



43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81

9.3 Promotion Categories and Criteria for Professors and Instructors Teaching Faculty.

(a) Promotion shall be attained through meritorious performance, appropriate to the rank of the individual, during their employment at the University. Meritorious performance shall include, but not be limited to, the following categories for each eligible position:

~~(a) For promotion to the rank Associate Professor:~~

- ~~1. Serious scholarly achievement where there is clear indication that an individual will achieve national reputation in their chosen field;~~
- ~~2. Consistent and substantial accomplishment as a teacher;~~
- ~~3. Potential for continuing growth as both a teacher and scholar;~~
- ~~4. Demonstrated contribution to, and collaboration with, their current academic department;~~
- ~~5. Service to the University and the profession; and~~
- ~~6. As appropriate, mentoring of graduate students.~~

~~(b) For Promotion to the rank Professor:~~

- ~~1. Significant scholarly contributions, such that the professor is recognized to be an authority in the relevant discipline and/or interdisciplinary area by experts in the field;~~
- ~~2. Shown high accomplishment as a teacher;~~
- ~~3. Demonstrated contribution to, and collaboration with, their current academic department;~~
- ~~4. Contributed substantially, through service, to the university and profession;~~
- ~~5. Demonstrated an on-going commitment to excellence in both teaching and scholarship; and~~
- ~~6. As appropriate, mentoring of graduate students.~~

~~(c) The promotion process for Associate Professor and Professor considers recent same field for same rank promotions from peer institutions used to provide standards for comparison.~~

~~(d)~~ There are four broadly recognized categories of criteria:

1. Instruction, including classroom teaching, the development of new course materials, and other instructional activities;
2. Research or creative activities, serving on or directing thesis or dissertation committees, successful research activity using undergraduate students, applied research, and scholarly publications
3. Professional or public services, including outreach to industrial partners.

82 4. Professional employment responsibilities, as assigned.  
83

84 ~~(c)~~ If the University previously promoted the candidate, the promotion assessment  
85 shall be based on the candidate's performance since the candidate's last promotion.

86 ~~(d)~~ If the University has not previously promoted the candidate, the promotion assessment is  
87 cumulative and must include consideration of the candidate's achievements prior to  
88 employment at the University. However, the candidate's promotion assessment must also  
89 establish that the candidate meets the stated criteria based upon the demonstrated  
90 performance of the candidate at Florida Poly.

91 (e) No promotion assessment shall be based on factors that are not identified in the established  
92 written criteria applied to the candidate.

93 9.4 Promotion Categories and Criteria for Non-Teaching Faculty

94 (a) Promotion shall be attained through meritorious performance and the promotion assessment  
95 shall be based on established written criteria specified and clarified in writing by the  
96 faculty/academic professional of the appropriate unit in terms tailored to the roles,  
97 functions, or disciplines of the unit.

98 (b) Primary categories include unit's written criteria and annual evaluations.

99 (c) If the promotion candidate has been promoted at the University before, the promotion  
100 assessment shall be primarily based on the candidate's performance since the last  
101 promotion.

102 (d) If there has been no previous promotion at the University, the promotion assessment may  
103 include the candidate's achievement prior to employment at the University.

104 (e) No promotion assessment shall be based on factors that are not identified in the established  
105 written criteria applied to the candidate.

106  
107 9.5 Department/Unit Criteria and Procedure

108 (a) ~~(a)~~ For the purposes of this article, a "unit" is the administrative unit to which a non-  
109 teaching faculty member belongs.

110 (b) ~~(b)~~ Each department and unit shall develop and maintain written clarification of the  
111 promotion criteria in terms tailored to the disciplines, assigned duties, and the unique  
112 situation that the unit faced and is facing. Faculty members of each department and unit  
113 shall participate in the development of these criteria and shall recommend implementation  
114 by vote of a majority of at least a quorum of those employees.

115 (i) The proposed criteria, or revisions thereof, shall be reviewed by the President or  
116 representative to ensure that they are consistent with the mission and goals of the  
117 university and that they comply with this agreement.

