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ARTICLE 6
APPOINTMENT and PROMOTION

6.1 General Principles

- (a) The University and UFF recognize that Florida Polytechnic University is a new institution, and as such, both parties accept that flexibility is required as we develop an excellent faculty through the process of appointment and promotion. The University and UFF share the desire to improve the quality of the University in all areas, but particularly in the execution of –teaching, research, and service by the faculty. This article balances a recognition of the 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 excellence 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 at least the rank sought by the candidate, an external set of recommendations appropriate for that faculty member by subject matter experts in the candidate’s field, and administrative review.
- (c) Every candidate for a promotion will be fairly evaluated and the integrity of the evaluation process will be maintained to the highest degree.
- (d) Non-reappointments shall not be made in an arbitrary or capricious manner.

6.2 Appointment and Reappointment Terms.

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

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1
2 (1) Assistant Librarian and Wellness Counselor
3

- 4 a. Terms will be determined, and negotiated with the UFF, prior to the date of hire.
5

6 (2) Instructor
7

- 8 a. Initial term: two (2) years
9 b. Reappointment term: two (2) years. The University will provide instructors with its
10 reappointment decision at least one (1) year prior to the end of the instructor's
11 current contract.
12 c. Reappointment decisions must be considered by the division director or chair if no
13 director is present, the provost, and the vice provost of assessment and instruction.
14 Said consideration will be based on the faculty member's performance reviews
15 since their last reappointment or, if they have not yet been reappointed since their
16 initial appointment, faculty dossier, and other supporting materials. If supporting
17 materials are used as part of the review, the candidate will be informed of this
18 information, and provided a minimum of five (5) days to respond to the
19 information.
20 d. Upon request, the Provost will provide a written justification for his/her decision.
21

22 (3) Assistant Professor
23

- 24 a. Initial term: three (3) years
25 b. Reappointment term: three (3) years
26 c. May only be reappointed once and must apply for promotion no later than at the
27 completion of six, fall to spring, academic years. However, if hired prior to June
28 1, 2017, such faculty must apply for promotion to Associate Professor no later than
29 the last year of their three-year reappointment term.
30 d. The University may permit a faculty member to delay promotion review by
31 granting a maximum one (1) year extension at this rank due to a valid request for
32 FMLA or other appropriate leave. Additional extensions beyond the extra year are
33 not permitted.
34

35 (4) Associate Professor

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- a. Initial term: three years, unless the University determines that an initial term of four (4) or five (5) years is warranted. The reason for a longer initial term shall be provided to the union upon request.
- 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

(5) “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 when based upon a “full” review; three (3) years when based upon a “shortened” review
- c. Promotion term: Faculty members promoted from Associate Professor to “Full” Professor shall receive an appointment term of six (6) years

(b) Exception for Faculty Employed Prior to June 1, 2017. A faculty member employed at the University prior to June 1, 2017, and continuously employed thereafter, who has not been promoted while at the University, will have their first “shortened” review conducted in the spring of 2019, 2020 or 2021.

- (1) Faculty members must request inclusion in the shortened review pool. The University shall notify faculty in a timely manner that they must request inclusion.
- (2) Up to fifteen (15) faculty may elect to be reviewed in the first round of shortened reviews in the spring of 2019, and eighteen (18) faculty members may elect to be reviewed in the spring of 2020. The remaining faculty that request a review will be reviewed in the spring of 2021.
- (3) If more than fifteen (15) faculty members elect to be reviewed in the first round, or eighteen (18) faculty members in the second round, elect to be reviewed, the reviews will be granted in reverse order of seniority by rank (“Full” Professors reviewed first) and regular order by employment seniority.

