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ARTICLE 6
APPOINTMENTS and PROMOTIONS

6.1 General Principles

(a) The University and UFF recognize that as Florida Polytechnic University is a new institution, and as such, both parties ~~must~~ accept that ~~some~~ flexibility is required in ~~how addressing~~ appointments and promotions ~~are treated in this Agreement~~. ~~The University recognizes that many of the current faculty have been assigned by the University to focus on teaching, service, and non-traditional faculty duties, often to the detriment of their research activities. The University also recognizes that many faculty do not have the funding nor the facilities to pursue their research to the degree that either they or the University would desire.~~ The University and UFF ~~also~~ 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 Florida Polythe 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 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.

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1 ~~(b)(c)~~ Every candidate for a promotion will be fairly evaluated and the integrity of the
2 evaluation process will be maintained to the highest degree.

3 ~~(e)(d)~~ Non-reappointments shall not be made in an arbitrary or capricious manner.
4

5 6.2 ~~Faculty~~ Appointment and Reappointment Terms.
6

7 (a) Terms for ~~faculty~~ appointments and reappointments are as follows:
8

9 (1) Assistant Librarian and Wellness Counselor

10 a. Terms will be determined, and negotiated with the UFF, prior to the date of
11 hire.
12

13 (2) Instructor

14 a. Initial term: two (2) years

15 b. Reappointment term: two (2) years

16 c. May be reappointed based on contributions to the University; annual
17 performance review results; and University need.
18

19 ~~(1)(3)~~ Assistant Professor/Instructor/Wellness Counselor/Assistant Librarian
20

21 a. Initial term: three (3) years

22 b. Reappointment term: three (3) years

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

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
31 request for FMLA or other appropriate leave. Additional extensions beyond
32 the extra year are not permitted leave.
33

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1
2 ~~(2)~~(4) Associate Professor

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

11
12 ~~(3)~~(5) “Full” Professor

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

19
20 (b) Exception for Faculty Employed Prior to June 1, 2017. Notwithstanding the time limits in
21 6.1(a), a faculty member employed prior to June 1, 2017, and continuously employed
22 thereafter, who has not been promoted while at the University, will have their first
23 “shortened” review conducted in the spring of 2019, 2020, or 2021, or no later than the
24 last year of their current contract, pursuant to the following:

25
26 (1) Faculty members must request inclusion in the shortened review pool. The
27 University shall notify faculty in a timely manner that they must request inclusion.

28
29 (2) Any current faculty member who requests inclusion in the shortened review pool
30 shall be included in the pool for 2020 or 2021, subject to the limitation below.

31 (2) If the University elects not to review a faculty member whose contract ends in
32 spring 2020 in 2020, the University must extend their contract to spring of 2021.

33
34 (3) Up to fifteen (15) faculty may elect to be reviewed in the first round of shortened

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1 reviews in the spring of 2019, another fifteen (15) faculty may elect to be reviewed
2 in the spring of 2020. The remaining faculty will be reviewed in the spring of 2021.

3
4 (4) If more than ~~eighteen~~fifteen (15) faculty elect to be reviewed in the first or second
5 round, the reviews will be granted in reverse order of seniority by rank (“Full”
6 Professors reviewed first) and regular order by employment seniority.

7
8 (5) If less than ~~eighteen~~fifteen (15) faculty elect to be reviewed in the ~~first or second~~
9 round (2020), the University will select candidates in reverse order of seniority by
10 rank (“Full” Professors first) and regular order by employment seniority
11 (employees that have the greatest longevity of employment are reviewed first).

12
13 (6) The Provost may elect to allow another maximum of six (6) individuals to be
14 reviewed in ~~the first~~each round of reviews based on a request from the individual
15 and their director, or chair if the director is not present.

