

## 6C7-3.017 Promotion of Faculty

- 1) Scope. This regulation shall apply to all ~~tenure-earning or tenured~~ assistant and associate professors.

Formatted: Highlight

The scope of this Regulation was added so the reader could quickly see who it applies to.

- 2) Policy.

Reference to the repealed Rule was removed.

- a) The University of Central Florida (UCF) adheres to the provisions of any applicable collective bargaining agreement regarding promotion procedures.
- b) There shall be sufficient discipline flexibility in interpretation of the standards for promotion so that individuals may have a reasonable expectation of fulfilling the requirements.
- c) It is the responsibility of the candidate to ensure that the promotion dossier is accurate, complete, and meets established deadlines for submission.

- d) A faculty member may apply for promotion prior to applying for tenure.

Formatted: Highlight

This is new wording that would allow a person to come up for promotion 1-3 years prior to coming up for tenure.

Formatted: Indent: Left: 36 pt, No bullets or numbering

- e) Faculty serving on promotion and tenure committees charged with reviewing and making promotion recommendations shall hold rank at or above the rank to which the candidate is applying.

Formatted: Font color: Custom Color(RGB(118,146,60))

Section "d" was moved from department, college, and university committees to reduce the number of times it is repeated.

- f) At any stage in the process, the provost's representative may put the review of the applicant's dossier on hold until all issues are resolved. If this occurs, the faculty member will be notified.

Section "e" was added to allow the university a way to deal with issues that may arise with a dossier during the process.

- g) A college, department, school, or unit may implement, with approval of the provost or provost's designee, criteria for evaluation in addition to those in subsection (4), below. Additional criteria must be recommended by a majority of the voting-eligible full-time ~~tenured~~ faculty members of the department, school, or unit; the department chair, school director, or unit head; and the dean.

Formatted: Highlight

Deleted: Note – a change was made in section (f). The word tenured was replaced by voting-eligible¶

- h) When an applicant is serving in an administrative position (e.g. chair, unit head, dean), his or her immediate supervisor shall either direct the process or appoint an appropriate person to manage the applicant's promotion process.

Section "g" was added to put current practice into writing.

### 3) Eligibility

- a) Promotion to associate professor. Promotion from assistant to associate professor calls for substantial contributions in teaching and research, as well as appropriate service contributions or other university duties. The record must demonstrate professional accomplishments beyond the doctoral or terminal degree level of the specific discipline.
- b) Promotion to professor. The rank of professor reflects not only an individual's contributions within the institution, but also denotes a status and level of significant achievement among one's disciplinary peers on a national or international level. Substantial contributions of a continuing nature in each of the areas beyond that expected of an associate professor are necessary components for the achievement of the rank of professor.

### 4) Criteria

"Criteria," which was a subsection of Eligibility, have been separated and it now covers much more. All is in line with the CBA although the wording is somewhat different. We must have a stand alone document for promotion so that non-unit people have a set of guidelines to follow that are not contained in the CBA.

- a) Promotion is awarded for meeting the qualifications for appointment to the rank or position to which the candidate applies. The criteria include increased skill in teaching, increased knowledge in the field of specialty, increased recognition as an authority in the field, and potential for continued professional growth.
- b) The university shall ensure that teaching is defined and evaluated broadly. Specifically, all types of teaching, including but not limited to lecture classes, independent studies, student mentoring, thesis and dissertation supervision, practicums, clinical oversight, experiential education, and internships shall be considered as instruction, and included within the applicant's dossier.

Teaching was defined more thoroughly in section "b" than it had been in the past.

- c) Assessment of competency in teaching and teaching effectiveness shall include evaluation of all materials provided in the candidate's dossier including but not limited to reviews of the teaching (by peers, students, administrators, and the candidates themselves); and supporting documentation (teaching-related scholarship, innovative course materials and/or teaching methodologies, curriculum development, special teaching responsibilities, teaching-related grants, awards or public recognition of teaching).

Examples of what may be assessed when examining teaching is spelled out more fully in Section “c” than it had been.

