

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 employees and administrators, assesses the employee's
7 potential for growth and scholarly contribution as well as past meritorious
8 performance.

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10 **14.2 Promotion Regulations.** The regulations governing employee
11 promotion are the following:

12 (a) Promotion of Tenure and Tenure Earning Faculty (UCF-3.015)

13 (b) Promotion of Full-time Non-tenure-earning, Research and Clinical
14 faculty (UCF 3.0175)

15 (c) Instructor and Lecturer Faculty Promotion (UCF 3.0176)

16 (d) Promotion of Non-tenure-earning Instructional Designers (UCF
17 3.0177)

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19 **14.3 Cumulative Progress Evaluations.**

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

33 (b) Employees eligible for promotion to Professor shall request a CPE
34 and be similarly apprised of their progress toward promotion at least once
35 prior to submitting their dossier.

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37 **14.4 Criteria.**

38 (a) Promotion decisions shall be a result of meritorious performance
39 and shall be based upon established criteria specified in writing by the
40 University. All affected employees shall be notified where to locate a copy

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

52 (b) The University is encouraged to review promotion criteria which
53 may exist at the University, college/school, or department/unit level to
54 ensure that such criteria are consistent with each other and that they
55 comport with the mission of the University and its various academic units.
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57 **14.5 Procedures.**

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

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

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82 **14.6 Notice of Denial.** If any employee is denied promotion, the employee
83 shall be notified in writing by the appropriate administrative official, within
84 ten days or as soon as possible thereafter, of that decision. Upon written
85 request by an employee within twenty days of the employee's receipt of
86 such decision, the University shall provide the employee with a written
87 statement of the reasons why the promotion was denied.

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89 **14.7 Instructor/Lecturer Change in Title.** If an employee with an instructor title
90 earns a terminal degree from an accredited institution in an appropriate
91 field of specialization, the employee's title shall be changed to a lecturer
92 title. The employee's rank shall remain the same (e.g., an Associate
93 Instructor shall become an Associate Lecturer) and years of service earned
94 toward eligibility for promotion to the next rank shall not be affected.