

29 continuously employed thereafter, who has not been promoted from Assistant Professor to
30 Associate Professor, may be granted appointment extension(s) for a total period of up to
31 three years as Assistant Professor, with a final employment date occurring no later than the
32 date of the graduation ceremony in May 2024.

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

36 .3 Appointment Expiration and Reappointment Notice. Faculty appointments will expire on the
37 date set forth in the faculty member’s employment contract. The University is not required to
38 provide a faculty member with any further notice of appointment expiration. However, if the
39 University intends to offer a faculty member reappointment, the University will inform the faculty
40 member by August 15th during the last year of the faculty member’s existing employment contract.

41 .5 Reappointment Review.

42 (a) Candidates for reappointment are reviewed starting in the fall semester of an academic year,
43 with the review finalized and recommendations made by the May graduation date of the
44 same academic year. Faculty members that have less than two years remaining on their
45 current appointment may be candidates for review. The University may manage the flow
46 of reviews in a way that spreads the number of reviews underway in any one year to a
47 manageable level.

48
49 (c) Reappointment Review Packet shall be include the following: **(Request UFF feedback**
50 **for additional items)**

51
52 (1) Faculty Prepared Dossier. A Candidate for reappointment prepares a dossier for
53 consideration. This dossier must include elements that show proficiency in teaching,
54 service, and research. Intentional misrepresentations contained in the Candidate’s
55 dossier shall serve as cause for termination.

56
57 (2) Reference letters. The Candidate “nominates” up to four (4) individuals to provide
58 reference letters. The APC in conjunction with the Program Area Evaluation Panel

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59 (PAEP) formally requests all external reference letters with a minimum of two of
60 these letters being from individuals not nominated by the Candidate. The Candidate
61 must sign a document acknowledging the confidentiality of the external review and
62 that the Candidate will not be allowed to acquire the external review. A minimum
63 of four reference letters must be present. The confidential reference letters shall be
64 included for review with Candidate’s dossier and any supplemental materials. A
65 list of the names of all individuals asked to provide a review and whether any
66 declined to provide this review will also be included.

67
68 (3) Comparable Curricula Vitae (“CV”). The CV for individuals with comparable
69 years of experience and rank will be supplied by the administration to the
70 Candidates and the evaluation committees. These CV will act as benchmarks for
71 evaluation of a Candidate and his/her accomplishments. Individuals will be
72 identified with comparable rank, field, and experience in institutions that are within
73 the Florida State University System (“SUS”) with preference to those used as salary
74 peers or from institutions that are used as salary peers.

75
76 (4) PAEP and UEC Supplemental Information. Both the PAEP and the UEC may
77 provide supplemental materials or other information as they see fit.

78
79 (d) Evaluation “flow” is from the PAEP, to the UEC, to the Provost, with final approval
80 recommended by the Provost to the President. Both the PAEP and the UEC provide a
81 written report based on the Reappointment Review Packet, outlining the Candidate’s
82 qualifications, and including a recommendation to, or to not, reappoint the Candidate.

83
84 (e) Program Area Evaluation Panel (“PAEP”). For Associate and Assistant Professors, faculty
85 of a higher rank than the Candidate within the Candidate’s program area, as defined by the
86 presence of an APC, form the PAEP. The APC (or equivalent/higher if the rank structure
87 changes) chairs the PAEP if he or she holds the appropriate faculty appointment rank. If
88 the APC (or equivalent position) does not hold the appropriate rank, the Provost will
89 appoint a chair for the PAEP. If the number of individuals on the panel is less than three,

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90 the Provost in consultation with the Chair will nominate individuals to the PAEP to bring
91 the total number of review committee members to three.

92
93 The PAEP will prepare and provide a report and recommendation to the UEC. The PAEP's
94 report will include, amongst other information, a comparison of the individual's
95 performance and accomplishments with the CV.

96
97 (f) University Evaluation Committee ("UEC"). The UEC is formed from those holding
98 "Professor" rank from a nomination pool provided by the faculty assembly (or equivalent).
99 Term duration will be staggered to have a "normal" term of 3 years in length and with
100 overlap in UEC membership so that committee memory is maintained. In years where an
101 individual is up for reappointment review, he or she may not participate in the UEC. If less
102 than three (3) individuals are eligible to staff the UEC, the UEC will be chaired by the
103 Provost with all eligible faculty serving as members. When the University includes fewer
104 than 10 individuals with rank "Professor", the UEC will be between three and five
105 individuals at the discretion of the administration. With 10 to 20 Professors on staff, the
106 UEC will be between five and seven individuals at the discretion of the administration,
107 with more than 20 Professor's, the committee will include seven Professors. The UEC must
108 operate in executive session and in total confidentiality.

109
110 For faculty with the rank of Professor, in units that do not have a minimum of four (4)
111 individuals with the rank of Professor, the University Evaluation Committee ("UEC") will
112 be the sole reviewing committee.

113
114 The UEC will prepare a report and recommendation, and provide both the PAEP and UEC
115 reports and recommendations to the Provost. If the UEC is chaired by the Provost, the
116 recommendation will be supplied to the President for a final decision.

117
118 (g) Provost's Review and Recommendation. The Provost's recommendation, if positive, is
119 provided to the President, and if negative, the decision is provided to the Candidate.
120 Negative recommendations from the Provost are terminal, but are appealable to the
121 President.

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122 (h) President's Authority. The President shall have the sole authority to grant a Candidate's
123 reappointment.
124

125 .4 Grievability. The University's decision to not offer reappointment to a faculty member shall
126 not be considered as disciplinary action. The decision to not offer reappointment is not grievable,
127 except, an employee who does not receive written notice of reappointment may, according to
128 Article ___ - Grievance and Arbitration Procedure, contest the decision because of an alleged
129 violation of a specific term of the Agreement or because of an alleged violation of the employee's
130 constitutional rights. Such grievances must be filed within thirty (30) days of August 16th during
131 the last year of the faculty member's existing employment contract.
132

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