

## 6C73.017 Promotion of Faculty

### (1) Policy.

- (a) University of Central Florida adheres to the regulations of the Board of Governors governing promotion (Rule 6C5.935, F.A.C.).
- (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) A faculty member shall normally be recommended for promotion to associate professor prior to or at the same time that tenure is recommended. To save time for both faculty member and committees, the necessary papers for both will go forward simultaneously. The vote for promotion shall precede the vote on tenure at department or unit, college, and university levels.

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### (2) Eligibility.

- (a) Promotion to associate professor. Promotion from assistant to associate professor calls for substantial contributions in teaching and research, as well as acceptable service contributions or other university duties. The record must demonstrate profession accomplishment 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.
- (c) Criteria for promotion to all faculty ranks shall also consider service to public schools. Service to public schools shall be included under service or research/creative activities, as appropriate. Judgments pertaining to the decision to promote a faculty member being nominated shall include the faculty member's activities involving public schools under the following circumstances:
  1. The faculty member has been assigned such activities and has been given a reasonable opportunity to perform such activities, or
  2. The faculty member requests that such activities be included.

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### (3) Procedures for Recommending Faculty Members for Promotion.

3. a. Recommendations for promotion to associate professor will be initiated by the department chair, unit head or the faculty member and evaluated successively by the department's or unit's tenured faculty, the department chair or unit head, the college promotion and tenure committee, the college dean, the university promotion and tenure committee, the provost, and the president.

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b. Recommendations for promotion to professor will be initiated by the department chair, unit head or the faculty member and evaluated successively by the department's or unit's professors, the department chair or unit head, the college promotion and tenure committee, the college dean, the university promotion and tenure committee, the provost, and the president.

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(a) The dean of the college will initiate recommendations for promotion of department chairs or unit heads, assistant deans, and persons occupying similar positions.

(b) Recommendations by department chairs or unit heads, deans, and all committees should be brief, and cite reasons for their recommendations, including the reasons for any split votes submitted by committees.

(c) Outside review. Each faculty member being considered for promotion will have all relevant material from his/her application file submitted to an even number of at least four outside reviewers for evaluation. The outside reviewers are to be selected using the following procedures.

3. e. 1. The department chair 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 consist of an even number of at least four persons: half selected by the faculty candidate from the panel proposed by the department chair, unit head or promotion and tenure committee, and half selected by the department chair, unit head or the promotion and tenure committee from the panel composed by the faculty candidate. Two additional names from the remaining names will be designated as alternates in the unlikely event that an outside reviewer does not complete his/her review on time, with the alternate being chosen from the same panel as the original name (candidate or committee). When a department chair or unit head is under consideration for promotion, his/her dean shall appoint a person to participate in the promotion process in the role of the chair's supervisor.

1. The outside reviewer panel shall exclude the candidate's Ph.D. or post-doctoral mentors and anyone with whom the candidate has published within the past 5 years.

2. Outside reviewers' comments shall be based upon the candidate's professional curriculum vita and selected material provided jointly by the department chair or unit head and the candidate to the outside reviewers. In the event that an agreement cannot be reached as to the selected material, the department promotion and tenure committee shall adjudicate the matter.

3. In all instances, a standard letter provided by the Office of Academic Affairs shall be used by the department chair or unit head for the purpose of submitting a file to the outside reviewers. When a department chair or unit head is a candidate, his/her immediate supervisor shall handle the letters and application file distributions.

4. Outside reviewers primarily provide comments about the significance of the candidate's research and creative activity within their common discipline or area of study.

(d) When complete, recommendations for promotion will be accompanied by the supporting materials as listed below:

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<#>Recommendations for promotion to professor will be initiated by the department chair or unit head and evaluated successively by the department's or unit's professors, the department chair or unit head, the college promotion and tenure committee, the college dean, the university promotion and tenure committee, the provost, and the president.¶

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1. A nomination format that will be provided by the Office of Academic Affairs.
2. Summary evaluations completed by the department chair or unit head and the dean in a format to be provided by the Office of Academic Affairs.
3. The faculty member's UCF annual performance evaluations for the period under consideration in a format provided by the Office of Academic Affairs.
4. If the applicant is applying for promotion to Associate Professor, all cumulative progress evaluations completed by the department or unit tenured faculty, the department chair or unit head, and the dean, where applicable, in formats to be provided by the Office of Academic Affairs. If the applicant is applying for promotion to Professor, cumulative progress evaluations are completed only if requested by the faculty member and are not required for inclusion in the promotion file.
5. An evaluation and recommendation by the department or unit tenured faculty ranked at or above the level sought, where available, in a format to be provided by the Office of Academic Affairs. Evaluations and recommendations will also be made by college and university committees, in accordance with the following procedures.

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(e) Changes in applicant file:

1. The candidate may update the application file by adding materials, e.g., notice of publication acceptance, by taking documentation to the office where the file resides at the time, adding the materials along with the date and their signature to the front of the file or by making the change in writing along with the date and their signature on their curriculum vitae.
2. Any materials added to the application file by anyone other than the candidate must be shared with the faculty member, who must be given the opportunity to respond to the added materials within five days of receipt of such materials.
3. Candidates may withdraw their application file by making such a request in writing to the administrative level at which it resides at the time that the request is made.
4. At any time there is reason to believe that any materials contained in a faculty member's application file are of questionable status, the file may be tabled, that is, held at the stage in the process where the questions arise, until a thorough review of the materials can be undertaken.

