

ARTICLE 15**TENURE**

15.1 Eligibility. Employees in tenure-track positions with the rank of Associate Professor and Professor shall be eligible to hold for tenure. Tenure shall be in a department/unit or other appropriate administrative unit. Tenure shall not extend to administrative appointments in the General Faculty or Administrative and Professional classification plans.

Commented [CR1]: UFF proposal would make all assistant and associate professors eligible to apply for tenure; some are not in tenure-earning positions. BOT prefers to clarify who may hold tenure.

Commented [CR2]: Tenure is now always in an academic unit and no longer in any admin units.

15.2 Tenure Decision.

(a) An employee shall normally be considered for tenure during the sixth year of continuous service in a tenure-earning position, including any prior service credit granted at the time of initial employment. An employee's written request for early tenure consideration is subject to the University's written agreement.

Commented [CR3]: BOT agrees to strike this sentence. Early tenure requests are covered in Reg UCF-3.015.

(b) By the end of six years of service at the University, an employee eligible for tenure shall either be awarded tenure by the Board of Trustees or given notice that further employment will not be offered. Upon written request by an employee within twenty days of the employee's receipt of such notice, the University shall provide the employee with a written statement of reasons by the president or representative why tenure was not granted.

(c) Decision by the Board of Trustees. The Board of Trustees shall award tenure. This decision shall normally be made at the May Board Meeting but no later than the following meeting. The employee shall be notified in writing by the president or representative within five days of the decision of the Board.

Commented [CR4]: As of May 2020, there is no longer a May meeting of the Board.

(d) An employee being considered for tenure prior to the sixth year may withdraw from consideration before the Provost issues a final written recommendation without prejudice.

15.3 Criteria for Tenure.

(a) The decision to award tenure to an employee shall be a result of meritorious performance and shall be based on established criteria specified in writing by the department.

39 ~~college, and~~ University. ~~The decision shall take into account the~~
 40 ~~following:~~

- 41 ~~(1) annual performance evaluations;~~
- 42 ~~(2) the needs of the department/unit, college/unit, and~~
 43 ~~University;~~
- 44 ~~(3) the contributions of the employee to the employee's~~
 45 ~~academic unit (program, department/unit, college/unit); and~~
- 46 ~~(4) the contributions the employee is expected to make to the~~
 47 ~~institution.~~

48 (b) The department, college, and University shall make
 49 available a copy of the criteria for tenure to employees eligible
 50 for tenure, and, beginning with the second year of employment,
 51 each such employee shall be apprised in writing once each
 52 year of the employee's progress toward tenure. For example,
 53 employees hired Fall 201921 or Spring 202022 will receive their
 54 first cumulative progress evaluation in Spring 202324. The
 55 appraisal shall be included as a separate component of the
 56 annual evaluation and is intended to provide assistance and
 57 counseling to candidates to help them to qualify themselves for
 58 tenure. The employee may request, in writing, a meeting with
 59 an administrator at the next higher level to discuss concerns
 60 regarding the tenure appraisal that were not resolved in
 61 previous discussions with ~~an~~ the evaluator.

62 (c) Tenure criteria shall be available in the department/unit
 63 office and/or at the college/unit level.

64 15.4 Modification of Criteria.

65 (a) Modifying Criteria. The University may modify the criteria
 66 for tenure so long as the local UFF Chapter has been notified of
 67 the proposed changes and offered an opportunity to discuss
 68 such changes in consultation with the University president or
 69 representative. Changes in criteria shall not become effective
 70 until one year following adoption of the changes, unless
 71 mutually agreed to in writing by the local UFF president and the
 72 University president or representative. The date of adoption
 73 shall be the date on which the changes are approved by the
 74 administrator at the highest level required under applicable
 75 university policies and procedures. Any proposal to develop or
 76 modify tenure criteria shall be available for discussion by
 77 members of the affected departments/units before adoption.
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Commented [CR5]: UFF proposed striking (2). BOT proposes striking the entire list.

