

1 ARTICLE \_

2 Promotion

3 [Tied to Compensation, Appointment, and Evaluation]

4 \_1 General Principles

5 (a) In order to ensure the academic excellence of the institution, a promotion policy  
6 must be executed with rigor and integrity. A policy must assure that excellence  
7 will be rewarded and that every competent and responsible promotion candidate  
8 will have reasonable hope for advancement. The policy must also consider the  
9 unique situation that Florida Polytechnic University faced and is facing.

10 (b) The promotion policy is to provide a procedure that assures that every promotion  
11 candidate will be fairly evaluated and that the integrity of the evaluation process is  
12 maintained to the highest degree.

13 (c) Promotion decisions represent an evaluation of the academic professional  
14 member's total value to the University and potential for the future as evidenced by  
15 past performance. Promotion decisions are not merely a totaling of an employee's  
16 annual performance evaluations. They require not only a consideration of the  
17 candidate's fulfillment of assigned responsibilities, but also a broad-scale  
18 evaluation of the individual's ability to effectively fulfill the responsibilities of  
19 membership in the University community.

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

24 (e) The President (or designee) of the University makes final decisions in matters of  
25 promotion. Because the faculty's or academic professional's judgment is central to  
26 matters of educational policy, the President normally accepts faculty/academic  
27 professional recommendations in these matters, except in rare instances and for  
28 compelling reasons.

29 \_2. Eligibility

30 (a) Employees with the current rank of  
31 Assistant Professor, Associate Professor, Assistant Librarian, Associate Librarian,  
32 Wellness counselor I, Wellness counselor II, Instructor I, or Instructor II  
33 shall be eligible for promotion to the next higher rank.  
34  
35  
36

Current rank	Next higher rank	Current rank	Next higher rank
Assistant Professor	Associate Professor	Associate Professor	Professor
Assistant Librarian	Associate Librarian	Associate Librarian	Librarian
Wellness Counselor I	Wellness Counselor II	Wellness Counselor II	Wellness Counselor III
Instructor I	Instructor II	Instructor II	Instructor III

- 37 (b) Professors and Instructors should have served at least 6 semesters (counting Fall  
 38 and Spring only) for the University at the current rank before becoming eligible to  
 39 apply for promotion.  
 40 (c) Librarians and Counselors are eligible for promotion at the discretion of their  
 41 immediate supervisor.

42 3. Guidelines for promotion criteria and applying promotion criteria for Professors and  
 43 Instructors

- 44 (a) Promotion shall be attained through meritorious performance and the promotion  
 45 assessment shall be based on established written criteria specified and clarified in  
 46 writing by the faculty/academic professional of the appropriate unit in terms  
 47 tailored to the roles, functions, or disciplines of the unit.  
 48 (b) There are four broadly recognized categories of criteria:  
 49 I. Instruction, including classroom teaching, serving on or directing thesis or  
 50 dissertation committees, and other instructional activities  
 51 II. Research or creative activities, including outreach to industrial partners,  
 52 applied research, and scholarly publications  
 53 III. Professional or public services  
 54 IV. Professional employment responsibilities, as assigned.  
 55 (c) If the promotion candidate has been promoted at the University before, the  
 56 promotion assessment shall be primarily based on the candidate’s performance  
 57 since the last promotion.  
 58 (d) If there has been no previous promotion at the University, the promotion  
 59 assessment may include the candidate’s achievement prior to employment at the  
 60 University.  
 61 (e) No promotion assessment shall be based on factors that are not identified in the  
 62 established written criteria applied to the candidate.  
 63 (f) No promotion criteria can have assessment measures with quantified thresholds.

64 4. Guidelines for promotion criteria and applying promotion criteria for Librarians and  
 65 Counselors

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

- 70 (b) Primary categories include unit’s written criteria and annual evaluations.  
71 (c) If the promotion candidate has been promoted at the University before, the  
72 promotion assessment shall be primarily based on the candidate’s performance  
73 since the last promotion.  
74 (d) If there has been no previous promotion at the University, the promotion  
75 assessment may include the candidate’s achievement prior to employment at the  
76 University.  
77 (e) No promotion assessment shall be based on factors that are not identified in the  
78 established written criteria applied to the candidate.  
79 (f) No promotion criteria can have assessment measures with quantified thresholds.

