

**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.

**Commented [CR1]:** BOT accepts UFF proposed language – with the addition of a comma deletion.

**14.2 Promotion Regulations.** The regulations governing employee promotion are the following:

**Commented [CR2]:** BOT is not in favor of additional sentence proposed by UFF. Rank would not follow an employee who moved from an instructional position to an in-unit A&P position.

(a) ~~For Promotion of T~~ tenured and ~~T~~ tenure-e ~~Earning F~~ faculty (UCF-3.015)

**Commented [CR3]:** BOT prefers general description of applicable regs rather than precise titles or urls that may occasionally change.

(b) ~~For Promotion of F~~ full-time N ~~non-tenure-earning, Research and Clinical F~~ faculty (UCF 3.0175)

(c) ~~For~~ Instructors and ~~Lecturers~~ Faculty Promotion (UCF 3.0176)

(d) ~~For Promotion of N~~ 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 ~~2019-2023~~ or Spring ~~2020-2024~~ will receive their first cumulative progress evaluation in Spring ~~2024-2025~~. 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 any criteria developed by departments/units for the tenure 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.

**Commented [CR4]:** BOT will accept UFF change with one addition.

(b) ~~Other employees who are eligible for promotion may, at their option and upon written request, be similarly apprised of their progress toward promotion. Employees eligible for promotion to Professor shall request a CPE and be similarly apprised of their progress toward promotion at least once prior to submitting their dossier.~~

**Commented [CR5]:** Language similar to that in A10 is proposed here.

**14.4 Criteria.**

41 (a) Promotion decisions shall be a result of meritorious performance  
42 and shall be based upon established criteria specified in writing by the  
43 University. All affected employees shall be notified where to locate a copy  
44 of the criteria. The University may modify these criteria so long as the local  
45 UFF Chapter has been notified of the proposed changes and offered an  
46 opportunity to discuss such changes in consultation with the president or  
47 representative. Changes in criteria shall not become effective until one year  
48 following adoption of the changes, unless mutually agreed to in writing by  
49 the local UFF Chapter President and the president. The date of adoption  
50 shall be the date on which the changes are approved by the administrator  
51 at the highest level required under applicable University policies and  
52 procedures. Any proposal to develop or modify promotion criteria shall be  
53 available for discussion by members of the affected departments/units  
54 before adoption.

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

#### 60 14.5 Procedures.

61 (a) The only documents which may be considered in making promotion  
62 recommendations are those contained or referenced in the promotion  
63 dossier. The provisions of the Evaluation File Article 11 shall apply to the  
64 contents of the promotion dossier. It shall be the responsibility of the  
65 employee to see that the dossier is complete. Prior to the consideration of  
66 the employee's promotion, the employee shall have the right to review the  
67 contents of the promotion dossier and may include a brief response to any  
68 material therein. If any material is added to the dossier after the  
69 commencement of consideration, a copy shall be sent to the employee  
70 within five days (by personal delivery, by mail, return receipt requested, or  
71 through the eP&T portal, if applicable). The employee may attach a brief  
72 response within five days of his/her receipt of the added material. The  
73 dossier shall not be forwarded until either the employee submits a  
74 response or until the second five day period expires, whichever occurs first.  
75 If a document that is not part of the promotion dossier is considered, then,  
76 prior to the committee's decision, it shall be added to the promotion file and  
77 the procedures for notifying the employee described in this section shall be  
78 followed.

79 (b) Applications for promotion shall include a copy of applicable  
80 promotion criteria, the employee's annual assignments and annual

**Commented [CR6]:** UFF proposed adding "dept/school, college and" here. That might work if all in-unit employees were in a college and in a dept/school. What about the physicians and dentists, for example?

**Commented [CR7]:** See comment above.

**Commented [CR8]:** BOT prefers the SQ language with one word deleted. BOT agrees with UFF that consistency across any criteria that have been developed is important for employees.

81 evaluations, and, the employee's promotion appraisal(s). Only employees  
82 seeking promotion to Associate Professor are required to include their  
83 cumulative progress evaluations in the promotion file.

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85 **14.6 Notice of Denial.** If any employee is denied promotion, the employee  
86 shall be notified in writing by the appropriate administrative official, within  
87 ten days or as soon as possible thereafter, of that decision. Upon written  
88 request by an employee within twenty days of the employee's receipt of  
89 such decision, the University shall provide the employee with a written  
90 statement of the reasons why the promotion was denied.

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92 **14.7 Instructor/Lecturer Change in Title.** If an employee with an instructor title  
93 earns a terminal degree from an accredited institution in an appropriate  
94 field of specialization, the employee's title shall be changed to a lecturer  
95 title. The employee's rank shall remain the same (e.g., an Associate  
96 Instructor shall become an Associate Lecturer) and years of service earned  
97 toward eligibility for promotion to the next rank shall not be affected.