

ARTICLE 6
APPOINTMENTS

6.1 Faculty Appointment and Reappointment Terms.

(a) Terms for faculty appointments and reappointments are normally as follows:

(1) Assistant Professor

- a. Initial term: three (3) years
- b. Reappointment term: three (3) years (after shortened review)
- c. May only be reappointed once- must apply for promotion no later than in the sixth year of employment (6 ½ years if employment started mid-academic year). However, if hired prior to June 1, 2017, such faculty must apply for promotion to Associate Professor no later than the last year of their three-year reappointment term.
- d. The University may permit a faculty member to delay promotion review by granting a maximum one (1) year extension at this rank due to a valid request for FMLA or other appropriate leave. Additional extensions beyond the extra year are not permitted.

(2) Associate Professor

- a. Initial term: three (3) years, unless the University determines that an initial term of four (4) or five (5) years is appropriate
- b. Reappointment term: three (3) years (shortened review) or six (6) years (full review)
- c. Promotion term: Faculty members promoted from Assistant to Associate Professor shall receive an appointment term of six (6) years

(3) “Full” Professor

- a. Initial term: six (6) years, unless the University determines that it is in its best interest to offer an initial contract with a shortened duration.
- b. Reappointment term: six (6) years

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1 c.Promotion term: Faculty members promoted from Associate Professor to
2 “Full” Professor shall receive an appointment term of six (6) years
3

4 (b) Exception for Faculty Employed Prior to June 1, 2017. Notwithstanding the time limits in
5 6.1(a), a faculty member employed prior to June 1, 2017, and continuously employed
6 thereafter, who has not been promoted while at the University, will have their “shortened”
7 review conducted in the spring of 2019, 2020, or 2021, or no later than the last year of their
8 current contract, pursuant to the following:
9

10 (1) Faculty members must request inclusion in the shortened review pool.
11

12 (2) Up to twelve (12) faculty may elect to be reviewed in the first round of shortened
13 reviews in the spring of 2019, another twelve (12) faculty may elect to be reviewed
14 in the spring of 2020. The remaining faculty will be reviewed in the spring of 2021.
15

16 (3) If more than twelve (12) faculty elect to be reviewed in the first or second round,
17 the reviews will be granted in reverse order of seniority by rank (“Full” Professors
18 reviewed first) and regular order by employment seniority.
19

20 (4) If less than twelve (12) faculty elect to be reviewed in the first or second round, the
21 University will select candidates in reverse order of seniority by rank (“Full”
22 Professors first) and regular order by employment seniority (employees that have
23 the greatest longevity of employment are reviewed first).
24

25 (5) The Provost may elect to allow another maximum of six (6) individuals to be
26 reviewed in each round of reviews based on a request from the individual and their
27 director, or chair if the director is not present.
28

29 (6) Until the faculty member has received a three (3) year appointment based on a
30 shortened review, or alternatively, has been promoted, such faculty member is only
31 eligible for contract that is at most two (2) years in duration.
32

33 (c) The University may adjust appointment and reappointment terms in the event extenuating
34 circumstances warrant such an adjustment.
35

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1 (d) If a faculty member has participated in a review and is not provided with a reappointment,
2 the faculty member shall be entitled to one (1) additional year of employment, with no right
3 to continued employment. If a faculty member chooses not to participate in a
4 reappointment review, or in the case of an Assistant Professor, chooses not to participate
5 in the promotion process, the faculty member’s employment shall end on the last date of
6 the faculty member’s existing contract.
7

8 6.2 Appointment Expiration and Reappointment Notice. Faculty appointments expire on the date
9 set forth in the faculty member’s employment contract. The University is not required to
10 provide a faculty member with any further notice of appointment expiration. However, if the
11 University intends to offer a faculty member reappointment, the University will inform the
12 faculty member by August 15th of the last year of the faculty member’s existing employment
13 contract.
14

15 6.3 Faculty Reappointment Review.
16

17 (a) Shortened Review
18

- 19 (1) Assistant and Associate Professors hired after July 2017 shall receive a shortened
20 review during the spring semester of the final year of their initial appointment only.
21
22 (2) Assistant and Associate Professors hired on or before July 2017 shall receive a
23 shortened review as provided in 6.1(b) above.
24
25 (3) The shortened review will also be used for the initial review of “Full” Professors
26 hired for an initial term of less than six (6) years.
27
28 (4) An eligible professor is only permitted one shortened review during their career at
29 Florida Polytechnic University.
30

31 (b) Full Review
32

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

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1
2 (2) All Associate Professors shall receive a full review during the spring semester
3 (process begins in the fall) of the final year of any appointment term subsequent to
4 the initial appointment term.