16
17 (7) Until the faculty member has received a three (3) year appointment based on a
18 shortened review, or alternatively, has been promoted, such faculty member is only
19 eligible for contract that is at most two (2) years in duration. ~~Any current faculty~~
20 ~~member who is included in the 2020 or 2021 review pool shall have their contract~~
21 ~~extended to the appropriate year so that they can undergo the review.~~

22
23 ~~(e)-~~

24 ~~(d)(c)~~ If a faculty member has participated in a review and is not provided with a
25 reappointment, the faculty member shall be entitled to one (1) additional year of
26 employment, with no right to continued employment. If a faculty member chooses not to
27 participate in a reappointment review, or in the case of an Assistant Professor, chooses not
28 to participate in the promotion process, the faculty member’s employment shall end on the
29 last date of the faculty member’s existing contract.

30
31 6.2 Appointment Expiration and Reappointment Notice. Faculty appointments expire on the date
32 set forth in the faculty member’s employment contract. ~~By the~~Prior to the expiration-end of
33 ~~such-~~ a faculty member’s appointment, the University will provide a letter to the faculty
34 member notifying them of the expiration of their appointment. If the University intends to offer

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1 a faculty member reappointment, the University will inform the faculty member by August
2 15th of the last year of the faculty member’s existing employment contract.

3
4 **6.3 Faculty Reappointment Review.**

5
6 (a) Shortened Review

7
8 ~~(1)~~ Assistant Professors, ~~Instructors, Wellness Counselors, and Assistant Librarians~~
9 ~~shall receive a shortened review during the spring semester of the final year of their~~
10 ~~initial appointment (or in the case of those hired before June 1, 2017, the schedule~~
11 ~~noted above is followed), except Assistant Professors applying for promotion to~~
12 ~~Associate Professor.~~

13
14 ~~(1)(2)~~ Associate Professors ~~hired after July 2017~~ hired after July 2017 shall receive
15 a shortened review during the spring semester of the final year of their initial
16 appointment ~~only~~ only.

17
18 ~~(2)(3)~~ Assistant and Associate Professors hired on or before July 2017 shall
19 receive a shortened review as provided in 6.2~~1~~(b) above.

20
21 ~~(3)(4)~~ The shortened review will also be used for the initial review of “Full”
22 Professors hired for an initial term of less than six (6) years.

23
24 (b) Full Review

25
26 (1) All “Full Professors” hired for an initial term of six (6) years shall receive a full
27 review during the spring semester (process begins in the fall) of the final year of
28 their initial appointment term and every six (6) years thereafter.

29
30 (2) All Associate Professors shall receive a full review during the spring semester
31 (process begins in the fall) of the final year of any appointment term subsequent to
32 the initial appointment term.

33
34 (3) An Associate Professor seeking a promotion shall normally have any such

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1 promotion considered during the full review process.
2

3 (4) All Assistant Professors must receive a full review in order to be promoted to
4 Associate Professor.
5

6 6.4. Promotion Categories and Eligibility Criteria.

7 Subject to the requirements set forth herein, faculty holding the rank of Assistant Professor, and
8 Associate Professor shall be eligible to apply for promotion to the next higher rank.
9

10 (a) Minimum Qualifications. Faculty must serve at least five (5) academic years at their current
11 rank in order to qualify for promotional consideration to a higher rank. At least two (2) of
12 the five (5) immediately preceding academic years must be served at the University. The
13 University may provide exceptions to these minimum qualifications upon request of a
14 faculty member and approval of their Chair, Director (when a Director is present), and the
15 Provost or designee.
16

17 ~~(a)(b)~~ Promotion shall be attained through meritorious performance, appropriate to the
18 rank of the individual, during their employment at the University. Meritorious performance
19 shall include, but not be limited to, the following categories or criteria for each eligible
20 position. ~~These categories and criteria notwithstanding, the Candidate for promotion shall~~
21 ~~only be evaluated for promotion based on their assigned duties while at the University (as~~
22 ~~reflected in their FARE forms). As such, these categories and criteria should be carefully~~
23 ~~weighted to reflect those assigned duties: Evaluation of candidate's total performance must~~
24 ~~carefully consider take into account the teaching loads for the faculty under consideration,~~
25 ~~as represented in their FARE forms, as well as the research environment for the faculty~~
26 ~~member (availability of graduate students, maturity of the institution) when comparing~~
27 ~~productivity to those at other institutions.~~
28