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2 (4) If less than eighteen (18) faculty elect to be reviewed in the second round (2020), the
3 University will select candidates in reverse order of seniority by rank (“Full” Professors
4 first) and regular order by employment seniority (employees that have the greatest
5 longevity of employment are reviewed first).
6

7 (5) The Provost may elect to allow another maximum of six (6) individuals to be reviewed
8 in each round of reviews based on a request from the individual and their director, or
9 chair if the director is not present.
10

11 (6) Until a faculty member has received a three (3) year appointment based on a shortened
12 review, or alternatively, has been promoted, such faculty member is only eligible for a
13 contract that is at most two (2) years in duration. During this time period, the University
14 retains the right non-reappoint such faculty members for substantiated poor
15 performance. A single performance evaluation finding below “meets expectation” shall
16 not be considered substantiated poor performance.
17

18 (c) If a faculty member has participated in a review and is not provided with a reappointment,
19 the faculty member shall be entitled to one (1) additional year of employment, with no right
20 to continued employment. If a faculty member chooses not to participate in a
21 reappointment review, or in the case of an Assistant Professor, chooses not to participate
22 in the promotion process, the faculty member’s employment shall end on the last date of
23 the faculty member’s existing contract.
24

25 6.32 Appointment Expiration and Reappointment Notice. Faculty appointments expire on the date
26 set forth in the faculty member’s employment contract. Prior to the expiration of a faculty
27 member’s appointment, the University will provide a letter to the faculty member notifying
28 them of the expiration of their appointment. If the University intends to offer a faculty member
29 reappointment, the University will inform the faculty member by August 15th of the year
30 before the faculty member’s existing employment contract expires.
31

32 6.4 Faculty Reappointment Review.
33

34 (a) Shortened Review
35

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1 (1) Assistant Professors shall receive a shortened review during the spring semester of the
2 final year of their initial appointment (or in the case of those hired before June 1, 2017, the
3 schedule noted above is followed), except Assistant Professors applying for promotion to
4 Associate Professor.

5
6 (2) Associate Professors hired after July 2017 shall receive a shortened review during the
7 spring semester of the final year of their initial appointment only.

8
9 (3) Assistant and Associate Professors hired on or before July 2017 shall receive a
10 shortened review as provided in 6.1(b) above.

11
12 (4) The shortened review will also be used for the initial review of “Full” Professors hired
13 for an initial term of less than six (6) years.

14
15 (b) Full Review

16
17 (1) All “Full Professors” hired for an initial term of six (6) years shall receive a full review
18 during the spring semester (process begins in the fall) of the final year of their initial
19 appointment term and every six (6) years thereafter.

20
21 (2) All Associate Professors shall receive a full review during the spring semester (process
22 begins in the fall) of the final year of a six year appointment term or a non-initial three year
23 term

24
25 (3) An Associate Professor seeking a promotion shall normally have any such promotion
26 considered during the full review process.

27
28 (4) All Assistant Professors must receive a full review in order to be promoted to Associate
29 Professor.

30
31 6.5 Reappointment and Promotion Criteria. The awarding of reappointment or promotion shall be
32 based on written criteria, which is established by the University and tailored by each
33 department in accordance to this article.

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1
2 (a) University Criteria. The University will provide general criteria for the granting of
3 promotion or reappointment to each department. Promotion and reappointment criteria
4 shall consider the performance of the work that the faculty member has been assigned (as
5 reflected in FARE forms), criteria for each rank as set forth in the 2018-2019 Faculty
6 Handbook, and the faculty member's responsibilities as a member of the University and
7 department community. The general criteria are recognized broadly in three (3) categories
8 as follows:

- 9
10 (1) Instruction, including regular classroom and laboratory teaching, classroom
11 development, effective development/application of new instructional methods,
12 directing thesis or dissertation committees, and other instructional activities;
13
14 (2) Research or other creative activities relevant to the department mission, including
15 scholarly publications, support and advising of graduate students; and
16
17 (3) Service to professional societies and contributions to the University and department.

18
19 These criteria shall include, but are not limited to, a demonstrated record of scholarly
20 activity, teaching, and as appropriate, course and/or curriculum development
21 commensurate with the University's mission and relevant academic discipline(s), evidence
22 of a positive and growing reputation in his/her chosen sub-field within the department's
23 mission, and promise of continued successful performance.