118 (ii) If the President or representative determines that the recommended criteria do not  
119 meet the conditions in 9.5 (b) (ii) above, the proposal shall be referred to the  
120 department for revision with a written statement of reasons for non-approval.

121  
122 (iii) Approved criteria, and revisions thereof, shall be kept on file in the Provost's office.  
123 A copy of each department's and unit's current criteria for promotion will be  
124 available to employees either in hard copy or electronic format.

125  
126 (iv) The written criteria shall be part of this Agreement upon final approval. Each  
127 university division/department must have approved written clarification by April  
128 1st 201\_\_ and the revision can be performed annually between February 1st and  
129 April 1st including the final approval.

130  
131 (c) Each department and unit promotion criteria for Professors and Instructors must be  
132 consistent with this Article including the guideline in 9.3: specifically, they must recognize  
133 the primary importance of teaching and the maintenance of appropriate academic  
134 standards, must address accomplishments in the area of scholarly and creative activities,  
135 and must address accomplishments in the area of service to the university, the profession,  
136 and the community.

137  
138 (d) Each department and unit promotion criteria must consider the unique conditions at the  
139 University during its early years of operation and the pressures these conditions placed on  
140 the professional achievement of faculty.

141  
142 (e) Each unit promotion criteria shall provide guidelines and rules for the promotion review  
143 packet.

144 9.4 Promotion Review Packet. Faculty candidates for promotion shall prepare a promotion  
145 review packet to include the following:

146 (a) Faculty Prepared Dossier. A Candidate for promotion prepares a dossier for consideration.  
147 This dossier must include elements that show proficiency in teaching, service, and research.  
148 Intentional misrepresentations contained in the Candidate's dossier shall serve as cause for  
149 termination.

150  
151 (b) Reference letters. The Candidate "nominates" up to four (4) individuals to provide  
152 reference letters. The Chair of the PAEP after consulting with the Program Area Evaluation  
153 Panel (PAEP) formally requests all external reference letters with a minimum of two of these  
154 letters being from individuals not nominated by the Candidate. The Candidate must sign a  
155 document acknowledging the confidentiality of the external review and that the Candidate will  
156 not be allowed to acquire the external review or names of reviewer(s). A minimum of four  
157 reference letters must be present. The confidential reference letters shall be included for review

158 ~~with Candidate's dossier and any supplemental materials. A list of the names of all individuals~~  
159 ~~asked to provide a review, whether any individuals declined to provide this review, and reasons~~  
160 ~~for such decision, will also be included.~~

161  
162 ~~(c) Promotion Benchmark Curricula Vitae ("PBCV"). At least three PBCV for individuals~~  
163 ~~with comparable years of experience and rank will be supplied by the administration to the~~  
164 ~~Candidates and the evaluation committees. These PBCV will act as benchmarks for evaluation~~  
165 ~~of a Candidate and his/her accomplishments. PBCVs will be from individuals that have been~~  
166 ~~promoted in the prior thirty six (36) months and have comparable rank, field, and experience~~  
167 ~~in institutions that are within the Florida State University System ("SUS") with preference to~~  
168 ~~those used as salary peers or from institutions that are used as salary peers.~~

169  
170 ~~(d) PAEP and UEC Supplemental Information. Both the PAEP and the UEC may seek and~~  
171 ~~provide supplemental materials or other information as they see fit.~~

172  
173 9.6 Promotion Procedure:

174  
175 (a) Eligible faculty members may initiate the promotion process by filing a letter of intent with  
176 the Provost's Office no later than July 15<sup>th</sup>. The letter of intent ~~, not to exceed two (2) pages~~  
177 ~~in length~~, shall serve as a formal request for promotion, and include a copy of the faculty  
178 member's promotion review packet.

179 (b) The Provost's Office shall review the faculty member's request for promotion to ensure the  
180 faculty member meets the minimum qualifications for the promotion sought, as set forth in  
181 Section 9.23. If the faculty member does not meet the minimum promotion qualifications,  
182 the Provost's Office shall notify the faculty member in writing. If the faculty member meets  
183 the minimum promotion qualifications, the Provost's Office shall forward the faculty  
184 member's promotion review packet to the PAEP to begin the formal promotion review  
185 process.