- d) As a Ph.D.-granting research university, UCF places significant emphasis on the research and scholarly activities of faculty members seeking promotion. Consideration shall be given to all evidence related to research and scholarly activity in the candidate’s dossier including, but not limited to, publications, grants, research presentations, awards, and graduate student success.

Examples of what may be assessed when examining research is spelled out more fully in Section “d” than it had been.

- e) The candidate should include evidence of sustained performance in teaching, research and scholarly activities, and service.
  - f) The recommendation by the provost to the president of an applicant for promotion signifies that the provost is satisfied that the individual will continue to make significant professional contributions to the university and the academic community at the level to which the promotion is recommended.
- 5) Procedures for Granting Promotion
- a) Candidates for promotion shall submit a dossier in accordance with the format available at [www.facultyrelations.ucf.edu](http://www.facultyrelations.ucf.edu).
  - b) Recommendation process. Recommendations for promotion to associate professor and to professor shall begin with a review(s) by the department, school or unit promotion and tenure committee; followed by reviews by the department chair, school director, or unit head; college promotion and tenure committee; college dean; university promotion and tenure committee; provost; and president. Additional reviews may be required for promotion within research centers or institutes.

The above statement allows for more than one review.

- c) All recommendations, including those made by department chairs, school directors, unit heads, deans, and committees must be complete but concise, and cite reasons for the recommendations based on evidence contained in the candidate’s dossier. Any additional information or materials used in the deliberations must be included in the dossier. ((See 5(e)(8)(b) for directions about how to add materials to a dossier.))
- d) Split votes and abstentions shall be explained within the written recommendation.

Section “c” indicates the need to base one’s vote on the materials in the dossier & to present the reasons for split votes and abstentions.

- e) Outside reviews. Each faculty member considered for promotion shall have all relevant materials, including but not limited to, documentation of one’s research

and scholarly activity and the current curriculum vitae included in their dossier. The applicant's expanded curriculum vitae and supporting documentation will be sent to an even number of at least four outside reviewers for evaluation. The outside reviewers are to be selected using the following procedures.

- 1) The department chair, school director, or unit head and the department promotion and tenure committee shall jointly nominate a panel of an even number of at least four outside reviewers; and the faculty member being considered for promotion shall nominate a panel of an even number of at least four outside reviewers. The final panel of outside reviewers shall be comprised of an even number of at least four persons: half selected by the applicant from the panel prepared by the department chair, school director, or unit head in consultation with the promotion and tenure committee, and half selected by the department chair, school director, or unit head in consultation with the promotion and tenure committee from the panel recommended by the faculty candidate. A minimum of two additional names from each list shall be ranked and designated as alternates in the event that a proposed outside reviewer does not accept the assignment or does not complete the review on time. Should a reviewer from either the applicant or the department's list be unable to complete this task, an alternate reviewer shall be chosen from the appropriate applicant or departmental list. The final composition of reviewers must include an equal number from both the applicant and the departmental lists.

Section "1" suggests that four additional outside reviewers be ranked and ready to call upon if needed. This was added to reduce the amount of times chairs must return to committees and the applicant to get further outside reviewers.

- (a) Under no circumstances shall a dissertation advisor, post-doctoral mentor, or close collaborative colleague serve as a reviewer for the applicant's case.

Following NSF & other granting agencies, Section "a" clarifies those considered to have been too closely affiliated with the candidate to serve as an objective outside reviewer.

- 2) Outside reviewers' comments shall be based upon the candidate's current professional curriculum vitae; selected materials; and department, school, or unit, college, and/or university guidelines as available. These documents shall be provided to the reviewers by the department chair, school director, or unit head in consultation with the candidate.

Note that we send guidelines as well as other materials.

- 3) In all instances, a standard letter (AA-33) provided by the Office of Faculty Affairs shall be used and modified as appropriate by the department chair, school director, or unit head for the purpose of submitting a dossier to the

outside reviewers. The candidate is not permitted to discuss their dossier with the outside reviewers.