24
25 (b) Department Clarifications of University Criteria. The department clarifications shall
26 flexibly define department criteria based upon the broader University criteria and:

- 27
28 (1) Be consistent with university requirements and faculty duty assignments;
29
30 (2) Be detailed enough that a reasonable faculty member should be informed about the
31 performance or accomplishment expectations necessary to earn reappointment or
32 promotion, assuming that the accomplishments are of sufficient quality, quantity and
33 consistency; and
34

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1 (3) Identify some representative examples of the achievements or performance
2 characteristics which, if the requirement or distinction were met, are appropriate
3 comparisons for reappointment or promotion.
4

5 (c) Criteria and Discipline-specific Clarification Review Process. Criteria and department-
6 specific clarifications shall be approved according to the following:
7

8 (1) The University shall establish the criteria on an annual basis, and provide it to each
9 department's Division Director, or Chairperson if no Division Director is present.
10 Following receipt by the department, the Committee shall convene to tailor the criteria
11 to the department disciplines in accordance with the procedures outlined herein. The
12 Committee shall complete its review and finalize the department clarifications within
13 fifteen (15) days of receiving the University's criteria.
14

15 (2) Department Faculty Vote. Within ten (10) days of the Committee finalizing the
16 department clarifications, the department faculty shall conduct a confidential and
17 anonymous vote on said clarifications. Faculty that are in their terminal year of
18 employment (as a result of non-reappointment or layoff), visiting faculty, and
19 instructors do not vote on the clarifications.
20

21 a. If a majority of a department's faculty votes in favor of the proposed department
22 clarifications, the department clarifications are forwarded to the Provost for
23 review and approval.
24

25 b. If a majority of a department's faculty do not vote in favor of the proposed
26 department clarifications, the Committee (as outlined in Section 6.4(c)) shall
27 reconsider the proposed clarifications prior to conducting a second vote. The
28 Committee shall have five (5) days to reconsider the proposed clarifications and
29 hold a second vote within five (5) days of finalizing the second round of
30 department clarifications. If the second vote is also unsuccessful, the proposed
31 clarifications shall be forwarded to the Provost for approval, noting the lack of
32 department faculty support.
33

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1 c. If a vote does not occur within five (5) days of the Committee finalizing the
2 department clarifications, the department clarifications shall be forwarded to
3 the Provost for review, noting that no vote occurred.
4

5 (3) Provost Review. Within ten (10) days of receipt, the Provost shall review the proposed
6 department clarifications to ensure compliance with this Agreement, the mission and
7 goals of the University, and with University standards as established in the 2018-2019
8 Faculty Handbook. The Provost will either approve the proposed department
9 clarifications, or return them to the Committee for reconsideration. In the event the
10 Provost returns the proposed department clarifications to the Committee for
11 reconsideration, he/she shall provide objections to any such provision in writing.
12

13 (4) Committee Reconsideration. The Committee shall reconsider the Provost’s written
14 objections and within ten (10) days after receiving them, shall resubmit the proposed
15 written clarifications to the Provost, incorporating all, some, or none of the objections,
16 along with a written explanation and justification for the resubmitted language.
17

18 (5) Provost Reconsideration. The Provost shall reconsider the department clarifications
19 and issue final revisions or approvals within seven (7) days after receiving the revised
20 department clarifications.
21

22 (d) Department Committee.
23

24 (1) The Vice-Provost of Assessment and Instruction (or designee), Department
25 Chairperson (or if Division/Department Director is present, Division director, or
26 designee) of each respective department, and two (2) faculty members from the
27 department (at least one holding the most senior rank in the department, subject to the
28 limitation below) shall form the “Committee.” Department faculty shall select their
29 representative faculty members on an annual basis during the first week of the fall
30 semester (except for Spring 2019, when the Committee shall be formed as early as
31 possible in semester). Faculty members that received a notice of non-reappointment or
32 notice of layoff, instructors, and visiting faculty are not eligible to serve on the
33 Committee or participate in the Committee selection process (this includes individuals
34 that contest their non-renewal status).
35

