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ARTICLE 6
APPOINTMENT and PROMOTION

6.1 General Principles

- (a) The University and UFF recognize that Florida Polytechnic University is a new institution, and as such, both parties accept that flexibility is required in addressing appointments and promotions. The University and UFF share the desire to improve the quality of the University in all areas, but particularly in teaching and research. This article balances a recognition of the University's unique history, newness, and current situation with a shared desire for continuous improvement.
- (b) The University and UFF further recognize that promotions are an important method by which the University recognizes excellence and rewards its employees' contributions to advancing the mission of the University. Promotion decisions are not determined by any sole factor and are based upon a careful and rigorous assessment, that relies upon faculty and administrative review of a faculty member's demonstrated teaching, scholarship, research and service contributions at the University, the assessment of the faculty member's continued positive contribution to their department and the University, as well as the faculty member's potential for continued appropriate contributions and growth. Elements critical to the promotion process include, but may not be limited to, a faculty member's annual performance evaluations, a significant and careful review of credentials by a set of faculty that hold the rank sought by the candidate, or above that rank, an external set of recommendations appropriate for that faculty member by subject matter experts in the candidate's field, comparison of the candidate's accomplishments with those who have achieved the rank sought by the candidate and who are faculty members at peer institutions, and administrative review.
- (c) Every candidate for a promotion will be fairly evaluated and the integrity of the evaluation process will be maintained to the highest degree.
- (d) Non-reappointments shall not be made in an arbitrary or capricious manner.

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1 **6.2 Appointment and Reappointment Terms.**
2

3 (a) Terms for appointments and reappointments are as follows:
4

5 (1) Assistant Librarian and Wellness Counselor
6

7 a. Terms will be determined, and negotiated with the UFF, prior to the date of hire.
8

9 (2) Instructor
10

11 a. Initial term: two (2) years

12 b. Reappointment term: two (2) years

13 c. May be reappointed based on contributions to the University; annual performance
14 review results; and University need.

15 e.d. Reappointment decisions must be considered by the division director or chair if no
16 director is present, the provost, and the vice provost of assessment and instruction.
17 Said consideration will be based on the faculty member's performance review,
18 faculty dossier, and any other supporting material deemed appropriate.
19

20 (3) Assistant Professor
21

22 a. Initial term: three (3) years

23 b. Reappointment term: three (3) years

24 c. May only be reappointed once and must apply for promotion no later than in the
25 sixth year of employment (6 ½ years if employment started mid-academic year).
26 However, if hired prior to June 1, 2017, such faculty must apply for promotion to
27 Associate Professor no later than the last year of their three-year reappointment
28 term.

29 d. The University may permit a faculty member to delay promotion review by
30 granting a maximum one (1) year extension at this rank due to a valid request for
31 FMLA or other appropriate leave. Additional extensions beyond the extra year are
32 not permitted.
33

34 (4) Associate Professor
35

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- 1 a. Initial term: three years, unless the University determines that an initial term of four
2 (4) or five (5) years is warranted. The reason for a longer initial term shall be
3 provided to the union upon request.
4 b. Reappointment term: three (3) years (shortened review) or six (6) years (full
5 review)
6 c. Promotion term: Faculty members promoted from Assistant to Associate Professor
7 shall receive an appointment term of six (6) years
8

9 (5) “Full” Professor

- 10
11 a. Initial term: six (6) years, unless the University determines that it is in its best
12 interest to offer an initial contract with a shortened duration.
13 b. Reappointment term: six (6) years
14 c. Promotion term: Faculty members promoted from Associate Professor to “Full”
15 Professor shall receive an appointment term of six (6) years
16

17 (b) Exception for Faculty Employed Prior to June 1, 2017. A faculty member employed at the
18 University prior to June 1, 2017, and continuously employed thereafter, who has not been
19 promoted while at the University, will have their first “shortened” review conducted in the
20 spring of 2019, 2020 or 2021. Section 6.2 and all subsections contained therein shall
21 automatically sunset following the completion of the 2020-2021 academic year.
22

- 23 (1) Faculty members must request inclusion in the shortened review pool. The University
24 shall notify faculty in a timely manner that they must request inclusion.
25
26 (2) Up to fifteen (15) faculty may elect to be reviewed in the first round of shortened
27 reviews in the spring of 2019, and eighteen (18) faculty members may elect to be
28 reviewed in the spring of 2020. The remaining faculty will be reviewed in the spring
29 of 2021.
30
31 (3) If more than fifteen (15) faculty members elect to be reviewed in the first round, or
32 eighteen (18) faculty members in the second round, elect to be reviewed, the reviews
33 will be granted in reverse order of seniority by rank (“Full” Professors reviewed first)
34 and regular order by employment seniority.
35