29 (1) For promotion to the rank Associate Professor:
30

31 ~~Serious sScholarly achievement contributions, where there is clear indication that an~~
32 ~~individual will achieve national reputation in their chosen such that the professor shows~~
33 ~~the potential to be recognized as an authority in the relevant discipline and/or~~

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1 interdisciplinary area by experts in the field Promotion is based on the criteria stated in the
2 faculty handbook (as approved by the BOT in 2018), including a demonstrated record of
3 scholarly activity, teaching, and, as appropriate, course and/or curriculum development
4 commensurate with the University’s mission and relevant academic discipline(s); evidence
5 of a positive and growing reputation in his/her chosen field; and promise of continued
6 successful performance. The following are also considered:”
7

- 8 a. Consistent and substantial accomplishment as a teacher;
- 9 b. Potential for continuing growth as both a teacher and scholar;
- 10 c. Demonstrated contribution to, and collaboration with, their current academic
11 department;
- 12 ~~d.—~~
- 13 ~~e.d.~~ Service to the University and the profession; and
- 14 e. As appropriate, mentoring of undergraduate and graduate students.

15
16 (2) For Promotion to the rank Professor:

17 —Promotion is based on the criteria stated in the faculty handbook (as approved by
18 the BOT in 2018), including scholarly contribution, such that the professor is recognized
19 for sustained and significant contributions in the relevant discipline and/or interdisciplinary
20 area by experts in the field, in addition to meeting minimum qualifications for both
21 Assistant Professor and Associate Professor. The following are also considered:
22

- 23 a. Scholarly contributions, such that the professor is recognized to be an authority in
24 the relevant discipline and/or interdisciplinary area by experts in the field;
- 25 b. Demonstrated high accomplishment as a teacher;
- 26 ~~b.—~~ Demonstrated contribution to, and collaboration with, their current academic
27 department;;
- 28 c. Contributed substantially, through service, to the University and profession;
- 29 d. Demonstrated an on-going commitment to excellence in both teaching and
30 scholarship; and
- 31 e. As appropriate, mentoring of undergraduate and graduate students.

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1 If the University previously promoted the candidate, the promotion assessment shall be
2 based on the candidate’s performance since the candidate’s last promotion.

3 ~~(f&c)~~ If the University has not previously promoted the candidate, the promotion
4 assessment is cumulative and must include consideration of the candidate’s achievements
5 prior to employment at the University. However, the candidate’s promotion assessment
6 must also establish that the candidate has continued to progress and achieve in the
7 categories and criteria used for promotion while employed at the University.
8

9
10 6.5 Promotion Date. Promotions that are granted shall be effective on August 15th following the
11 decision date. An individual may use their new title effective after written notification of their
12 promotion.
13

14 6.6 Reappointment and/or Promotion Packet. The Reappointment and/or Promotion Review
15 Packet (“Packet”), utilized in the procedure set forth in Section 6.6~~5~~ shall include, at a
16 minimum, the following:
17

18 (a) Faculty Prepared Dossier. A Candidate for reappointment or promotion prepares a dossier
19 for consideration. This dossier must include a personal statement from the Candidate,
20 elements that show the Candidate’s demonstrated abilities and competencies in teaching,
21 service, and research, including but not limited to all evaluation materials from prior years
22 of employment at the University. Intentional or significant misrepresentations contained in
23 the Candidate’s dossier shall serve as cause for termination.
24