186 (c) Request for promotion cannot be in the year following a request for promotion that was  
187 denied (this can be waived for terminal year requests from Assistant Professors)

188 (d) Evaluation "flow" is from the PAEP to the University Evaluation Committee ("UEC"), to  
189 the Provost, to the President. ~~Negative recommendations from the Provost are terminal.~~

190 (e) Program Area Evaluation Panel ("PAEP"). Faculty of the rank sought and higher within  
191 the Division, or if the individual is not a part of a Division, Department, form the PAEP  
192 for the program area review. The Division Director, or if no Division Director is present,  
193 Department Head (Chair/Director/or equivalent if the rank structure changes) chairs the  
194 PAEP which shall operate in executive session. The panel must have at least three members  
195 other than the Division Director or Department Chair. If not enough faculty of the rank

196 sought and higher are present in the Division or Department, faculty of the rank sought  
197 shall be appointed to the panel. If no faculty member from the applicant's department is  
198 appointed to the panel, a faculty member from that department shall be appointed to the  
199 panel as a non-voting member for that applicant's application for promotion.

200 The PAEP will prepare and provide a report and recommendation to the UEC. ~~The PAEP's~~  
201 ~~report will include, amongst other information, a comparison of the individual's~~  
202 ~~performance and accomplishments with the PBCV.~~

- 203
- 204 (f) The University Evaluation Committee ("UEC") is formed from those holding "Professor"  
205 rank from a nomination pool provided by the faculty assembly (or equivalent). Term  
206 duration will be staggered to have a "normal term be 3 years in length and with overlap in  
207 committee membership so that committee memory is maintained. When the University  
208 includes fewer than ten individuals with rank "Professor", the committee will be between  
209 three and five individuals at the discretion of the administration. With ten to twenty  
210 Professors on staff, the committee will be between five and seven individuals at the  
211 discretion of the administration, with more than twenty Professor's, the committee will  
212 include seven Professors. Committee needs to operate in executive session if possible.

213

214 The UEC will prepare a report and recommendation, and provide both the PAEP and UEC  
215 reports and recommendations to the Provost. ~~The PAEP and UEC shall be defined as, and~~  
216 ~~have the same membership of, the description set forth in Article 8.~~

- 217
- 218 (g) Provost's Review and Recommendation. The Provost's recommendation, if positive, is  
219 provided to the BOT, and if negative, the decision is provided to the Candidate. For any  
220 negative recommendation, the Provost must provide a written justification to the PAEP and  
221 UEC. Negative recommendations from the Provost are terminal, but are appealable to the  
222 President. ~~If positive, the Provost's recommendation is provided to the BOT for approval,~~  
223 ~~if negative, the recommendation is provided to the candidate.~~

224 - (h) The Provost shall notify the chair of the PAEP of the final decision on promotion no later  
225 than the last Friday of March. The notice shall include the written assessment from the  
226 PAEP and UEC.

- 227 (i) The promotion shall occur on August 15th of the next academic year if the final decision  
228 is positive.

229 (j) The candidate being considered for promotion may withdraw from consideration provided  
230 that the withdrawal is made before the President's official notification of the decision. Such  
231 withdrawn shall be without prejudice.

232 (k) No promotion decision shall be unreasonable or arbitrary.

233

234 9.7 Grievability. The University's decision to not offer promotion to a faculty member shall not  
235 be considered as disciplinary action. The decision to not offer promotion is not grievable,  
236 except, that the faculty member may, according to Article 11 - Grievance and Arbitration

237 Procedure, contest the decision because of an alleged procedural violation. Such grievances  
238 must be filed within thirty (30) days of the faculty member's receipt of notification that the  
239 University denied the promotion request. The remedy for any grievance filed under this  
240 provision, if successful, shall be the ability to reapply for promotion. The President's ultimate  
241 decision in such circumstances is not grievable.  
242