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1 (4) If less than eighteen (18) faculty elect to be reviewed in the second round (2020), the
2 University will select candidates in reverse order of seniority by rank (“Full” Professors
3 first) and regular order by employment seniority (employees that have the greatest
4 longevity of employment are reviewed first).
5

6 (5) The Provost may elect to allow another maximum of six (6) individuals to be reviewed
7 in each round of reviews based on a request from the individual and their director, or
8 chair if the director is not present.
9

10 (6) Until ~~the a~~ faculty member has received a three (3) year appointment based on a
11 shortened review, or alternatively, has been promoted, such faculty member is only
12 eligible for a contract that is at most two (2) years in duration. During this time period,
13 the University may non-reappoint such faculty members for poor performance, as
14 reflected in their performance evaluations.
15

16 (c) If a faculty member has participated in a review and is not provided with a reappointment,
17 the faculty member shall be entitled to one (1) additional year of employment, with no right
18 to continued employment. If a faculty member chooses not to participate in a
19 reappointment review, or in the case of an Assistant Professor, chooses not to participate
20 in the promotion process, the faculty member’s employment shall end on the last date of
21 the faculty member’s existing contract.
22

23 6.2 Appointment Expiration and Reappointment Notice. Faculty appointments expire on the date
24 set forth in the faculty member’s employment contract. Prior to the expiration of a faculty
25 member’s appointment, the University will provide a letter to the faculty member notifying
26 them of the expiration of their appointment. If the University intends to offer a faculty member
27 reappointment, the University will inform the faculty member by August 15th of the last year
28 of the faculty member’s existing employment contract.
29

30 6.3 Faculty Reappointment Review.

31 (a) Shortened Review

32 (1) Assistant Professors shall receive a shortened review during the spring semester of the
33 final year of their initial appointment (or in the case of those hired before June 1, 2017, the
34
35

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1 schedule noted above is followed), except Assistant Professors applying for promotion to
2 Associate Professor.

3
4 (2) Associate Professors hired after July 2017 shall receive a shortened review during the
5 spring semester of the final year of their initial appointment only.

6
7 (3) Assistant and Associate Professors hired on or before July 2017 shall receive a
8 shortened review as provided in 6.1(b) above.

9
10 (4) The shortened review will also be used for the initial review of “Full” Professors hired
11 for an initial term of less than six (6) years.

12
13 (b) Full Review

14
15 (1) All “Full Professors” hired for an initial term of six (6) years shall receive a full review
16 during the spring semester (process begins in the fall) of the final year of their initial
17 appointment term and every six (6) years thereafter.

18
19 (2) All Associate Professors shall receive a full review during the spring semester (process
20 begins in the fall) of the final year of any appointment term subsequent to the initial
21 appointment term.

22
23 (3) An Associate Professor seeking a promotion shall normally have any such promotion
24 considered during the full review process.

25
26 (4) All Assistant Professors must receive a full review in order to be promoted to Associate
27 Professor.

28
29 **6.4 Reappointment and Promotion Criteria.** The awarding of reappointment or promotion shall be
30 based on written criteria, which is established by the University and tailored by each
31 department in accordance to this article.

32
33 (a) University Criteria. The University will provide general criteria for the granting of
34 promotion or reappointment to each department. Promotion and reappointment criteria
35 shall consider the performance of the work that the faculty member has been assigned (as

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1 reflected in FARE forms), criteria for each rank as set forth in the 2018-2019 Faculty
2 Handbook, and the faculty member's responsibilities as a member of the University and
3 department community. The general criteria are generally recognized broadly in three (3)
4 categories as follows:

- 5
- 6 (1) Instruction, including regular classroom and laboratory teaching, classroom
7 development, effective development/application of new instructional methods,
8 directing thesis or dissertation committees, and other instructional activities;
- 9
- 10 (2) Research or other creative activities relevant to the department mission, including
11 scholarly publications, support and advising of graduate students; and
12
- 13 (3) Service to professional societies and contributions to the University and department.
14

15 These criteria shall include, but are not limited to, a demonstrated record of scholarly
16 activity, teaching, and as appropriate, course and/or curriculum development
17 commensurate with the University's mission and relevant academic discipline(s), evidence
18 of a positive and growing reputation in his/her chosen sub-field within the department's
19 mission, and promise of continued successful performance.
20

21 (b) Department Clarifications of University Criteria. The department clarifications shall:

