

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 promotion policy is to provide a procedure that assures that every promotion candidate will be fairly evaluated and that the integrity of the evaluation process is maintained to the highest degree

(a) These principles should be achieved by allowing the faculty/academic professional the greatest possible participation in the process of recommendation for promotion. The primary responsibility for the achievement of the fair and reasonable promotion policy lies with the faculty/academic professional.

(b)(c) 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; Assistant Librarian; Associate Librarian; Wellness Counselor I;

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35 Wellness Counselor II, Instructor I, and Instructor II shall may be eligible to apply for
36 promotion to the next higher rank.
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38 (b) Minimum Qualifications. Faculty must serve at least five (5) academic years at their current
39 rank in order to qualify for promotional consideration to a higher rank. At least two (2) of
40 the five (5) immediately preceding academic years shall be served at the University.
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45 9.3 Promotion Categories and Criteria for Professors and Instructors Teaching Faculty.

46 (a) Promotion shall be attained through meritorious performance, appropriate to the rank of
47 the individual, during their employment at the University. Meritorious performance shall
48 include, but not be limited to, the following categories for each eligible position:

49 (a) For promotion to the rank Associate Professor:

- 50
51 1. Serious scholarly achievement where there is clear indication that an individual will
52 achieve national reputation in their chosen field;
53 2. Consistent and substantial accomplishment as a teacher;
54 3. Potential for continuing growth as both a teacher and scholar;
55 4. Demonstrated contribution to, and collaboration with, their current academic
56 department;
57 5. Service to the University and the profession; and
58 6. As appropriate, mentoring of graduate students.
59

60 (b) For Promotion to the rank Professor:

- 61 1. Significant scholarly contributions, such that the professor is recognized to be an
62 authority in the relevant discipline and/or interdisciplinary area by experts in the
63 field;
64 2. Shown high accomplishment as a teacher;
65 3. Demonstrated contribution to, and collaboration with, their current academic
66 department;
67 4. Contributed substantially, through service, to the university and profession;

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- 68 5. Demonstrated an on-going commitment to excellence in both teaching and
69 scholarship; and
70 6. As appropriate, mentoring of graduate students.

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72 (c) The promotion process for Associate Professor and Professor considers recent same-field
73 for same-rank promotions from peer institutions used to provide standards for comparison.

74 (bd) There are four broadly recognized categories of criteria:

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

82
83 (ce) If the University previously promoted the candidate, the promotion assessment
84 shall be based on the candidate's performance since the candidate's last promotion.

85 (df) If the University has not previously promoted the candidate, the promotion assessment is
86 cumulative and must include consideration of the candidate's achievements prior to
87 employment at the University. However, the candidate's promotion assessment must also
88 establish that the candidate meets the stated criteria based upon the demonstrated
89 performance of the candidate at Florida Poly.

90 (e) No promotion assessment shall be based on factors that are not identified in the established
91 written criteria applied to the candidate.

92 **9.4 Promotion Categories and Criteria for Non-Teaching Faculty**

93 (a) Promotion shall be attained through meritorious performance and the promotion assessment
94 shall be based on established written criteria specified and clarified in writing by the
95 faculty/academic professional of the appropriate unit in terms tailored to the roles,
96 functions, or disciplines of the unit.

97 (b) Primary categories include unit's written criteria and annual evaluations.

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98 (c) If the promotion candidate has been promoted at the University before, the promotion
99 assessment shall be primarily based on the candidate's performance since the last
100 promotion.

101 (d) If there has been no previous promotion at the University, the promotion assessment may
102 include the candidate's achievement prior to employment at the University.

103 (e) No promotion assessment shall be based on factors that are not identified in the established
104 written criteria applied to the candidate.

106 9.5 Department/Unit Criteria and Procedure

107 — (a) For the purposes of this article, a "unit" is the administrative unit to which a non-
108 teaching faculty member belongs.

109 — (b) Each department and unit shall develop and maintain written clarification of the
110 promotion criteria in terms tailored to the disciplines, assigned duties, and the unique
111 situation that the unit faced and is facing. Faculty members of each department and unit
112 shall participate in the development of these criteria and shall recommend implementation
113 by vote of a majority of at least a quorum of those employees.

114 — The proposed criteria, or revisions thereof, shall be reviewed by the President or
115 representative to ensure that they are consistent with the mission and goals of the
116 university and that they comply with this agreement.

117 — If the President or representative determines that the recommended criteria do not
118 meet the conditions in 9.5 (b) (ii) above, the proposal shall be referred to the
119 department for revision with a written statement of reasons for non-approval.

121 — Approved criteria, and revisions thereof, shall be kept on file in the Provost's office.
122 A copy of each department's and unit's current criteria for promotion will be
123 available to employees either in hard copy or electronic format.