5
6 (3) An Associate Professor seeking a promotion shall normally have any such
7 promotion considered during the full review process.

8
9 (4) All Assistant Professors must receive a full review in order to be promoted to
10 Associate Professor and receive a reappointment duration of greater than three
11 years.

12
13 6.4 Reappointment and/or Promotion Packet. The Reappointment and/or Promotion Review
14 Packet (“Packet”), utilized in the procedure set forth in Section 6.5 shall include, at a minimum,
15 the following:

16
17 (a) Faculty Prepared Dossier. A Candidate for reappointment or promotion prepares a dossier
18 for consideration. This dossier must include elements that show the Candidate’s
19 demonstrated abilities and competencies in teaching, service, and research, including but
20 not limited to all evaluation materials from prior years of employment at the University.
21 Intentional or significant misrepresentations contained in the Candidate’s dossier shall
22 serve as cause for termination.

23
24 (b) Reference Letters. Reference letters are required for all “full” reviews, and all promotion
25 reviews. Reference letters are not used during the shortened review process. The Candidate
26 “nominates” up to four (4) individuals to provide reference letters. The Division Director,
27 or if the academic unit does not belong to a division, Department Chair, in conjunction
28 with the Program Area Evaluation Panel (“PAEP”) formally requests all external reference
29 letters with a minimum of two of these letters being from individuals not nominated by the
30 Candidate. The Candidate must sign a document acknowledging the confidentiality of the
31 external review and that the Candidate will not be allowed to acquire the external review
32 or reviewers’ names. A minimum of four (4) reference letters must be requested. The
33 confidential reference letters shall be included for review with Candidate’s dossier and any
34 supplemental materials. A list of the names of all individuals asked to provide a review and
35 whether any declined to provide this review, and reason given, if any, will also be included.

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1
2 (c) Comparable Curricula Vitae (“CCV”).
3

4 (1) If the Candidate is seeking only reappointment, the Administration and the
5 Candidate will each provide a minimum of two (2) CCVs for individuals with
6 comparable years of experience and rank to the candidate and include these CCVs
7 in the candidate’s dossier. These four (4) CCVs will act as benchmarks for
8 evaluation of a Candidate and his/her accomplishments. Individuals will be
9 identified with comparable rank, field, and experience in institutions that are within
10 the Florida State University System (“SUS”) with preference to those used as salary
11 peers or from institutions that are used as salary peers.
12

13 (2) If the Candidate is being considered for promotion only, the Administration and the
14 Candidate must each provide two (2) CCV’s from individuals that have, in the prior
15 thirty-six (36) months, been promoted to the rank being sought by the Candidate,
16 are in a comparable field, and have experience in institutions that are within the
17 Florida State University System (“SUS”) with preference to those used as salary
18 peers or from institutions that are used as salary peers. These CCV’s will be added
19 to the faculty members dossier.
20

21 (3) If the Candidate holds the rank “Associate Professor” is seeking reappointment and
22 being considered for a promotion, both the Administration and the Candidate, must
23 comply with section 6.4(c)(1) and 6.4(c)(2).
24

25 (d) PAEP and UEC Supplemental Information. Both the PAEP and the UEC may acquire and
26 provide supplemental materials and/or other information as they see fit. If supplemental
27 materials and/or other information is used as part of the review, the candidate will be
28 informed of the use of this information, and provided a minimum of five (5) days to respond
29 to the information.
30

31 6.5 Reappointment and/or Promotion Procedure. The below procedure shall be followed for all
32 reviews related to reappointment and promotions, with exceptions noted below regarding
33 “Shortened” reviews.
34

35 (a) The University will provide notification to eligible faculty members during the semester

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1 prior to their reappointment review, and for Assistant Professor’s promotion review taking
2 place. Such notification will provide the faculty members with information relevant to the
3 applicable reappointment/promotion process including instructions, information, and
4 deadlines.
5