Commented [CR6]: If concerns are about the evaluation by the chair/director, employee should send written request for meeting to the dean. If concerns are about the evaluation by the dean, employee should send written request for meeting to provost (or representative).

(b)Effect on Employees. The equitable opportunity provisions of Article 9 are applicable to the modified criteria. Further, if an employee has at least four years of tenure-earning credit as of the date on which the tenure criteria are adopted above, the employee shall be evaluated for tenure under the criteria as they existed prior to modification unless the employee notified the university at least thirty days prior to commencement of the tenure consideration that he/she chooses to be evaluated under the newly adopted criteria.

15.5 Recommendations and Procedures.

(a)Recommendations for the awarding of tenure shall be made by the employee's supervisor and shall include a poll by secret ballot of the tenured members of the employee's department/unit. The performance of an employee during the entire term of employment at the institution shall be considered in determining whether to grant tenure. Recommendations regarding tenure shall include a copy of applicable tenure criteria, the employee's annual assignments and annual evaluations, and the employee's cumulative progress evaluations. Prior to the consideration of the employee's candidacy, the employee shall have the right to review the contents of the tenure dossier and may attach a brief and concise response to any materials therein. It shall be the responsibility of the employee to see that the dossier is complete. The provisions of the Evaluation File, Article 11 of this Agreement shall apply to the contents of the tenure file.

(b)If any material is added to the dossier after the commencement of consideration, a copy shall be sent to the employee within five days (by personal delivery, by mail, return receipt requested, or through the eP&T portal, if applicable). The employee may attach a brief response within five days of his/her receipt of the added material. The dossier shall not be forwarded until either the employee submits a response or until the second five -day period expires, whichever occurs first. The only documents which may be considered in making a tenure recommendation are those contained or referenced in the tenure dossier. If a document that is not part of the tenure dossier is considered, then, prior to the committee's decision, it shall be added to the tenure dossier and the procedures for

119 notifying the employee described in this section shall be
120 followed.

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122 **15.6 Other Considerations.**

123 (a) During the period of tenure-earning service, the
124 employee's employment shall be governed by the provisions of
125 Article 12.

126 (b) Part-time service of an employee employed at least one
127 semester in any twelve (12)-month period shall be
128 accumulated. For example, two (2) semesters of half-time
129 service shall be considered one-half year of service toward the
130 period of tenure-earning service.

131 (c) An employee who is credited with tenure-earning service
132 at the time of initial appointment may request, in writing, that
133 the university's representative withdraw all or a portion of such
134 credit. An employee may make such a request only one time,
135 and the request must be received before the end of the spring
136 semester prior to the fall semester of the employee's final year
137 of eligibility.

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139 **15.7 Transfer of Tenure.** When a tenured employee is
140 transferred as a result of a reorganization or program
141 curtailment within the University and is employed in the same or
142 similar discipline in which tenure was granted, the employee's
143 tenure shall be transferred to the new department.

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145 **15.8 Tenure upon Appointment.** Tenure may be granted to an
146 employee by the Board of Trustees at the time of initial
147 appointment, upon recommendation of the appropriate
148 administrator. The administrator shall consider the
149 recommendation of the department or equivalent unit prior to
150 making his/her final tenure recommendation.

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152 **15.9 Leave.** Authorized leaves of absence shall be credited or
153 not credited toward the period of tenure-earning service
154 according to the provisions of the Leaves Article.

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156 **15.10 Termination/Layoff.** Tenure/permanent status guarantees
157 annual reappointment for the academic year until voluntary
158 resignation, retirement, removal for just cause, or layoff.

Commented [CR7]: BOT prefers the SQ language. Tenure is only applicable in academic units. Transfer of tenure is not automatic; it requires employee, faculty, chair, dean, and provost approval (Reg UCF-3.015).