25 ~~(b) Reference Letters.~~ –Reference letters are required for promotion reviews only and may be
26 requested for “full” reviews by either the candidate or the division director (or chair if no
27 director is present). References letters will be requested using a template from the UEC
28 that instructs the external reviewer on the individual being evaluated, the materials
29 supplied, and any special considerations, including the University’s history. This template
30 will be developed by the UEC, vetted by the Faculty Representative Council, and approved
31 by the Provost. ~~– Reference letters are not used during the shortened review process.–~~ The
32 Candidate ~~provides three (3) confidential reference letters from individuals not employed~~
33 ~~at the University. The individuals providing the letters should preferably be subject matter~~

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1 ~~experts in the Candidate’s field but can also be individuals who are knowledgeable about~~
2 ~~the Candidate’s interdisciplinary research or applied research in partnership with industry,~~
3 ~~government, or other organizations. The Candidate “nominates” up to four (4) individuals~~
4 ~~to provide reference letters. The Division Director, or if the academic unit does not belong~~
5 ~~to a division,~~ Department Chair, in conjunction with the Program Area Evaluation Panel
6 (“PAEP”) formally requests all external reference letters with a minimum of two of these
7 letters being from individuals not nominated by the Candidate. The Candidate must sign a
8 document acknowledging the confidentiality of the external review and that the Candidate
9 will not be allowed to acquire the external review or reviewers’ names. A minimum of four
10 (4) reference letters must be requested. The confidential reference letters shall be included
11 for review with Candidate’s dossier and any supplemental materials. A list of the names of
12 all individuals asked to provide a review and whether any declined to provide this review,
13 and reason given, if any, will also be included. Promotional and reappointment decisions
14 shall not be based solely on the reference letters received.

15 (e)(b) _____

16
17 Comparable Curricula Vitae (“CCV”). Use of “comparable Curricula Vitae (“CCV”)

18 (c) As a member of the Florida State University System (“SUS”), faculty must demonstrate
19 that they are similarly accomplished to faculty at peer institutions. This process uses
20 “CCV’s” to compare a candidate’s accomplishments with comparable individual
21 institutions. This process is done with care by both the PAEP and UEC committees and
22 carefully considers the candidates accomplishments compared to those at peer institutions.
23 This comparison carefully considers differences in teaching loads and institutional research
24 maturity in the evaluation.

25
26 (d) If the Candidate is seeking only reappointment, the Administration and the Candidate will
27 each provide a minimum of two (2) CCVs for individuals with comparable years of
28 experience and rank to the candidate and include these CCVs in the candidate’s dossier.
29 These four (4) CCVs will act as benchmarks for evaluation of a Candidate and his/her
30 accomplishments. Individuals will be identified with comparable rank, field, and
31 experience in institutions that are within the Florida State University System (“SUS”) with
32 preference to those used as salary peers or from institutions that are used as salary peers.

33
34 (e) If the Candidate is being considered for promotion only, the Administration and the

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1 Candidate must each provide two (2) CCV’s from individuals that have, in the prior thirty-
2 six (36) months, been promoted to the rank being sought by the Candidate, are in a
3 comparable field, and have experience in institutions that are within the Florida State
4 University System (“SUS”) with preference to those used as salary peers or from
5 institutions that are used as salary peers. These CCV’s will be added to the faculty members
6 dossier.

7
8 (d)(f) If the Candidate holds the rank “Associate Professor” is seeking reappointment and
9 being considered for a promotion, both the Administration and the Candidate, must comply
10 with section 6.4(c)(1) and 6.4(c)(2).

11
12 (e)(g) PAEP and UEC Supplemental Information. Both the PAEP and the UEC may acquire
13 and provide supplemental materials and/or other information as they see fit. If
14 supplemental materials and/or other information is used as part of the review, the candidate
15 will be informed of the use of this information, and provided a minimum of five (5) days
16 to respond to the information.

