Instructor, Associate Instructor, and Senior  
686 Instructor. The ranks for lecturers shall be Lecturer, Associate Lecturer, and Senior Lecturer.

687  
688 (b) Years of Service. An instructor or lecturer shall be eligible for promotion to the next rank  
689 in the sixth year of full time service at the current rank. Prior years of service at other institutions or  
690 as a Visiting Instructor/Lecturer at the University may count toward eligibility for promotion, but

691 ~~three (3) years of full time service at the current rank must be obtained at UCF.~~

692

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

698

699 ~~(d) Phase In Period. During 2013-2014, only instructors and lecturers hired in or before 2003~~  
700 ~~shall be eligible for promotion. During 2014-2015, only instructors and lecturers hired in or before~~  
701 ~~2006 shall be eligible for promotion. During 2015-2016, only instructors and lecturers hired in or~~  
702 ~~before 2009 shall be eligible for promotion. Thereafter, all~~

703

704

705 ~~instructors and lecturers who meet normal years of service and other eligibility requirements~~  
706 ~~shall be eligible for promotion.~~  
707