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1 (2) The Provost shall provide a framework and formally charge said Committee to develop
2 and maintain written clarifications of the University's reappointment and promotion
3 criteria in terms tailored to the department's discipline(s) and assigned duties, and
4 consistent with University standards as established in the 2018-2019 Faculty
5 Handbook.
6

7 (e) The criteria shall be available in the department and in the Provost's office or upon request
8 from the Department Chairperson. All such criteria shall also be provided to UFF upon
9 written request.
10

11 6.6 Promotion Categories and Eligibility Criteria. Subject to the requirements set forth herein,
12 faculty holding the rank of Assistant Professor, and Associate Professor shall be eligible to
13 apply for promotion to the next higher rank.
14

15 (a) Individuals that seek promotion from Associate Professor to "full" professor, must declare
16 their intent to seek promotion in writing to their Division Director if present, chair if no
17 director is present, and the provost no later than August 1 before the academic year in
18 which they will seek promotion.
19

20 (b) Minimum Qualifications. Faculty must serve at least five (5) academic years at their current
21 rank in order to qualify for promotional consideration to a higher rank. At least two (2) of
22 the five (5) immediately preceding academic years must be served at the University. The
23 University may provide exceptions to these minimum qualifications upon request of a
24 faculty member and approval of their Chair, Director (when a Director is present), and the
25 Provost or designee.
26

27 (c) If the University previously promoted the candidate, the promotion assessment shall be
28 based on the candidate's performance since the candidate's last promotion.

29 (d) If the University has not previously promoted the candidate, the promotion assessment is
30 cumulative and must include consideration of the candidate's achievements prior to
31 employment at the University. However, the candidate's promotion assessment must also
32 establish that the candidate has continued to progress and achieve in the categories and
33 criteria used for reappointment and/or promotion while employed at the University.
34

6.7 Changes in Criteria for Reappointment and Promotion.

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1
2 (a) Following the Provost’s approval of the criteria, the University may modify the approved
3 University criteria for reappointment and promotion so long as the UFF has been notified
4 of the proposed changes and offered an opportunity to discuss such changes in consultation
5 with the President or designee.
6

7 (b) Changes to discipline-specific departmental clarifications of the University criteria shall
8 be developed and approved according to the process outlined above.
9

10 6.8 Reappointment and/or Promotion Procedure. The below procedure shall be followed for all
11 reviews related to reappointment and promotions, with exceptions noted below regarding
12 “Shortened” reviews.
13

14 (a) The University will provide notification to eligible faculty members prior to the semester
15 that their reappointment and/or promotion review starts, with the exception of reviews
16 conducted in Spring 2019. Such notification will provide the faculty members with
17 information relevant to the applicable reappointment/promotion process including
18 instructions, information, and deadlines.
19

20 (b) Faculty shall provide the University with their Packet by the deadline set forth in the notice
21 referenced herein.
22

23 (c) If a faculty member does not receive a promotion following consideration, the faculty
24 member may not reapply for promotion until after the completion of two (2) additional
25 academic years. This clause shall not unreasonably deny a faculty member their terminal
26 promotion consideration to Associate Professor.
27

28 (d) The candidate being considered for promotion may withdraw from consideration provided
29 that the withdrawal is made before the UEC begins its consideration of the candidate. Such
30 withdrawal shall be without prejudice and will not render the candidate ineligible for the
31 next promotional cycle.
32

33 (e) The University shall provide the Packet (as described in Section 6.8) to the PAEP for
34 review. For reviews of Associate and Assistant Professors, the PAEP shall consist of
35 faculty of a higher rank than the Candidate within the Candidate’s division, or if no division