- 22
- 23 (1) Be adaptable to various assigned duties;
- 24
- 25 (2) Be detailed enough that a reasonable faculty member should be informed about the
26 performance or accomplishment expectations necessary to earn reappointment or
27 promotion, assuming that the accomplishments are of sufficient quality, quantity and
28 consistency; and
29
- 30 (3) Identify some representative examples of the achievements or performance
31 characteristics which, if the requirement or distinction were met, are appropriate
32 comparisons for reappointment or promotion.
33

34 (c) Criteria and Discipline-specific Clarification Review Process. Criteria and department-
35 specific clarifications shall be approved according to the following:

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- 1
2 (1) The University shall establish the criteria on an annual basis, and provide it to each
3 department's Division Director, or Chairperson if no Division Director is present.
4 Following receipt by the department, the Committee shall convene to tailor the criteria
5 to the department disciplines in accordance with the procedures outlined herein. The
6 Committee shall complete its review and finalize the department clarifications within
7 fifteen (15) days of receiving the University's criteria.
8
- 9 (2) Department Faculty Vote. Within five (5) days of the Committee finalizing the
10 department clarifications, the department faculty shall conduct a confidential and
11 anonymous vote on said clarifications. Faculty that are in their terminal year of
12 employment, visiting faculty, and instructors do not vote on the clarifications.
13
- 14 a. If a majority of a department's faculty votes in favor of the proposed department
15 clarifications, the department clarifications are forwarded to the Provost for
16 approval.
17
- 18 b. If a majority of a department's in-unit faculty do not vote in favor of the
19 proposed department clarifications, the Committee (as outlined in Section
20 6.4(c)) shall reconsider the proposed clarifications prior to conducting a second
21 vote. The Committee shall have five (5) days to reconsider the proposed
22 clarifications and hold a second vote within five (5) days of finalizing the
23 second round of department clarifications. If the second vote is also
24 unsuccessful, the proposed clarifications shall be forwarded to the Provost for
25 approval, noting the lack of department faculty support.
26
- 27 c. If a vote does not occur within five (5) days of the Committee finalizing the
28 department clarifications, the department clarifications shall be forwarded to
29 the Provost for review, noting that no vote occurred.
30
- 31 (3) Provost Review. Within fifteen (15) days of receipt, the Provost shall review the
32 proposed department clarifications to ensure compliance with this Agreement, the
33 mission and goals of the University, and with University standards as established in the
34 2018-2019 Faculty Handbook. The Provost will either approve the proposed
35 department clarifications, or return them to the Committee for reconsideration. In the

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1 event the Provost returns the proposed department clarifications to the Committee for
2 reconsideration, he/she shall provide objections to any such provision in writing.
3

4 (4) Committee Reconsideration. The Committee shall reconsider the Provost’s written
5 objections and within ten (10) days after receiving them, shall resubmit the proposed
6 written clarifications to the Provost, incorporating all, some, or none of the objections,
7 along with a written explanation and justification for the resubmitted language.
8

9 (5) Provost Reconsideration. The Provost shall reconsider the department clarifications
10 and issue final revisions or approvals within seven (7) days after receiving the revised
11 department clarifications.
12

13 (d) Department Committee.
14

15 (1) The Vice-Provost, Assessment and Instruction (or designee), division director (or
16 chairperson if no division director is present) of each respective department, and two
17 (2) faculty members from the department (at least one holding the most senior rank in
18 the department, subject to the limitation below) shall form the “Committee.”
19 Department faculty shall select their representative faculty members on an annual basis
20 during the first week of the fall semester (except for Spring 2019, when the Committee
21 shall be formed in the first week of that semester). ~~However, f~~Faculty members ~~shall~~
22 ~~not be eligible to serve on the Committee if they that~~ received a notice of non-
23 reappointment or notice of layoff, instructors, and visiting faculty are not eligible to
24 serve on the Committee.
25

26 (2) The Provost shall provide a framework and formally charge said Committee to develop
27 and maintain written clarifications of the University's reappointment and promotion
28 criteria in terms tailored to the department's discipline(s) and assigned duties, and
29 consistent with University standards as established in the 2018-2019 Faculty
30 Handbook.
31

32 (e) The criteria shall be available in the department or upon request from the Department
33 Chairperson. All such criteria shall also be provided to UFF upon written request.
34

35 6.5 Changes in Criteria for Reappointment and Promotion.

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1
2 (a) Following the Provost’s approval of the criteria, the University may modify the approved
3 criteria for reappointment and promotion so long as UFF has been notified of the proposed
4 changes and offered an opportunity to discuss such changes in consultation with the
5 President or designee.

