

ARTICLE 6
APPOINTMENTS

6.1 Initial Faculty Appointments.

- (a) The initial term for appointment as Assistant or Associate Professor is for three (3) years. If circumstances warrant a shorter term, a shorter term may be provided at the University's discretion. Under extraordinary circumstances, with the President's approval, an Associate Professor may be appointed for a four, ~~or~~ five, or six-year term. 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-six~~ (56) 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-six~~ (56) years.
- (c) If reappointed based on the reappointment review described in section 6.4 as "Full" Professor, the term shall be ~~five-six~~ (56) 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,

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Mark Bonfanti
Chief Negotiator

Candi Churchill
Chief Negotiator

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1 an Assistant Professor employed at the University prior to January 1, 2018, and
2 continuously employed thereafter, who has not been promoted from Assistant Professor to
3 Associate Professor, may be granted appointment extension(s) for a total period of up to
4 three years as Assistant Professor, with a final employment date occurring no later than the
5 date of the graduation ceremony in May 2024.

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

10
11 6.3 Appointment Expiration and Reappointment Notice. Faculty appointments will expire on the
12 date set forth in the faculty member’s employment contract. The University is not required to
13 provide a faculty member with any further notice of appointment expiration. However, if the
14 University intends to offer a faculty member reappointment, the University will inform the
15 faculty member by August 15th during the last year of the faculty member’s existing
16 employment contract.

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18 6.4 Faculty Reappointment Review.

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20 (a) Reappointment review is designed to align with promotion applications whenever possible.
21 Candidates for reappointment shall have their respective Reappointment Review Packet
22 reviewed starting in the fall semester of an academic year, with the review finalized and
23 recommendations made by the May graduation date of the same academic year. Faculty
24 members that have less than two years remaining on their current appointment may be
25 candidates for review. Individuals with the rank assistant professor, must undergo a
26 reappointment review at least once every three years; individuals with rank associate
27 professor must undergo a reappointment review at least once every six years and
28 individuals with rank Professor must be reviewed once every 9 years. The University may
29 manage the flow of reviews in a way that spreads the number of reviews underway in any
30 one year to a manageable level. This management includes at the universities sole
31 discretion the ability to grant reappointment within the boundaries just defined.

- 32
33 (b) The Reappointment Review Packet shall include, at a minimum, the following:

34
35 (1) Faculty Prepared Dossier. A Candidate for reappointment prepares a dossier for

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1 consideration. This dossier must include elements that show proficiency in
2 teaching, service, and research, including but not limited to all evaluation materials
3 from prior years of employment at the University. Intentional or significant
4 misrepresentations contained in the Candidate’s dossier shall serve as cause for
5 termination.
6

7 (2) Reference letters are required for all reviews where the individual holds a rank
8 above that of Assistant Professor; for assistant professors seeking a change in rank
9 or individuals with four or more years of instructional experience at Florida Poly,
10 reference letters must be used as part of the review process. The Candidate
11 “nominates” up to four (4) individuals to provide reference letters. The Division
12 Director, or if the academic unit does not belong to a division, Department Chair,
13 in conjunction with the Program Area Evaluation Panel (“PAEP”) formally
14 requests all external reference letters with a minimum of two of these letters being
15 from individuals not nominated by the Candidate. The Candidate must sign a
16 document acknowledging the confidentiality of the external review and that the
17 Candidate will not be allowed to acquire the external review or reviewers’ names.
18 A minimum of four reference letters must be ~~present~~requested. The confidential
19 reference letters shall be included for review with Candidate’s dossier and any
20 supplemental materials. A list of the names of all individuals asked to provide a
21 review and whether any declined to provide this review, and reason given, if any,
22 will also be included.
23

24 (3) Comparable Curricula Vitae (“CCV”). The administration and the Candidate will
25 each provide A minimum of three two (32) CCVs for individuals with comparable
26 years of experience and rank will be supplied by the administration to each other,
27 and the Candidates and the evaluation committees. These four (4) CCVs will act as
28 benchmarks for evaluation of a Candidate and his/her accomplishments.
29 Individuals will be identified with comparable rank, field, and experience in
30 institutions that are within the Florida State University System (“SUS”) with
31 preference to those used as salary peers or from institutions that are used as salary
32 peers.
33

34 (4) PAEP and UEC Supplemental Information. Both the PAEP and the UEC may
35 acquire and provide supplemental materials and/or other information as they see fit.