80 \_\_.5 Unit Criteria and Procedure

- 81 (a) There are five units: College of Engineering, College of Innovation and  
82 Technology, General Education/Arts & Sciences, University Library, and  
83 Counseling.  
84 (b) On or before the first Friday of April 2018, each unit shall develop and maintain  
85 written clarification of the promotion criteria in terms tailored to the disciplines,  
86 assigned duties, and the unique situation that the unit faced and is facing. Such  
87 discipline-specific written clarifications and adoption of the unit promotion  
88 document shall be accomplished by a majority vote of the promotion eligible  
89 members in the unit and approved by the President (or designee). These written  
90 criteria shall be part of this Agreement upon final approval.  
91 (c) The written clarification of the promotion criteria shall be available on the  
92 university websites.  
93 (d) Each unit promotion criteria for Professors and Instructors must be consistent with  
94 this Article including the guideline in \_\_.3: specifically, they must recognize the  
95 primary importance of teaching and the maintenance of appropriate academic  
96 standards, must address accomplishments in the area of scholarly and creative  
97 activities, and must address accomplishments in the area of service to the  
98 university, the profession, and the community.  
99 (e) Each unit promotion criteria shall provide guidelines and rules for the promotion  
100 dossier preparation.  
101 (f) Each unit should form a promotion committee for each promotion candidate  
102 allowing overlapping of committee members in case there are multiple candidates.  
103 The promotion recommendation decision shall be made in the committee.

104 \_\_.6 Unit Promotion Committee

- 105 (a) Committee member pool and chair. Annual elections by secret ballot must be  
106 conducted before the end of spring semester to elect up to ten (10) promotion  
107 committee member pool and the promotion committee chair (the chair).

- 108 (b) For each promotion candidate, the committee chair shall select three, five, or  
109 seven committee members from the committee member pool. The chair may or  
110 may not serve promotion committees.
- 111 (c) The committee members should be in the same or closely related field as the  
112 candidate if possible. The committee members should be at a higher rank than the  
113 candidate.
- 114 (d) If it is not possible to form a promotion committee consisting of higher rank  
115 members than the candidate,  
116 a. the committee can be filled with same rank members as the candidate.  
117 Or,  
118 b. the committee can be filled from another unit committee member pool but  
119 with higher ranks than the candidate.
- 120 (e) Promotion candidates cannot serve on any promotion committee.
- 121 (f) For Librarians and Counselors, the immediate supervisor serves the function of the  
122 promotion committee.

123 .7 Procedure

- 124 (a) An eligible employee (candidate) shall apply for the promotion no later than the  
125 last Friday of August by submitting a written notification of intent to the chair.
- 126 (b) The chair shall form a promotion committee for the candidate (or similar  
127 candidates) no later than the first Friday of October, and provide the written  
128 clarification of the promotion criteria, other materials, information, and forms that  
129 are used in the preparation of the dossier to the candidate.
- 130 (c) The candidate shall submit the promotion dossier no later than the first Friday of  
131 November. The only documents, information, or materials that shall be considered  
132 in making promotion recommendation decision are those included in the dossier.
- 133 (d) The promotion committee shall review and evaluate the candidate's dossier to  
134 assess the candidate's qualification for promotion. Each committee member shall  
135 perform an independent evaluation. If there are questions regarding a dossier, the  
136 committee members shall notify the candidate through the chair, so he or she may  
137 respond. The committee shall meet to discuss the candidate's promotion. After  
138 discussion, the committee shall provide the chair with a written assessment of  
139 whether the candidate meets the criteria for promotion, or does not meet the  
140 criteria.
- 141 (e) The written assessment shall include a report on strengths and weaknesses of  
142 candidate through the record on the dossier. The written assessment, however,  
143 should not include committee members' independent evaluations. The written  
144 assessment shall be provided to the chair no later than the last Friday of January.
- 145 (f) The chair shall forward the dossier and the committee's assessment to the  
146 President (or designee) for consideration.

- 147 (g) After reviewing the candidate's dossier, the President (or designee) shall make the  
148 final decision regarding whether the candidate meets the criteria or does not meet  
149 the criteria. If the President (or designee) does not agree with the promotion  
150 committee's assessment, the President (or designee) shall meet with the committee  
151 to explain the decision and provide written justification.
- 152 (h) The President (or designee) shall notify the chair of the final decision on  
153 promotion no later than the last Friday of March. The notice shall include the  
154 written assessment from the promotion committee.
- 155 (i) The promotion shall occur on August 15<sup>th</sup> of the next academic year if the final  
156 decision is positive.
- 157 (j) The candidate being considered for promotion may withdraw from consideration  
158 provided that the withdrawal is made before the President's official notification of  
159 the decision. Such withdrawn shall be without prejudice.
- 160 (k) No promotion decision shall be unreasonable or arbitrary.