6
7 (b) Changes to discipline-specific departmental clarifications of the University criteria shall
8 be developed and approved according to the process outlined above.

9
10 6.6 Reappointment and/or Promotion Procedure. The below procedure shall be followed for all
11 reviews related to reappointment and promotions, with exceptions noted below regarding
12 “Shortened” reviews.

13
14 (a) The University will provide notification to eligible faculty members during the semester
15 prior to their reappointment review, and for Assistant Professor’s promotion review taking
16 place, with the exception of reviews conducted in Spring 2019. Such notification will
17 provide the faculty members with information relevant to the applicable
18 reappointment/promotion process including instructions, information, and deadlines.

19
20 (b) Faculty shall provide the University with their Packet by the deadline set forth in the notice
21 referenced herein.

22
23 (c) If a faculty member does not receive a promotion following consideration, the faculty
24 member may not reapply for promotion until after the completion of two (2) additional
25 academic years. This clause shall not unreasonably deny a faculty member their terminal
26 promotion consideration to Associate Professor.

27
28 (d) The candidate being considered for promotion may withdraw from consideration provided
29 that the withdrawal is made before the UEC begins its consideration of the candidate. Such
30 withdrawal shall be without prejudice and will not render the candidate ineligible for the
31 next promotional cycle.

32
33 (e) The University shall provide the Packet (as described in Section 6.8) to the PAEP for
34 review. For reviews of Associate and Assistant Professors, the PAEP shall consist of
35 faculty of a higher rank than the Candidate within the Candidate’s division, or if no division

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1 is present, within the Candidate’s department. The Division Director, if present, or if there
2 is not a division, the Department Chair chairs the PAEP if he or she holds the appropriate
3 faculty appointment rank. If the Division Director or Department Chair does not hold the
4 appropriate rank, the Provost will appoint a chair for the PAEP. There must be a minimum
5 of three (3) qualified (appropriately ranked) individuals serving on the PAEP. If the number
6 of individuals available to serve on the PAEP is less than three (3), the Provost and
7 ~~Candidate-Chair~~ will each select a guest-faculty member of appropriate rank from another
8 unit at the University neighboring SUS institution to serve on the PAEP. ~~The PAEP must~~
9 ~~include at least one institutional member, as chosen by the Provost or designee.~~ If the PAEP
10 includes no members from the candidate’s department, the PAEP will request input from
11 the department chair before finalizing their recommendation. If the chair is the candidate
12 and no member from the chair’s department is a member of the PAEP, the Provost or
13 designee shall select a member of the chair’s department to provide input to the PAEP
14 before the PAEP finalizes their recommendation.

15
16 The PAEP will prepare and provide a report and recommendation to the UEC during a full
17 review, or if during the “shortened review” process, directly to the Provost.

- 18
19 (f) University Evaluation Committee (“UEC”). The UEC is not utilized as part of the
20 shortened review process. The UEC is formed from those holding “Full” Professor rank
21 from a nomination pool provided by the faculty assembly (or equivalent); however, if there
22 are less than five qualified individuals at the University, all such qualified individuals shall
23 be deemed in the nomination pool. Individuals that are in their terminal year of employment
24 are not eligible to serve on the UEC or PAEP. Term duration will be staggered to have a
25 “normal” term of 3 years in length and with overlap in UEC membership so that committee
26 memory is maintained. In years where an individual is up for reappointment review, he or
27 she may not participate in the UEC. If less than three (3) individuals are eligible to staff
28 the UEC, the UEC will be chaired by the Provost with all eligible faculty serving as
29 members. When the University includes fewer than 10 individuals with rank “Full”
30 Professor, the UEC will be between three and five individuals at the discretion of the
31 administration. With 10 to 20 Professors on staff, the UEC will be between five and seven
32 individuals at the discretion of the administration, with more than twenty (20) “Full”
33 Professors, the committee will include seven members. The UEC must operate in executive
34 session and in total confidentiality.