- 4) Outside reviewers are to primarily provide comments about the significance of the candidate's research and creative activity within their discipline or area of study. However, the reviewer should provide a balanced assessment taking into consideration teaching assignments and other university duties as documented in the dossier.
- f) Dossier. When complete, recommendations for promotion in the dossier will be accompanied by supporting materials as listed below:
  - 1) Comments and recommendations completed by the department chair, school director, or unit head and the dean in a format to be provided by the Office of Faculty Affairs ([AA-18](#));
  - 2) The applicant's UCF annual performance evaluations ([AA-17](#) for in-unit or [AA-30](#) for non-unit applicants) for the period under consideration;
  - 3) If the candidate is applying for tenure and promotion to associate professor, all cumulative progress evaluations ([AA-18\[b\]](#));
  - 4) If the applicant is applying for promotion to professor, cumulative progress evaluations ([AA-18\[b\]](#)) are completed only if requested by the faculty member and are not required for inclusion in the promotion dossier;
  - 5) An evaluation and recommendation by the department, school, or unit promotion and tenure committee members ranked at or above the level sought ([AA-16](#));
  - 6) An overall summary statement and individual summary statements written by the applicant describing the candidate's teaching, research and scholarly activities, and service;
  - 7) Teaching, research and other scholarly activities, and service support materials compiled by the applicant;
  - 8) Changes in applicant dossier:
    - (a) Until the provost acts on the dossier, the candidate may update the dossier. Notices of publication acceptance or other types of new documentation are to be signed and dated by the applicant and placed in the front of the dossier. No changes to the curriculum vitae may be made after it has been sent to the outside reviewers;

Section "a" was added to more clearly define how and where new materials should be added to the dossier by the applicant.

- (b) Materials added or alterations made to the dossier by anyone other than the candidate shall be initialed, dated, and shared with the candidate, who must be given five calendar days from time of receipt to respond before the dossier moves forward.
- 9) Candidates may withdraw their dossier at any time before the provost's final action on the dossier by requesting this action in writing to the administrative level at which the dossier resides at the time of the request.
- g) Department, school, or unit promotion and tenure committees.

- 1) Department, school, or unit promotion and tenure committees shall be established within each academic unit. Each committee is charged with providing promotion and tenure recommendations to the chair, director, or unit head:

(a) All eligible ~~tenured~~ full-time associate professors shall make recommendations regarding promotion to associate professor;

(b) All eligible ~~tenured~~ full-time professors shall make recommendations regarding promotion to associate professor or professor.

Deleted: F

Formatted: Highlight

Deleted: F

Formatted: Highlight

Sections “a-b” outline the committees that can vote on promotions to either associate or professor. Note: the statement re: tenure is in the tenure regulation.

- 2) Administrators holding academic appointments and not directly supervising the candidate who meet the requirements of the previous section and who will not otherwise make a recommendation may participate on the department, school, or unit promotion and tenure committee(s).

Section “2” clarifies that administrative faculty holding academic positions may participate in the promotion process.

- 3) Faculty members serving on the college or university promotion and tenure committee and department chairs/school directors/unit heads ~~must~~ not participate in the discussion or vote on the candidate(s) applying for promotion.

Formatted: Highlight

Formatted: Highlight

Deleted: are discouraged from attending the department, school, or unit committee meetings. These faculty members may

Section “3” clarifies current practice under the sunshine law.

- 4) The committee chair shall be a member of the committee elected by majority vote of its members and shall call the committee into session to transact such business as required.
- 5) The committee shall be professional and discriminating in its decision making and base its review on consideration of the facts and supportive evidence contained in the candidate’s dossier.
- 6) The promotion and tenure committee shall prepare a written evaluation and recommendation (AA-16) for each dossier reviewed. Each committee member shall vote on each case and the result shall be recorded. Split votes and abstentions shall be explained within the written recommendation.

Section “6” again clarifies the need to explain split votes and abstentions.

- 7) The recommendation vote and the evaluation (AA-16) shall be forwarded to the department chair, school director, or unit head with the promotion dossier.
- 8) The department chair, school director, or unit head shall not participate in or vote on the department, school, or unit committee.