125 — The written criteria shall be part of this Agreement upon final approval. Each
126 university division/department must have approved written clarification by April
127 1st 201 and the revision can be performed annually between February 1st and
128 April 1st including the final approval.

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- 130 — Each department and unit promotion criteria for Professors and Instructors must be
131 consistent with this Article including the guideline in 9.3: specifically, they must recognize
132 the primary importance of teaching and the maintenance of appropriate academic
133 standards, must address accomplishments in the area of scholarly and creative activities,
134 and must address accomplishments in the area of service to the university, the profession,
135 and the community.
- 136 —
137 — Each department and unit promotion criteria must consider the unique conditions at the
138 University during its early years of operation and the pressures these conditions placed on
139 the professional achievement of faculty.
- 140 —
141 — Each unit promotion criteria shall provide guidelines and rules for the promotion review
142 packet.

143 9.4 Promotion Review Packet. Faculty candidates for promotion shall prepare a promotion
144 review packet to include the following:

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

149 (b) Reference letters. The Candidate "nominates" up to four (4) individuals to provide
150 reference letters. The Chair of the PAEP after consulting with the Program Area Evaluation
151 Panel (PAEP) formally requests all external reference letters with a minimum of two of these
152 letters being from individuals not nominated by the Candidate. The Candidate must sign a
153 document acknowledging the confidentiality of the external review and that the Candidate will
154 not be allowed to acquire the external review or names of reviewer(s). A minimum of four
155 reference letters must be present. The confidential reference letters shall be included for review
156 with Candidate's dossier and any supplemental materials. A list of the names of all individuals
157 asked to provide a review, whether any individuals declined to provide this review, and reasons
158 for such decision, will also be included.

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

168
169 (d) PAEP and UEC Supplemental Information. Both the PAEP and the UEC may seek and
170 provide supplemental materials or other information as they see fit.

171 **9.6 Promotion Procedure:**

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

176 (b) The Provost’s Office shall review the faculty member’s request for promotion to ensure the
177 faculty member meets the minimum qualifications for the promotion sought, as set forth in
178 Section 9.23. If the faculty member does not meet the minimum promotion qualifications,
179 the Provost’s Office shall notify the faculty member in writing. If the faculty member meets
180 the minimum promotion qualifications, the Provost’s Office shall forward the faculty
181 member’s promotion review packet to the PAEP to begin the formal promotion review
182 process.

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

185 (d) Evaluation “flow” is from the PAEP to the University Evaluation Committee (“UEC”), to
186 the Provost, to the President. Negative recommendations from the Provost are ~~terminal~~[TP1].

187 (e) Program Area Evaluation Panel (“PAEP”). Faculty of the rank sought and higher within
188 the Division, or if the individual is not a part of a Division, Department, form the PAEP
189 for the program area review. The Division Director, or if no Division Director is present,
190 ~~Department Head Chair (Chair/Director/or equivalent if the rank structure changes)-chairs~~
191 the PAEP which shall operate in executive session. The panel must have at least three
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members other than in addition to the Division Director or Department Chair. If not enough faculty of the rank sought and higher are present in the Division or Department, the Provost will appoint faculty of the rank sought shall be appointed to the panel. If no faculty member from the applicant's department is appointed to the panel, a faculty member from that department shall be appointed to the panel as a non-voting member for that applicant's application for promotion.

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

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

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

(g) Provost's Review and Recommendation. The Provost's recommendation, if positive, is provided to the BOTPresident, and if negative, the decision is provided to the Candidate. For any negative recommendation, the Provost must provide a written justification to the PAEP and UEC. Negative recommendations from the Provost are terminal, but are appealable to the President. If positive, the Provost's recommendation is provided to the BOT for approval, if negative, the recommendation is provided to the candidate.

- (h) The Provost shall notify the chair of the PAEP of the final decision on promotion no later than the last Friday of March. The notice shall include the written assessment from the PAEP and UEC.

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227 (i) The promotion shall occur on August 15th of the next academic year if the final decision
228 is positive.

229 (j) The candidate being considered for promotion may withdraw from consideration provided
230 that the withdrawal is made before the President's official notification of the UEC begins
231 its consideration of the candidate decision. Such withdrawn shall be without prejudice.

232 (k) No promotion decision shall be unreasonable or arbitrary.

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234 9.7 Grievability. The University's decision to not offer promotion to a faculty member shall not
235 be considered as disciplinary action. The decision to not offer promotion is not grievable,
236 except, that the faculty member may, according to Article 11 - Grievance and Arbitration
237 Procedure, contest the decision because of an alleged procedural violation. Such grievances
238 must be filed within thirty (30) days of the faculty member's receipt of notification that the
239 University denied the promotion request. The remedy for any grievance filed under this
240 provision, if successful, shall be the ability to reapply for promotion. The President's ultimate
241 decision in such circumstances is not grievable.
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