

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

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

- (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 2023 or Spring 2024 will receive their first cumulative progress evaluation in Spring 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.

(b) 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.

**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 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.