

**ARTICLE 9
PROMOTION**

9.1 General Principles.

(a) Promotions are an important method by which the University recognizes and rewards its employees' exceptional contributions. 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, 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, benchmarking of a faculty member's performance to that of individuals employed at peer institutions with similar rank and years of service, an external set of recommendations by subject matter experts in the faculty member's field that hold the rank "professor", and administrative review.

(b) The President, or designee, shall make the final decision whether to promote a faculty member. The President's decision shall be final and binding, and is not subject to the grievance and arbitration article set forth in this Agreement, with the exception that procedural violations may be grieved.

9.2 Eligibility.

(a) Subject to the requirements set forth herein, Faculty holding the rank of Assistant Professor and Associate Professor, may be eligible to apply for promotion to the next higher rank.

(b) Minimum Qualifications. Faculty must serve at least five (5) academic years at their current rank in order to qualify for promotional consideration to a higher rank. At least two (2) of the five (5) immediately preceding academic years shall be served at the University. A faculty member may receive one year of credit towards the promotional years of service requirement for each calendar year spent at another educational institution in a research or teaching position equivalent to, or higher than, the faculty member's current rank at the University.

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Chief Negotiator

Candi Churchill
Chief Negotiator

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9.3 Promotion Categories and Criteria.

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:

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- 1 1. Instruction, including classroom teaching, the development of new course
2 materials, and other instructional activities;
- 3 2. Research or creative activities, serving on or directing thesis or dissertation
4 committees, successful research activity using undergraduate students, applied
5 research, and scholarly publications
- 6 3. Professional or public services, including outreach to industrial partners.
- 7 4. Professional employment responsibilities, as assigned.
- 8

9 (e) If the University previously promoted the candidate, the promotion assessment shall be
10 based on the candidate's performance since the candidate's last promotion.

11 (f) If the University has not previously promoted the candidate, the promotion assessment is
12 cumulative and must include consideration of the candidate's achievements prior to
13 employment at the University. However, the candidate's promotion assessment must also
14 establish that the candidate meets the stated criteria based upon the demonstrated
15 performance of the candidate at Florida Poly.

16 9.4 Promotion Review Packet. Faculty candidates for promotion shall prepare a promotion review
17 packet to include the following:

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

22
23 (b) Reference letters. The Candidate "nominates" up to four (4) individuals to provide
24 reference letters. The Chair of the PAEP after consulting with the Program Area Evaluation
25 Panel (PAEP) formally requests all external reference letters with a minimum of two of
26 these letters being from individuals not nominated by the Candidate. The Candidate must
27 sign a document acknowledging the confidentiality of the external review and that the
28 Candidate will not be allowed to acquire the external review or names of reviewer(s). A
29 minimum of four reference letters must be present. The confidential reference letters shall
30 be included for review with Candidate's dossier and any supplemental materials. A list of
31 the names of all individuals asked to provide a review, whether any individuals declined to
32 provide this review, and reasons for such decision, will also be included.

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1 (c) Promotion Benchmark Curricula Vitae (“PBCV”). At least three PBCV for individuals
 2 with comparable years of experience and rank will be supplied by the administration to the
 3 Candidates and the evaluation committees. These PBCV will act as benchmarks for
 4 evaluation of a Candidate and his/her accomplishments. PBCVs will be from individuals
 5 that have been promoted in the prior thirty-six (36) months and have comparable rank,
 6 field, and experience in institutions that are within the Florida State University System
 7 (“SUS”) with preference to those used as salary peers or from institutions that are used as
 8 salary peers.

9
 10 (d) PAEP and UEC Supplemental Information. Both the PAEP and the UEC may seek and
 11 provide supplemental materials or other information as they see fit.
 12

13 9.5 Promotion Procedure:

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 15 (a) Eligible faculty members may initiate the promotion process by filing a letter of intent with
 16 the Provost’s Office no later than July 15th. The letter of intent, not to exceed two (2) pages
 17 in length, shall serve as a formal request for promotion, and include a copy of the faculty
 18 member’s promotion review packet.

19 (b) The Provost’s Office shall review the faculty member’s request for promotion to ensure the
 20 faculty member meets the minimum qualifications for the promotion sought, as set forth in
 21 Section 9.3. If the faculty member does not meet the minimum promotion qualifications,
 22 the Provost’s Office shall notify the faculty member in writing. If the faculty member meets
 23 the minimum promotion qualifications, the Provost’s Office shall forward the faculty
 24 member’s promotion review packet to the PAEP to begin the formal promotion review
 25 process.

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

28 (d) Evaluation “flow” is from the PAEP to the University Evaluation Committee (“UEC”), to
 29 the Provost, to the President. Negative recommendations from the Provost are terminal.

30 (e) Program Area Evaluation Panel (“PAEP”). Faculty of the rank sought and higher within
 31 the Division, or if the individual is not a part of a Division, Department, form the PAEP
 32 for the program area review. The Division Director, or if no Division Director is present,

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 Candi Churchill
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1 Department Head (Chair/Director/or equivalent if the rank structure changes) chairs the
2 PAEP which shall operate in executive session.

3 The PAEP will prepare and provide a report and recommendation to the UEC. The PAEP's
4 report will include, amongst other information, a comparison of the individual's
5 performance and accomplishments with the PBCV.
6

7 (f) The University Evaluation Committee ("UEC") is formed from those holding "Professor"
8 rank from a nomination pool provided by the faculty assembly (or equivalent). Term
9 duration will be staggered to have a "normal term be 3 years in length and with overlap in
10 committee membership so that committee memory is maintained. When the University
11 includes fewer than ten individuals with rank "Professor", the committee will be between
12 three and five individuals at the discretion of the administration. With ten to twenty
13 Professors on staff, the committee will be between five and seven individuals at the
14 discretion of the administration, with more than twenty Professor's, the committee will
15 include seven Professors. Committee needs to operate in executive session if possible.
16

17 The UEC will prepare a report and recommendation, and provide both the PAEP and UEC
18 reports and recommendations to the Provost. The PAEP and UEC shall be defined as, and
19 have the same membership of, the description set forth in Article 8.
20

21 (g) Provost's Review and Recommendation. The Provost's recommendation, if positive, is
22 provided to the BOT, and if negative, the decision is provided to the Candidate. Negative
23 recommendations from the Provost are terminal, but are appealable to the President. If
24 positive, the Provost's recommendation is provided to the BOT for approval, if negative,
25 the recommendation is provided to the candidate.
26

27 9.6 Grievability. The University's decision to not offer promotion to a faculty member shall not
28 be considered as disciplinary action. The decision to not offer promotion is not grievable,
29 except, that the faculty member may, according to Article 11 - Grievance and Arbitration
30 Procedure, contest the decision because of an alleged procedural violation. Such grievances
31 must be filed within thirty (30) days of the faculty member's receipt of notification that the
32 University denied the promotion request. The remedy for any grievance filed under this
33 provision, if successful, shall be the ability to reapply for promotion. The President's ultimate
34 decision in such circumstances is not grievable.
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