

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43

## ARTICLE 6 APPOINTMENTS

### 6.1 Initial Faculty Appointments.

Faculty members shall remain employed by the university until they have had their employment terminated through the process laid out in this article or due to just cause through a disciplinary process as laid out in this agreement. ~~Appointments are aligned to end at the end of academic years. As a result, initial appointments for faculty members starting employment with the University after the beginning of the fall term shall be for the remainder of the academic year plus three (3) additional years if initially appointed as an Assistant Professor, or for the remainder of the academic year plus three (3) or four (4) additional years at the Administration's discretion, if initially appointed as an Associate Professor.~~

~~(b) — The initial term for a "Full" Professor is for five (5) years. If circumstances warrant a shorter term, a shorter term may be provided at the University's discretion.~~

### 6.2 Reappointment Terms.

~~(a) If reappointed based on the reappointment review described in section 6.4 as Assistant Professor, the term shall be three (3) years, noting the possible exception provided by section 6.2(d).~~

~~(b) If reappointed based on the reappointment review described in section 6.4 as Associate Professor, the term shall be five (5) years.~~

~~(c) If reappointed based on the reappointment review described in section 6.4 as "Full" Professor, the term shall be five (5) years.~~

~~(d) Excepting approved extensions due to FMLA or other significant family or personal matters, an Assistant Professor may be employed as an Assistant Professor for a maximum of six (6) years. However, if an extension has been approved, any such extension cannot exceed one year and multiple extensions are not allowed. Notwithstanding the foregoing, an Assistant Professor employed at the University prior to January 1, 2018, and continuously employed thereafter, who has not been promoted from Assistant Professor to Associate Professor, may be granted appointment extension(s) for a total period of up to three years as Assistant Professor, with a final employment date occurring no later than the date of the graduation ceremony in May 2024.~~

~~(e) If a faculty member is successfully promoted from Assistant to Associate Professor, he or she will receive an initial appointment as Associate Professor for five years effective at the time of the promotion.~~

### 6.3 Appointment Expiration and Reappointment Notice. Faculty appointments will expire on the

44 ~~date set forth in the faculty member's employment contract. The University is not required to~~  
45 ~~provide a faculty member with any further notice of appointment expiration. However, if the~~  
46 ~~University intends to offer a faculty member reappointment, the University will inform the~~  
47 ~~faculty member by August 15th during the last year of the faculty member's existing~~  
48 ~~employment contract.~~

49  
50 6.24 Faculty Employment Review-Reappointment Review.  
51

52 (a) ~~Candidates for reappointment shall have their respective Reappointment Review Packet~~  
53 ~~reviewed starting in the fall semester of an academic year, with the review finalized and~~  
54 ~~recommendations made by the May graduation date of the same academic year. Faculty~~  
55 ~~members that have less than two years remaining on their current appointment may be~~  
56 ~~candidates for review. The University may manage the flow of reviews in a way that~~  
57 ~~spreads the number of reviews underway in any one year to a manageable level.~~The  
58 employment of any faculty member shall be reviewed if he receives annual evaluations of  
59 less than "Satisfactory" in the two (2) previous consecutive years.

60  
61  
62  
63 (b) The President, Provost, Program Area Evaluation Panel ("PAEP"), and University  
64 Evaluation Committee ("UEC") may each request a review of any faculty member subject  
65 to the restriction in 6.2 (c). Any discretionary reviews must be requested by September 1.

66  
67 (c) The employment of any faculty member shall not be reviewed during a given academic  
68 year if their employment has already been reviewed in the last four years if they are an  
69 Assistant Professor, Assistant Librarian, Wellness Counselor I, or Instructor I; in the last  
70 five years if they are an Associate Professor, Associate Librarian, Wellness Counselor II,  
71 or Instructor II; or in the last six years if they are a Professor, Librarian, Wellness Counselor  
72 III or Instructor III except in the following cases:

73  
74 (1) The faculty member has received annual evaluations of less than "Satisfactory" in  
75 the three (3) previous consecutive years.

76  
77 (2) The faculty member was placed on a remedial work plan by an employment review.

78  
79 (d) A faculty member under review in a given academic year must be notified by the Provost  
80 of the review by September 15.

