

1 **ARTICLE 14**
2 **PROMOTION PROCEDURE**

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4 **14.1 Policy.** Promotion decisions are not merely a totaling of an
5 employee's annual performance evaluations. Rather, the University,
6 through its ~~faculty, professional employees,~~ and administrators, assesses
7 the employee's potential for growth and scholarly contribution as well as
8 past meritorious performance. Employees shall carry their rank with them if
9 they change departments with similar assignments. Rank would not follow
10 an employee who moved from an instructional position to an in-unit A&P
11 position.

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

Commented [j2R1]: Accepted Change

Commented [CR3]: 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.

12
13 **14.2 Promotion Regulations.** The regulations governing employee
14 promotion are the following:

- 15 (a) ~~For Promotion of T~~ tenured and ~~T~~ tenure-e ~~Earning F~~ aculty (UCF-
16 3.015)
- 17 (b) ~~For Promotion of F~~ full-time N non-tenure-earning, Research and
18 Clinical f aculty (UCF 3.0175)
- 19 (c) ~~For~~ Instructors and ~~Lecturers~~ Faculty Promotion (UCF 3.0176)
- 20 (d) ~~For Promotion of N~~ non-tenure-earning Instructional Designers (UCF
21 3.0177)

Commented [CR4]: BOT prefers general description of applicable regs rather than precise titles or urls that may occasionally change.

Commented [j5R4]: We agree. We will submit as appendices items.

22
23 **14.3 Cumulative Progress Evaluations.**

24 (a) Beginning with the second year of employment, Assistant
25 Professors eligible for consideration for promotion to Associate Professor
26 shall be apprised of their progress toward promotion. For example,
27 employees hired in Fall 2019-2023 or Spring 2020-2024 will receive their
28 first cumulative progress evaluation in Spring 2024-2025. The appraisal
29 shall be included as a separate component of the annual evaluation and is
30 intended to provide assistance and counseling to candidates to help them
31 to qualify themselves for promotion. Furthermore, the appraisal should be
32 based on information provided in the required documents based on any
33 criteria developed by departments/units for the tenure process. The
34 employee may request, in writing, a meeting with an administrator at the
35 next higher level to discuss concerns regarding the promotion appraisal
36 which were not resolved in previous discussions with the evaluator.

Commented [CR6]: BOT will accept UFF change with one addition.

Commented [j7R6]: Accept change

37 (b) ~~Other employees who are eligible for promotion may, at their option~~
38 ~~and upon written request, be similarly apprised of their progress toward~~
39 ~~promotion.~~ Employees eligible for promotion may request a CPE and be

40 similarly apprised of their progress toward promotion at least once prior to
41 submitting their dossier.

Commented [CR8]: Language similar to that in A10 is proposed here.
Commented [j9R8]: Reject proposed language. Keep SQ language

42
43 **14.4 Criteria.**

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

Commented [CR10]: 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 [j11R10]: Accept
Commented [CR12]: See comment above.
Commented [j13R12]: Accept

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

Commented [CR14]: 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.
Commented [j15R14]:

62
63 **14.5 Procedures.**

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

80 the procedures for notifying the employee described in this section shall be
81 followed.

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

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

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