9) If a department, school, or unit has fewer than three faculty at or above the rank to which the candidate is applying, departments, schools, or units may add qualified voting faculty with similar academic interests with consultation among the dean; chair, director, or unit head; and the applicant.

Section "9" now requires that the applicant is made a part of the decision regarding who will sit on the committee from outside the department.

10) If any one involved in the promotion process has a personal or professional relationship that may create a potential conflict of interest with the candidate under consideration, he or she must declare the nature of the relationship before any discussion takes place. The specific nature of the relationship should be noted in any written evaluation. If after consultation, the provost's representative feels that the process would be compromised by the participation of any individual, that faculty member must recuse him or herself from discussion and voting on that particular case.

11) A committee member may only vote on dossiers that he or she has personally reviewed.

Section "10 and 11" expands the reasons that someone may be viewed as having a conflict of interest when voting on an applicant's dossier.

12) The committee chair shall forward a copy of the voting record and the committee's evaluation and recommendation (AA-16). Split votes and abstentions shall be explained within the written recommendation.

13) The department chair, school director, or unit head shall, within five calendar days, notify the candidate of the committee's evaluation and recommendation (AA-16).

14) Candidates may review the committee's evaluation and recommendation (AA-16) and provide comments on the committee's evaluation and recommendation in writing within five calendar days after receipt of notice of the committee's decision. This response shall be placed in the candidate's dossier.

g) College promotion and tenure committee:

1) Each college shall elect a promotion and tenure committee. This committee consists of one tenured professor, where available, from each department, school, or unit to function as an advisory group to the dean.

(a) Small units (i.e. those with fewer than three professors) may elect an associate professor to act as their representative, contingent upon approval from the appropriate dean. Committee members must hold the rank of professor to vote on dossiers for promotion to professor.

This section is new.

2) College representatives shall be tenured professors (where available) elected by a majority vote of voting-eligible tenured faculty in the department, school,

Formatted: Highlight

or unit. Exempted from service are faculty not eligible because of prior service within the last two years, faculty serving at the department, school or unit or university level, and faculty who are candidates for promotion.

- 3) Members of the college promotion and tenure committee shall be elected at department or unit meetings in the spring semester prior to committee service. The dean of the college or the dean's designee shall serve as the election official.
- 4) Each committee member shall serve a term of two academic years. Committee members are generally not allowed to serve two successive terms, except in departments, schools, or units with only one eligible professor. Vacancies are filled during the term in which they occur from the area of the vacating member for the remainder of that person's term.
- 5) If any one involved in the promotion process has a personal or professional relationship that may create a potential conflict of interest with the candidate under consideration, he or she must declare the nature of the relationship before any discussion takes place. The specific nature of the relationship should be noted in any written evaluation. If after consultation, the provost's representative feels that the process would be compromised by the participation of any individual, that faculty member must recuse him or herself from discussion and voting on that particular case.
- 6) A committee member may only vote on dossiers that he or she has personally reviewed.

Section "5 and 6" expands the reasons that someone may be viewed as having a conflict of interest when voting on an applicant's dossier.

- 7) Administrators holding academic appointments and who do not directly supervise the candidate and who meet the requirements of the previous section and who will not otherwise make a recommendation may participate on the college promotion and tenure committee.

Section "7" clarifies that administrative faculty holding academic appointments may participate in the promotion process.

- 8) The committee shall be professional and discriminating in its decision making and base recommendations based on consideration of the facts and supportive evidence contained in the candidate's dossier.
- 9) The dean or dean's designee convenes the first meeting to charge the committee with the assignment, assist in the election of a committee chair, and provide additional assistance as required. The committee chair shall be a member of the committee elected by a majority vote of its members, and shall call the committee into session to transact such business as required.

Section "9" was added to outline the duties of the dean's office vs the committee chair.

Deleted: ¶  
We have replaced "tenured" with voting-eligible¶

1) A quorum shall consist of the attendance of all of committee members whenever practicable. However, quorum shall not be less than the majority of the committee members and never be less than 3.

Formatted: Bullets and Numbering

Deleted: <#>all regular committee members, if practicable. ¶

10) If a committee member is unable to perform his or her duty, an alternate member may be elected, providing there is an eligible person available.