17
18 6.7 Reappointment and Promotion Criteria

19
20 (a) For the purpose of this article, a “unit” is the administrative unit to which a faculty member
21 belongs.

22
23 (b) The PAEP for ~~E~~each department ~~and-or~~ unit shall develop, based on a set of supplied CCVs
24 for each rank, suggested criteria for candidates for reappointment and promotion. These
25 criteria will be suggestions for low, medium, and high accomplishment in each of the areas:
26 teaching, scholarship, and service. These criteria will not be a checklist to be considered
27 as a guarantee of reappointment or promotion.

28
29
30 (c) In creating these criteria, the ~~PAEPs departments and units~~ must recognize the unique
31 situation of the University as a new institution and the unique demands placed on faculty
32 as a result and produce criteria that do not penalize faculty member for this unique situation
33 and demands.

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1 (d) In creating these criteria, the ~~departments and units~~PAEPs must also recognize that some
2 faculty members have been asked by the university to take on administrative
3 responsibilities earlier than is typical in a faculty member’s career (e.g. Department Chairs)
4 and produce criteria that do not penalize faculty member for taking on these
5 responsibilities.
6

7 (e) Prior to implementation, said criteria will be presented for comment to each department,
8 and the department will provide the comments to the PAEP.
9

10 (f) The PAEP will consider the department’s comments, make changes as appropriate, and
11 forward the criteria to the President or designee for approval. If the President or
12 representative does not approve the recommended criteria, the proposal shall be referred to
13 the appropriate PAEP for revision with a written statement of reasons for non-approval.
14

(a)

15 (g) The UEC shall provide guidelines and rules for the Faculty Prepared Dossier. These
16 guidelines will be reviewed by the faculty representative council; comments to be
17 forwarded to the UEC. Changes made as appropriate, final guidelines provided to the
18 Provost for approval (if not approved, sent back to the UEC for further revision).
19

20 **6.56.8 Reappointment and/or Promotion Procedure.** The below procedure shall be followed for
21 all reviews related to reappointment and promotions, with exceptions noted below regarding
22 “Shortened” reviews.
23

24 (a) The University will provide notification to eligible faculty members during the semester
25 prior to their reappointment review, and for Assistant Professor’s promotion review taking
26 place, with the exception of reviews conducted in Spring 2019. Such notification will
27 provide the faculty members with information relevant to the applicable
28 reappointment/promotion process including instructions, information, and deadlines.
29

30 (b) Faculty shall provide the University with their Packet, set forth in 6.4, by the deadline set
31 forth in the notice outlined in Section 6.65(a).
32

33 (c) If a faculty member does not receive a promotion following consideration, the faculty
34 member may not reapply for promotion until after the completion of two (2) additional

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1 academic years. This clause shall not unreasonably deny a faculty member their terminal
2 promotion consideration to Associate Professor.

3
4 ~~(a)~~(d) The candidate being considered for promotion may withdraw from consideration
5 provided that the withdrawal is made before the UEC begins its consideration of the
6 candidate. Such withdrawal shall be without prejudice and will not render the candidate
7 ineligible for the next promotional cycle.
8

9
10 ~~(e)~~ ~~(e)~~ The University shall provide the Packet to the PAEP for review. For reviews of
11 Associate and Assistant Professors, the PAEP shall consist of faculty of a higher rank than
12 the Candidate within the Candidate's division, or if no division is present, within the
13 Candidate's department. The Division Director, if present, or if there is not a division, the
14 Department Chair chairs the PAEP if he or she holds the appropriate faculty appointment
15 rank. If the Division Director or Department Chair does not hold the appropriate rank, the
16 Provost will appoint a chair for the PAEP. There must be a minimum of three (3) qualified
17 (appropriately ranked) individuals serving on the PAEP. If the number of individuals
18 available to serve on the PAEP is less than three (3), the Provost and Candidate will each
19 select a guest faculty member from a neighboring SUS institution to serve on the PAEP.
20 The PAEP must include at least one institutional member, as chosen by the Provost or
21 designee. If the PAEP includes no members from the candidate's department, the PAEP
22 will request input from the department chair before finalizing their recommendation. If the
23 chair is the candidate and no member from the chair's department is a member of the PAEP,
24 the Provost or designee shall select a member of the chair's department to provide input to
25 the PAEP before the PAEP finalizes their recommendation.
26