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1 is present, within the Candidate’s department. The Division Director, if present, or if there
2 is not a division, the Department Chair chairs the PAEP if he or she holds the appropriate
3 faculty appointment rank. If the Division Director or Department Chair does not hold the
4 appropriate rank, the Provost will appoint a chair for the PAEP. There must be a minimum
5 of three (3) qualified (appropriately ranked) individuals serving on the PAEP. If the number
6 of individuals available to serve on the PAEP is less than three (3), the Provost and PAEP
7 Chair will each select a faculty member of appropriate rank from another unit at the
8 University to serve on the PAEP. If the PAEP includes no members from the candidate’s
9 department, the PAEP will request input from the department chair before finalizing their
10 recommendation. If the chair is the candidate and no member from the chair’s department
11 is a member of the PAEP, the Provost or designee shall select a member of the chair’s
12 department to provide input to the PAEP before the PAEP finalizes their recommendation.
13

14 The PAEP will prepare and provide a report and recommendation to the UEC during a full
15 review, or if during the “shortened review” process, directly to the Provost.
16

- 17 (f) University Evaluation Committee (“UEC”). The UEC is not utilized as part of the
18 shortened review evaluation process. The UEC is formed from those holding “Full”
19 Professor rank from a nomination pool provided by the faculty assembly (or equivalent);
20 however, if there are less than five qualified individuals at the University, all such qualified
21 individuals shall be deemed in the nomination pool. Individuals that are in their terminal
22 year of employment (as a result of non-reappointment or layoff) are not eligible to serve
23 on the UEC or PAEP. Term duration will be staggered to have a “normal” term of 3 years
24 in length and with overlap in UEC membership so that committee memory is maintained.
25 In years where an individual is up for reappointment review, he or she may not participate
26 in the UEC. If less than three (3) individuals are eligible to staff the UEC, the UEC will be
27 chaired by the Provost with all eligible faculty serving as members. When the University
28 includes fewer than 10 individuals with rank “Full” Professor, the UEC will be between
29 three and five individuals at the discretion of the administration. With 10 to 20 Professors
30 on staff, the UEC will be between five and seven individuals at the discretion of the
31 administration, with more than twenty (20) “Full” Professors, the committee will include
32 seven members. The UEC must operate in executive session and in total confidentiality.
33

34 When reviewing a “Full” Professor, and that faculty member’s unit does not have a
35 minimum of four (4) individuals with the rank of “Full” Professor, the UEC will be the

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1 sole reviewing committee for that faculty member.
2

3 The UEC will prepare a report and recommendation, and provide both the PAEP (if it was
4 done) and UEC reports and recommendations to the Provost. If the Provost chairs the UEC,
5 the Provost will not make a recommendation, but will supply a candidate's Packet, and
6 both the UEC and PAEP reports to the President for a final decision.
7

8 (g) Provost's Review and Recommendation. After a careful review of the PAEP's and UEC's
9 reports and recommendations, the Provost shall make a positive or negative
10 recommendation as to the Candidate's reappointment or promotion. The Provost's
11 recommendation, if positive, is provided to the President, and if negative, the decision and
12 written justification are provided to the Candidate. Negative recommendations from the
13 Provost are terminal, but are appealable to the President.
14

15 (h) President's Review and Authority. The President shall have the sole authority to grant a
16 Candidate's reappointment or promotion. The granting of reappointment or promotion
17 should be based on the University's criteria and criteria produced by the Candidate's unit
18 or department, the reports and recommendations of the PAEP and UEC, any documents
19 relied upon by the PAEP and UEC in creating said reports, and the recommendation of the
20 Provost.
21

22 (i) If the President's final decision on reappointment and promotion is negative, the Candidate
23 may request within ten (10) days a written justification of the decision. Upon such a request,
24 the President or representative shall, within twenty (20) days, provide such a written
25 justification to the Candidate.
26

27 6.9 Reappointment and/or Promotion Packet. The Reappointment and/or Promotion Review
28 Packet ("Packet"), utilized in the procedure set forth in Section 6.5 shall include, at a minimum,
29 the following:
30

31 (a) Faculty Prepared Dossier. A Candidate for reappointment or promotion prepares a dossier
32 for consideration. This dossier must include a personal statement from the Candidate,
33 elements that show the Candidate's demonstrated abilities and competencies in teaching,
34 service, and research, including but not limited to all evaluation materials from prior years
35 of employment at the University. Intentional or significant misrepresentations contained in