11) Committee members shall evaluate and vote on each case considered, and the result shall be recorded (AA-16). Split votes and abstentions shall be explained within the written recommendation.

Deleted: No change was made, but we may want to set the quorum lower than 100% attendance. Should quorum be defined as a supermajority – 2/3 of the members, OR majority – 51% OR more of the members or other?¶

Consistent with other sections.

12) The committee chair shall forward a copy of the committee's evaluation and recommendation (AA-16) and dossier to the dean.

13) The dean shall, within five calendar days, provide the committee's evaluation and recommendation to the candidate. The candidate may review and provide comments on the committee's evaluation and recommendation in writing within five calendar days after receipt of said notice. The candidate's response shall be placed in the candidate's promotion dossier.

h) University promotion and tenure committee:

1) The university promotion and tenure committee, a reporting committee of the Faculty Senate, shall be established to function as an advisory group to the provost. Committee members must hold the rank of professor and be active scholars within their particular disciplines.

2) The faculty from each college shall elect an eligible professor to serve a two year term.

3) Faculty are ineligible for re-election for two years following the completion of their term. Vacancies are filled during the term in which they occur from the area of the vacating member for the remainder of that person's term.

4) The provost or provost's designee convenes the first meeting to charge the committee with the assignment, assist in the election of a committee chair, and provide additional assistance as required. The committee members elect a chair at the first meeting. The committee chair is responsible for establishing the agenda and the workflow.

These sections have been added to more clearly outline the responsibilities of persons affiliated with the committee.

5) No member of the committee may be a member of a department, school, unit or college promotion and tenure committee.

6) If any one involved in the promotion process has a personal or professional relationship that may create a potential conflict of interest with the candidate under consideration, he or she must declare the nature of the relationship

before any discussion takes place. The specific nature of the relationship should be noted in any written evaluation. If after consultation, the provost's representative feels that the process would be compromised by the participation of any individual, that faculty member must recuse him or herself from discussion and voting on that particular case.

- 7) A committee member may only vote on dossiers that he or she has personally reviewed.

Section "6 and 7" are consistent with the sections on the department and college committees.

- 8) Faculty serving in administrative positions may participate on the university promotion and tenure committee.
- 9) The committee shall be professional and discriminating in its decision making and base its review on the facts and supportive evidence contained in the candidate's dossier.
- 10) The committee chair shall forward a copy of the committee's evaluation recommendation (AA-16) as a part of the dossier to Academic Affairs. A candidate's response must be submitted to Academic Affairs within five calendar days.

Section "10" outlines the current practice.

- i) All candidate dossiers, if not withdrawn, will be reviewed by the provost and the president. Final decisions shall be made by the president and rendered in writing.
  - j) Promotion will normally become effective at the beginning of the succeeding academic year.
- 6) Notice of Denial and Grievance Process.
    - a) Notice of Denial. If any employee is denied promotion, the employee shall be notified in writing by the university within ten (10) days or as soon as possible thereafter, of that decision. Upon written request by an employee within twenty (20) days of the employee's receipt of notice of denial of promotion, the university shall provide the employee with a written statement of the reasons for denial of promotion.
    - b) Grievability. An in-unit employee who receives written notice of denial of promotion may, in accordance with the provisions and requirements of the then current collectively bargained grievance procedure, contest the decision because of an alleged violation of a specific provision of the collective bargaining agreement. A non-unit employee who receives written notice of denial of promotion may, in accordance with the provisions and requirements of the university's non-unit grievance procedure Regulation 6C7-3.0132, contest the decision because of an alleged violation of university regulation, policy, or procedure. In either case, time limits for filing such grievances shall be as set forth in the applicable procedure.

| 3/18/2009

*Authority: BOG Resolution dated January 7, 2003. History–New 10/8/75, Amended 11/1/077, 9/27/79, 111483, 8485, 12985, Formerly 6C73.17, Amended 8/14/88, 8/2/89, 5/17/90, 2/8/93, 12/9/97, 3/16/03, 10/18/05.*

DRAFT