27 The PAEP will prepare and provide a report and recommendation to the UEC during a full
28 review, or if during the "shortened review" process, directly to the Provost. The PAEP's
29 report will include, amongst other information, a comparison of the individual's
30 performance and accomplishments with those of the individuals represented in the CCVs.
31

32 ~~(f)~~ ~~(d)~~ —University Evaluation Committee ("UEC"). The UEC is not utilized as part of the
33 shortened review process. The UEC is formed from those holding "Full" Professor rank

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1 ~~rank~~ from a nomination pool provided by the faculty assembly (or equivalent); however, if
2 there are less than five qualified individuals at the University, all such qualified individuals
3 shall be deemed in the nomination pool. Term duration will be staggered to have a “normal”
4 term of 3 years in length and with overlap in UEC membership so that committee memory
5 is maintained. In years where an individual is up for reappointment review, he or she may
6 not participate in the UEC. If less than three (3) individuals are eligible to staff the UEC,
7 the UEC will be chaired by the Provost with all eligible faculty serving as members. When
8 the University includes fewer than 10 individuals with rank “Full” Professor, the UEC will
9 be between three and five individuals at the discretion of the administration. With 10 to 20
10 Professors on staff, the UEC will be between five and seven individuals at the discretion
11 of the administration, with more than twenty (20) “Full” Professors, the committee will
12 include seven members. The UEC must operate in executive session and in total
13 confidentiality.

14
15 When reviewing a “Full” Professor, and that faculty member’s unit does not have a
16 minimum of four (4) individuals with the rank of “Full” Professor, the UEC will be the
17 sole reviewing committee for that faculty member.

18
19 The UEC will prepare a report and recommendation, and provide both the PAEP (if it was
20 done) and UEC reports and recommendations to the Provost. If the Provost chairs the UEC,
21 the Provost will not make a recommendation, but will supply a candidate’s Packet, and
22 both the UEC and PAEP reports to the President for a final decision.

23
24 ~~(g) (e)~~ — Provost’s Review and Recommendation. After a careful review of the PAEP’s and
25 UEC’s reports and recommendations, the Provost shall make a positive or negative
26 recommendation as to the Candidate’s reappointment or promotion. The Provost’s
27 recommendation, and if positive, is provided to the President, and if negative, the decision
28 is provided to the Candidate. Negative recommendations from the Provost are terminal,
29 but are appealable to the President.

30
31 — ~~P(f)~~ President’s Authority. The President shall have the sole authority to grant a
32 Candidate’s reappointment or promotion. The granting of reappointment or promotion
33 should be based on the process that includes criteria produced by the Candidate’s unit or

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1 ~~department,~~ the reports and recommendations of the PAEP and UEC, and the
2 recommendation of the Provost.

3 (h)

4
5 6.9 Grievability. The University's decision to not offer reappointment or promotion to a faculty
6 member shall not be considered as disciplinary action. The decision to not offer reappointment
7 or promotion is not grievable, except, an employee who does not receive written notice of
8 reappointment or promotion may, according to Article 11 - Grievance and Arbitration
9 Procedure, contest the decision because of an alleged violation of a specific term of the
10 Agreement or because of an alleged violation of the employee's constitutional rights. Such
11 grievances must be filed within thirty (30) days of the Candidate's receipt of the promotion or
12 reappointment decision. The remedy for any grievance filed under this provision, if successful,
13 shall be the faculty member may reapply for reappointment or promotion. The President's
14 ultimate decision in such circumstances is not grievable.

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