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1 the Candidate’s dossier shall serve as cause for termination. The ~~UEC-Provost~~ shall
2 develop the format and guidelines for the Faculty Prepared Dossier and send them to the
3 Faculty Representative Council (“FRC”) for review and comment. The FRC shall, within
4 fourteen (~~1414~~) days of receipt, review the format and guidelines, and recommend approval
5 or changes to the Provost-UEC. ~~The UEC will consider the FRC’s recommendations, make~~
6 ~~changes made as appropriate, and forward the final format and guidelines to the Provost.~~
7 ~~The Provost will consider the totality of the recommendations and finalize the format and~~
8 ~~guidelines based on these inputs. Should the FRC recommend changes, the Provost shall,~~
9 ~~within ten (10) days, either accept the changes or give a written justification for not~~
10 ~~accepting the changes.~~ Faculty Prepared Dossier must follow the final format as finalized
11 by the Provost and faculty are solely responsible for the content within, and production of,
12 the dossier.
13

14 (b) Reference Letters. Reference letters are required for promotion reviews and may be
15 requested for “full” reviews by either the candidate or the division director (or chair if no
16 director is present). Reference letters will be requested using a template ~~from the UEC~~ that
17 instructs the external reviewer on the individual being evaluated, the materials supplied,
18 and any special considerations, including the University’s history, teaching expectations,
19 and research infrastructure. This template will be developed according to and as part of the
20 process laid out in 6.8 Reappointment and/or Promotion Procedure. ~~by the UEC and sent~~
21 ~~to the Faculty Representative Council (“FRC”) for review and comment.. The FRC shall,~~
22 ~~within fourteen (14) days of receipt, review the template, and recommend either approval~~
23 ~~or changes to the template. This recommendation will return to the UEC which will~~
24 ~~consider the input from the FRC and will forward their recommendations, along with~~
25 ~~notations regarding the input from the FRC to the Provost. The Provost will consider the~~
26 ~~totality of the recommendations and finalize the template based on these inputs.~~ The
27 Candidate “nominates” up to four (4) individuals to provide reference letters. The Division
28 Director, or if the academic unit does not belong to a division, Department Chair, in
29 conjunction with the Program Area Evaluation Panel (“PAEP”) formally requests all
30 external reference letters, which shall include at a minimum two individuals nominated by
31 the Candidate, and a minimum of two letters from individuals not nominated by the
32 Candidate. The Candidate must sign a document acknowledging the confidentiality of the
33 external review and that the Candidate will not be allowed to acquire the external review
34 or reviewers’ names except that, upon request, the Candidate shall receive the letters
35 requested by the PAEP with any identifying information redacted. The reference letter

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1 template shall inform these letter writers that their letters, with identifying information
2 removed, may be accessed by the candidate. A minimum of four (4) reference letters must
3 be requested. The confidential reference letters shall be included for review with
4 Candidate's dossier and any supplemental materials. A list of the names of all individuals
5 asked to provide a review and whether any declined to provide this review, and reason
6 given, if any, will also be included. Promotion and reappointment decisions shall not be
7 based solely on the reference letters received.
8

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

15 6.10 Promotion Date. Promotions that are granted shall be effective on August 15th following
16 the decision date. An individual may use their new title effective after written notification of
17 their promotion.
18

19 6.11 Grievability. The University's decision to not offer reappointment or promotion to a faculty
20 member shall not be considered as disciplinary action. The decision to not offer
21 reappointment or promotion is grievable according to Article 11 - Grievance and Arbitration
22 Procedure, as a faculty member may contest the decision because of an alleged violation of
23 a specific term of the Agreement or because of an alleged violation of the employee's
24 constitutional rights. The remedy for any grievance filed under this provision, if successful,
25 shall not include an award of reappointment or promotion. Such grievances must be filed
26 within thirty (30) days of the Candidate's receipt of the promotion or reappointment decision.
27 The PAEP and UEC reports shall be available for arbitration proceedings upon request.

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