81  
82 6.3 Faculty Employment Review Process  
83

84 (a) ~~The Reappointment Faculty Employment~~ Review Packet shall include ~~, at a minimum,~~ the  
85 following:  
86

87 (1) Faculty Prepared Dossier. A ~~Candidate for reappointment~~faculty member under  
88 review prepares a dossier for consideration. This dossier must include elements that  
89 show proficiency in teaching, service, and research, including but not limited to all  
90 evaluation materials from prior years of employment at the University. Intentional  
91 or significant misrepresentations contained in the ~~Candidate~~faculty member's  
92 dossier shall serve as cause for termination. The dossier shall be due on or after  
93 November 1.  
94

95 ~~(2) Reference letters. The Candidate "nominates" up to four (4) individuals to provide~~  
96 ~~reference letters. The Division Director, or if the academic unit does not belong to~~  
97 ~~a division, Department Chair, in conjunction with the Program Area Evaluation~~  
98 ~~Panel ("PAEP") formally requests all external reference letters with a minimum of~~  
99 ~~two of these letters being from individuals not nominated by the Candidate. The~~  
100 ~~Candidate must sign a document acknowledging the confidentiality of the external~~  
101 ~~review and that the Candidate will not be allowed to acquire the external review or~~  
102 ~~reviewers' names. A minimum of four reference letters must be present. The~~  
103 ~~confidential reference letters shall be included for review with Candidate's dossier~~  
104 ~~and any supplemental materials. A list of the names of all individuals asked to~~  
105 ~~provide a review and whether any declined to provide this review, and reason given,~~  
106 ~~if any, will also be included.~~  
107

108 ~~(3) Comparable Curricula Vitae ("CCV"). A minimum of three (3) CCVs for~~  
109 ~~individuals with comparable years of experience and rank will be supplied by the~~  
110 ~~administration to the Candidates and the evaluation committees. These CCVs will~~  
111 ~~act as benchmarks for evaluation of a Candidate and his/her accomplishments.~~  
112 ~~Individuals will be identified with comparable rank, field, and experience in~~  
113 ~~institutions that are within the Florida State University System ("SUS") with~~  
114 ~~preference to those used as salary peers or from institutions that are used as salary~~  
115 ~~peers.~~  
116

117 ~~(4)(2)~~ PAEP and UEC Supplemental Information. Both the PAEP and the UEC  
118 may acquire and provide supplemental materials and/or other information as they  
119 see fit. These supplemental materials and/or other information may include external  
120 letters of reference provided by the faculty member under review or requested  
121 independently by the PAEP and UEC. The faculty member under review must be  
122 informed of the nature and, excepting in the case of confidential letters of reference,  
123 the content of all supplemental materials and/or other information used in the  
124 review. If supplemental materials and/or other information is requested from the  
125 faculty member, they must be given sufficient time to prepare the materials.  
126

127 (be) Evaluation "flow" is from the PAEP, to the UEC, to the Provost, ~~with final approval~~  
128 ~~recommended by the Provost to the President.~~ Both the PAEP and the UEC provide a  
129 written report based on the Reappointment-Faculty Employment Review Packet, outlining

130 the ~~faculty member~~Candidate's qualifications, and including a recommendation ~~to~~for one  
131 of the following actions:

132  
133 (1) Place the faculty member on a remedial work plan to be followed by another review  
134 in one (1) or two (2) years.

135  
136 (2) Terminate the faculty member's employment at the end of the following academic  
137 year.

138  
139 ~~(1)(3) Continue the faculty member's employment, or to not, reappoint the~~  
140 ~~Candidate.~~

141  
142 ~~(d) Program Area Evaluation Panel ("PAEP"). For Associate and Assistant Professors, faculty~~  
143 ~~of a higher rank than the Candidate within the Candidate's division, or if no division is~~  
144 ~~present, department, form the PAEP. The Division Director, if present, or if there is not a~~  
145 ~~division, the Department Chair chairs the PAEP if he or she holds the appropriate faculty~~  
146 ~~appointment rank. If the Division Director or Department Chair does not hold the~~  
147 ~~appropriate rank, the Provost will appoint a chair for the PAEP. If the number of individuals~~  
148 ~~on the panel is less than three, the Provost in consultation with the Chair will nominate~~  
149 ~~individuals to the PAEP to bring the total number of review committee members to three.~~