6 (b) Faculty shall provide the University with their Packet, set forth in 6.4, by the deadline set
7 forth in the notice outlined in Section 6.5(a).
8

9 (c) The University shall provide the Packet to the Program Area Evaluation Panel (“PAEP”)
10 for review. For reviews of Associate and Assistant Professors, the PAEP shall consist of
11 faculty of a higher rank than the Candidate within the Candidate’s division, or if no division
12 is present, within the Candidate’s department. The Division Director, if present, or if there
13 is not a division, the Department Chair chairs the PAEP if he or she holds the appropriate
14 faculty appointment rank. If the Division Director or Department Chair does not hold the
15 appropriate rank, the Provost will appoint a chair for the PAEP. There must be a minimum
16 of three (3) qualified (appropriately ranked) individuals serving on the PAEP. If the number
17 of individuals available to serve on the PAEP is less than three (3), the Provost and
18 Candidate will each select a guest faculty member from a neighboring SUS institution to
19 serve on the PAEP. The PAEP must include at least one institutional member, as chosen
20 by the Provost or designee. The PAEP will prepare and provide a report and
21 recommendation to the UEC during a full review, or if during the “shortened review”
22 process, directly to the Provost. The PAEP’s report will include, amongst other
23 information, a comparison of the individual’s performance and accomplishments with
24 those of the individuals represented in the CCVs.
25

26 (d) University Evaluation Committee (“UEC”). The UEC is not utilized as part of the
27 shortened review process. The UEC is formed from those holding “Full” Professor rank
28 from a nomination pool provided by the faculty assembly (or equivalent); however, if there
29 are less than five “Full” Professors at the University, all such “Full” Professors shall be
30 deemed in the nomination pool. Term duration will be staggered to have a “normal” term
31 of 3 years in length and with overlap in UEC membership so that committee memory is
32 maintained. In years where an individual is up for reappointment review, he or she may not
33 participate in the UEC. If less than three (3) individuals are eligible to staff the UEC, the
34 UEC will be chaired by the Provost with all eligible faculty serving as members. When the
35 University includes fewer than 10 individuals with rank “Full” Professor, the UEC will be

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1 between three and five individuals at the discretion of the administration. With 10 to 20
2 Professors on staff, the UEC will be between five and seven individuals at the discretion
3 of the administration, with more than 20 “Full” Professors, the committee will include
4 seven “Full” Professors. The UEC must operate in executive session and in total
5 confidentiality.
6

7 When reviewing a “Full” Professor, and that faculty member’s unit does not have a
8 minimum of four (4) individuals with the rank of “Full” Professor, the UEC will be the
9 sole reviewing committee for that faculty member.
10

11 The UEC will prepare a report and recommendation, and provide both the PAEP (if it was
12 done) and UEC reports and recommendations to the Provost. If the Provost chairs the UEC,
13 the Provost will not make a recommendation, but will supply a candidate’s Packet, and
14 both the UEC and PAEP reports to the President for a final decision.
15

16 (e) Provost’s Review and Recommendation. The Provost’s recommendation, if positive, is
17 provided to the President, and if negative, the decision is provided to the Candidate.
18 Negative recommendations from the Provost are terminal, but are appealable to the
19 President.
20

21 (f) President’s Authority. The President shall have the sole authority to grant a Candidate’s
22 reappointment or promotion.
23

24 6.5 Grievability. The University’s decision to not offer reappointment or promotion to a faculty
25 member shall not be considered as disciplinary action. The decision to not offer reappointment
26 or promotion is not grievable, except, an employee who does not receive written notice of
27 reappointment or promotion may, according to Article 11 - Grievance and Arbitration
28 Procedure, contest the decision because of an alleged violation of a specific term of the
29 Agreement or because of an alleged violation of the employee’s constitutional rights. Such
30 grievances must be filed within thirty (30) days of August 16th during the last year of the
31 faculty member’s existing employment contract or within thirty (30) days of the Candidate’s
32 receipt of notification that a promotion was denied. The remedy for any grievance filed under
33 this provision, if successful, shall be the faculty member may reapply for reappointment or
34 promotion. The President’s ultimate decision in such circumstances is not grievable.

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