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If supplemental materials and/or other information is used as part of the review, the candidate will be informed of the use of this information and provided a minimum of five days to respond to the information.

(c) Evaluation “flow” is from the PAEP, to the UEC, to the Provost, with final approval recommended by the Provost to the President. Both the PAEP and the UEC provide a written report based on the Reappointment Review Packet, outlining the Candidate’s qualifications, and including a recommendation to, or to not, reappoint the Candidate.

(d) Program Area Evaluation Panel (“PAEP”). For Associate and Assistant Professors, faculty of a higher rank than the Candidate within the Candidate’s division, or if no division is present, department, form the PAEP. The Division Director, if present, or if there is not a division, the Department Chair chairs the PAEP if he or she holds the appropriate faculty appointment rank. If the Division Director or Department Chair does not hold the appropriate rank, the Provost will appoint a chair for the PAEP. There must be a minimum of three qualified (appropriately ranked) individuals serving on the PAEP. If the number of individuals available to serve on the ~~panel-PAEP~~ is less than three, the Provost and Candidate will each select a guest faculty member from a neighboring SUS institution to serve on the PAEP. The PAEP must include at least one institutional member, as chosen by the Provost or designee. in consultation with the Chair will nominate individuals to the PAEP to bring the total number of review committee members to three.

The PAEP will prepare and provide a report and recommendation to the UEC. The PAEP’s report will include, amongst other information, a comparison of the individual’s performance and accomplishments with the CCVs.

(e) University Evaluation Committee (“UEC”). The UEC is formed from those holding “Professor” rank from a nomination pool provided by the faculty assembly (or equivalent). Term duration will be staggered to have a “normal” term of 3 years in length and with overlap in UEC membership so that committee memory is maintained. In years where an individual is up for reappointment review, he or she may not participate in the UEC. If less than three (3) individuals are eligible to staff the UEC, the UEC will be chaired by the Provost with all eligible faculty serving as members. When the University includes fewer than 10 individuals with rank “Professor”, the UEC will be between three and five individuals at the discretion of the administration. With 10 to 20 Professors on staff, the

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1 UEC will be between five and seven individuals at the discretion of the administration,
2 with more than 20 Professor's, the committee will include seven Professors. The UEC must
3 operate in executive session and in total confidentiality.
4

5 For faculty with the rank of Professor, in units that do not have a minimum of four (4)
6 individuals with the rank of Professor, the UEC will be the sole reviewing committee.
7

8 The UEC will prepare a report and recommendation, and provide both the PAEP and UEC
9 reports and recommendations to the Provost. If the Provost chairs the UEC, the Provost
10 will not make a recommendation, but will supply a candidate's Reappointment Review
11 Packet, and both the UEC and PAEP reports to the President for a final decision.
12

13 (f) Provost's Review and Recommendation. The Provost's recommendation, if positive, is
14 provided to the President, and if negative, the decision is provided to the Candidate.
15 Negative recommendations from the Provost are terminal, but are appealable to the
16 President.
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18 (g) President's Authority. The President shall have the sole authority to grant a Candidate's
19 reappointment.
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21 6.5 Grievability. The University's decision to not offer reappointment to a faculty member shall
22 not be considered as disciplinary action. The decision to not offer reappointment is not
23 grievable, except, an employee who does not receive written notice of reappointment may,
24 according to Article 11 - Grievance and Arbitration Procedure, contest the decision because of
25 an alleged violation of a specific term of the Agreement or because of an alleged violation of
26 the employee's constitutional rights. Such grievances must be filed within thirty (30) days of
27 August 16th during the last year of the faculty member's existing employment contract. The
28 remedy for any grievance filed under this provision, if successful, shall be the faculty member
29 may reapply for reappointment. The President's ultimate decision in such circumstances is not
30 grievable.
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