150  
151 ~~The PAEP will prepare and provide a report and recommendation to the UEC. The PAEP's~~  
152 ~~report will include, amongst other information, a comparison of the individual's~~  
153 ~~performance and accomplishments with the CCVs.~~

154  
155 ~~(e) University Evaluation Committee ("UEC"). The UEC is formed from those holding~~  
156 ~~"Professor" rank from a nomination pool provided by the faculty assembly (or equivalent).~~  
157 ~~Term duration will be staggered to have a "normal" term of 3 years in length and with~~  
158 ~~overlap in UEC membership so that committee memory is maintained. In years where an~~  
159 ~~individual is up for reappointment review, he or she may not participate in the UEC. If less~~  
160 ~~than three (3) individuals are eligible to staff the UEC, the UEC will be chaired by the~~  
161 ~~Provost with all eligible faculty serving as members. When the University includes fewer~~  
162 ~~than 10 individuals with rank "Professor", the UEC will be between three and five~~  
163 ~~individuals at the discretion of the administration. With 10 to 20 Professors on staff, the~~  
164 ~~UEC will be between five and seven individuals at the discretion of the administration,~~  
165 ~~with more than 20 Professor's, the committee will include seven Professors. The UEC must~~  
166 ~~operate in executive session and in total confidentiality.~~

167  
168 ~~For faculty with the rank of Professor, in units that do not have a minimum of four (4)~~  
169 ~~individuals with the rank of Professor, the UEC will be the sole reviewing committee.~~

170  
171 ~~The UEC will prepare a report and recommendation, and provide both the PAEP and UEC~~  
172 ~~reports and recommendations to the Provost. If the Provost chairs the UEC, the Provost will~~

173 ~~not make a recommendation, but will supply a candidate's Reappointment Review Packet, and~~  
174 ~~both the UEC and PAEP reports to the President for a final decision.~~

175  
176 ~~(c) The written reports of the PAEP and UEC will be made available to the faculty member.~~

177  
178 ~~(d) Provost's Review and Recommendation. If the PAEP and UEC disagree in their~~  
179 ~~recommendations, the Provost shall resolve the disagreement by agreeing with one of the~~  
180 ~~two recommendations. If this resolution results in a decision to terminate the faculty~~  
181 ~~member or place the faculty member on a remedial work plan, the Provost must provide a~~  
182 ~~justification for this decision in writing to the faculty member. The Provost may request~~  
183 ~~that the PAEP and UEC reconsider their recommendations. If the Provost chooses to do~~  
184 ~~so, he must provide his reason in writing to the PAEP and UEC. The PAEP and UEC shall~~  
185 ~~consider this request and, at their discretion, may provide revised recommendations. The~~  
186 ~~Provost's recommendation, if positive, is provided to the President, and if negative, the~~  
187 ~~decision is provided to the Candidate. Negative recommendations from the Provost are~~  
188 ~~terminal, but are appealable to the President.~~

189  
190 ~~(g) President's Authority. The President shall have the sole authority to grant a Candidate's~~  
191 ~~reappointment.~~

192  
193 ~~6.5 Grievability. The University's decision to not offer reappointment to a faculty member shall~~  
194 ~~not be considered as disciplinary action. The decision to not offer reappointment is not~~  
195 ~~grievable, except, an employee who does not receive written notice of reappointment may,~~  
196 ~~according to Article 11—Grievance and Arbitration Procedure, contest the decision because of~~  
197 ~~an alleged violation of a specific term of the Agreement or because of an alleged violation of~~  
198 ~~the employee's constitutional rights. Such grievances must be filed within thirty (30) days of~~  
199 ~~August 16th during the last year of the faculty member's existing employment contract. The~~  
200 ~~remedy for any grievance filed under this provision, if successful, shall be the faculty member~~  
201 ~~may reapply for reappointment. The President's ultimate decision in such circumstances is not~~  
202 ~~grievable.~~

203