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1 When reviewing a “Full” Professor, and that faculty member’s unit does not have a
2 minimum of four (4) individuals with the rank of “Full” Professor, the UEC will be the
3 sole reviewing committee for that faculty member.
4

5 The UEC will prepare a report and recommendation, and provide both the PAEP (if it was
6 done) and UEC reports and recommendations to the Provost. If the Provost chairs the UEC,
7 the Provost will not make a recommendation, but will supply a candidate’s Packet, and
8 both the UEC and PAEP reports to the President for a final decision.
9

10
11 (g) Provost’s Review and Recommendation. After a careful review of the PAEP’s and UEC’s
12 reports and recommendations, the Provost shall make a positive or negative
13 recommendation as to the Candidate’s reappointment or promotion. The Provost’s
14 recommendation, if positive, is provided to the President, and if negative, the decision is
15 provided to the Candidate. Negative recommendations from the Provost are terminal, but
16 are appealable to the President. If the Provost’s final decision on reappointment and
17 promotion is negative, the Candidate may request a written justification of the decision
18 within ten (10) days of receiving the Provost’s determination. Upon such a request, the
19 Provost shall, within twenty (20) days, provide such a written justification to the Candidate.
20

21 (h) President’s Review and Authority. The President shall have the sole authority to grant a
22 Candidate’s reappointment or promotion. The granting of reappointment or promotion
23 should be based on the University’s criteria and criteria produced by the Candidate’s unit
24 or department, the reports and recommendations of the PAEP and UEC, any documents
25 relied upon by the PAEP and UEC in creating said reports, and the recommendation of the
26 Provost.
27

28 (i) If the President’s final decision on reappointment and promotion is negative, the Candidate
29 may request within ten (10) days a written justification of the decision. Upon such a
30 request, the President or representative shall, within twenty (20) days, provide such a
31 written justification to the Candidate.
32

33 6.7 Reappointment and/or Promotion Packet. The Reappointment and/or Promotion Review
34 Packet (“Packet”), utilized in the procedure set forth in Section 6.5 shall include, at a minimum,
35 the following:

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- 1
2 (a) Faculty Prepared Dossier. A Candidate for reappointment or promotion prepares a dossier
3 for consideration. This dossier must include a personal statement from the Candidate,
4 elements that show the Candidate’s demonstrated abilities and competencies in teaching,
5 service, and research, including but not limited to all evaluation materials from prior years
6 of employment at the University. Intentional or significant misrepresentations contained in
7 the Candidate’s dossier shall serve as cause for termination. The UEC shall provide
8 guidelines and rules for the Faculty Prepared Dossier. These guidelines will be reviewed
9 by the faculty representative council; comments to be forwarded to the UEC. Changes
10 made as appropriate, final guidelines provided to the Provost for approval (if not approved,
11 sent back to the UEC for further revision).
12
- 13 (b) Reference Letters. Reference letters are required for promotion reviews and may be
14 requested for “full” reviews by either the candidate or the division director (or chair if no
15 director is present). Reference letters will be requested using a template from the UEC that
16 instructs the external reviewer on the individual being evaluated, the materials supplied,
17 and any special considerations, including the University’s history. This template will be
18 developed by the UEC, vetted by the Faculty Representative Council, and approved by the
19 Provost. The Candidate “nominates” up to four (4) individuals to provide reference letters.
20 The Division Director, or if the academic unit does not belong to a division, Department
21 Chair, in conjunction with the Program Area Evaluation Panel (“PAEP”) formally requests
22 all external reference letters with a minimum of two of these letters being from individuals
23 not nominated by the Candidate. The Candidate must sign a document acknowledging the
24 confidentiality of the external review and that the Candidate will not be allowed to acquire
25 the external review or reviewers’ names. A minimum of four (4) reference letters must be
26 requested. The confidential reference letters shall be included for review with Candidate’s
27 dossier and any supplemental materials. A list of the names of all individuals asked to
28 provide a review and whether any declined to provide this review, and reason given, if any,
29 will also be included. Promotional and reappointment decisions shall not be based solely
30 on the reference letters received.
31
- 32 (c) PAEP and UEC Supplemental Information. Both the PAEP and the UEC may acquire and
33 provide supplemental materials and/or other information as they see fit. If supplemental
34 materials and/or other information is used as part of the review, the candidate will be
35 informed of the use of this information, and provided a minimum of five (5) days to respond

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1 to the information.
2

3 6.8 Promotion Date. Promotions that are granted shall be effective on August 15th following the
4 decision date. An individual may use their new title effective after written notification of their
5 promotion.
6

7 6.9 Grievability. The University's decision to not offer reappointment or promotion to a faculty
8 member shall not be considered as disciplinary action. The decision to not offer reappointment
9 or promotion is grievable according to Article 11 - Grievance and Arbitration Procedure, as a
10 faculty member may contest the decision because of an alleged violation of a specific term of
11 the Agreement or because of an alleged violation of the employee's constitutional rights. The
12 remedy for any grievance filed under this provision, if successful, shall not include an award
13 of reappointment or promotion. Such grievances must be filed within thirty (30) days of the
14 Candidate's receipt of the promotion or reappointment decision.

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