

## ARTICLE 14

### PROMOTION PROCEDURE

**14.1 Policy.** Promotion decisions are not merely a totaling of an employee's annual performance evaluations. Rather, the University, through its ~~faculty, professional~~ employees, and administrators, assesses the employee's potential for growth and scholarly contribution as well as past meritorious performance. [Employees shall carry their rank with them if they change departments.](#)

**14.2 Promotion Regulations.** The regulations governing employee promotion are the following [which can be found at \(replace this highlighted part by link to UCF Web site\)](#):

- (a) Promotion of Tenure and Tenure Earning Faculty ([UCF-3.015](#))
- (b) Promotion of Full-time Non-tenure-earning, Research and Clinical faculty ([UCF 3.0175](#))
- (c) Instructor and Lecturer Faculty Promotion ([UCF 3.0176](#))
- (d) Promotion of Non-tenure-earning Instructional Designers ([UCF 3.0177](#))

### 14.3 Cumulative Progress Evaluations.

(a) Beginning with the second year of employment, Assistant Professors eligible for consideration for promotion to Associate Professor shall be apprised of their progress toward promotion. For example, employees hired in Fall 2019 or Spring 2020 will receive their first cumulative progress evaluation in Spring 2021. The appraisal shall be included as a separate component of the annual evaluation and is intended to provide assistance and counseling to candidates to help them to qualify themselves for promotion. [Furthermore, the appraisal should be based on information provided in the required documents based on the criteria developed by departments and colleges for the CPE process.](#) The employee may request, in writing, a meeting with an administrator at the next higher level to discuss concerns regarding the promotion appraisal which were not resolved in previous discussions with the evaluator.

(b) Other employees who are eligible for promotion may, at their option and upon written request, be similarly apprised of their progress toward promotion.

### 14.4 Criteria.

(a) Promotion decisions shall be a result of meritorious performance and shall be based upon established criteria specified in writing by the [department, college, and](#) University. All affected employees shall be notified where to locate a copy of the criteria. The [department, college, and](#) University may modify these criteria so long as the local UFF Chapter has been notified of the proposed changes and offered an opportunity to discuss such changes in consultation with the president or representative. Changes in criteria shall not become effective until one year following adoption of the changes, unless mutually

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34 agreed to in writing by the local UFF Chapter President and the president. The date of adoption shall be the date on which the  
35 changes are approved by the administrator at the highest level required under applicable University policies and procedures.  
36 Any proposal to develop or modify promotion criteria shall be available for discussion by members of the affected  
37 departments/units before adoption.

38 (b) The University ~~will ensure is encouraged to review its~~ promotion criteria ~~which may exist~~ at the University,  
39 college/school, or department/unit level ~~to ensure that such criteria~~ are consistent with each other and that they comport with  
40 the mission of the University and its various academic units.  
41

#### 42 **14.5 Procedures.**

43 (a) The only documents which may be considered in making promotion recommendations are those contained or  
44 referenced in the promotion dossier. The provisions of the Evaluation File Article 11 shall apply to the contents of the promotion  
45 dossier. It shall be the responsibility of the employee to see that the dossier is complete. Prior to the consideration of the  
46 employee's promotion, the employee shall have the right to review the contents of the promotion dossier and may include a  
47 brief response to any material therein. If any material is added to the dossier after the commencement of consideration, a copy  
48 shall be sent to the employee within five days (by personal delivery, by mail, return receipt requested, or through the eP&T  
49 portal, if applicable). The employee may attach a brief response within five days of his/her receipt of the added material. The  
50 dossier shall not be forwarded until either the employee submits a response or until the second five day period expires,  
51 whichever occurs first. If a document that is not part of the promotion dossier is considered, then, prior to the committee's  
52 decision, it shall be added to the promotion file and the procedures for notifying the employee described in this section shall be  
53 followed.

54 (b) Applications for promotion shall include a copy of applicable promotion criteria, the employee's annual assignments and  
55 annual evaluations, and, the employee's promotion appraisal(s). Only employees seeking promotion to Associate Professor  
56 are required to include their cumulative progress evaluations in the promotion file.  
57

58 **14.6 Notice of Denial.** If any employee is denied promotion, the employee shall be notified in writing by the appropriate  
59 administrative official, within ten days or as soon as possible thereafter, of that decision. Upon written request by an employee  
60 within twenty days of the employee's receipt of such decision, the University shall provide the employee with a written  
61 statement of the reasons why the promotion was denied.  
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63 **14.7 Instructor/Lecturer Change in Title.** If an employee with an instructor title earns a terminal degree from an  
64 accredited institution in an appropriate field of specialization, the employee's title shall be changed to a lecturer title. The  
65 employee's rank shall remain the same (e.g., an Associate Instructor shall become an Associate Lecturer) and years of service  
66 earned toward eligibility for promotion to the next rank shall not be affected.