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(Comment: I'm glad to move toward having the FS Personnel Committee serve as an review committee in such cases, but it will take more than having it written here. We'd probably need to have the FS Constitution changed too so I deleted it until such time that we can sort this out. Lin)

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(f) Department promotion and tenure committee:

1. Two department promotion and tenure committees shall be established within each academic department; one comprised of all tenured faculty at or above the rank of associate professor charged with the review of applications for promotion to associate professor, and a second comprised of all tenured professors charged with the review of applications for

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promotion to professor to function as advisory committees to the department chair or unit head. This committee shall consist of all tenured department or unit faculty ranked at or above the level sought by the candidate, where available. If a department or unit has fewer than three (3) tenured faculty, departments or units (normally within the respective college) can be merged for the purpose of evaluating and voting on the candidate's file. If a faculty member is a candidate for promotion and/or tenure, that individual shall not be eligible to serve on the committee. Department promotion and tenure committee members must remove themselves from voting and be replaced by an alternate in the following cases:

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- a. Where there is a conflict of interest, or
  - b. If in their judgment, personal factors might impair their objectivity regarding an individual applicant.
2. 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. The committee shall, at the request of the department chair or unit head, review the evaluation folders of faculty under consideration for a change of status. The department or unit may designate, with approval of the provost, criteria for evaluation in addition to those in subsection (2), above. Additional criteria must be approved by a majority of the tenured fulltime faculty members of the department or unit, the department chair or unit head, and the dean. If a department or unit has fewer than three (3) tenured faculty, departments or units (normally within the respective college) can be merged. The committee will be professional and discriminating in its decision making and will make its review based on consideration of facts and supportive evidence contained in the candidate's application file.
  3. An evaluation and recommendation of the candidate by the appropriate faculty shall be completed for each faculty member evaluated. Each committee member shall vote on each case considered, and the result shall be recorded. Each evaluation and recommendation must be accompanied by an explanation of the committee's action.
  4. The committee chair shall forward to the department chair or unit head the following:
    - a. A copy of the record of attendance and the committee's evaluation and recommendation; and promotion application file; and
    - b. The promotion application file. The committee shall also designate one of its members, usually the committee chair, to orally report the basis for the committee recommendation to the department chair or unit head and to the college promotion and tenure committee, if requested by either.
  5. The department chair or unit head shall, within five calendar days, notify the faculty candidate of the committee's evaluation and recommendation.
  6. Evaluated faculty members may review the committee's evaluation and recommendation. Evaluated candidates choosing to provide comments on

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the committee's evaluation and recommendation may do so in writing within five calendar days after receipt of notice of the committee's decision and this response shall be placed in the candidate's evaluation file.

(g) College promotion and tenure committee:

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1. A college promotion and tenure committee consisting of one tenured faculty member at the rank of professor, where available, from each department or unit shall be established within each college to function as an advisory group to the dean. Each committee member shall serve a term of two academic years. Terms shall be staggered to provide for continuity and uniformity of committee action. Committee members are not allowed to serve two successive terms, except in departments or units with only one eligible professor.
2. Each department or unit shall elect a representative to the college promotion and tenure committee. Small units (i.e. those with fewer than three tenured faculty members) shall elect a representative to the college promotion and tenure committee only when a member of the respective unit is applying for promotion and/or tenure, contingent upon approval from the appropriate dean. Representatives shall be tenured professors (where available) elected by majority vote of tenured and tenure-earning faculty of the department or unit. Exempted from service on college promotion and tenure committees are faculty not eligible because of prior service and faculty who are candidates for promotion and/or tenure.
3. Members of the college promotion and tenure committee shall be elected at department or unit meetings in the spring semester. The dean of the college shall serve as the election official. College promotion and tenure committee members must remove themselves from voting and be replaced by an alternate in the following cases:
  - a. Where there is a conflict of interest, or
  - b. If in their judgment personal factors might impair their objectivity regarding an individual applicant.
4. 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. A quorum shall consist of the attendance of all regular committee members. In case of serious or prolonged illness, an alternate member will serve.
5. The committee shall, at the request of the dean, review those credentials submitted by the department chairs or unit heads for consideration of faculty change of status. The college may designate, with approval of the provost, additional criteria for evaluation at the college-wide level in addition to those in applicable regulations. Such additional criteria must be approved by a majority of the tenured faculty members of the college and its dean. The committee will be professional and discriminating in its decision making and will make its review based on consideration of the facts and supporting evidence contained in the application file, including the evaluations and recommendations in the file.

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6. Faculty shall complete an evaluation and recommendation for each candidate for promotion. Each committee member shall vote on each case considered, and the result shall be recorded. Each evaluation and recommendation must be accompanied by an explanation of the committee's action. Evaluations and recommendations shall not be an order ranking.
7. The committee chair shall forward to the dean the following:
  - a. A copy of the record of attendance and the committee's evaluation and recommendation; and
  - b. The promotion application file.
8. The dean shall, within five calendar days, notify the candidate and advise that they may review the evaluation and recommendation of the college promotion and tenure committee. Evaluated candidates choosing to provide comments on the committee's evaluation and recommendation may do so in writing within five calendar days after receipt of notice of the committee's decision, and this response shall be placed in the candidate's application file.

**(i) University promotion and tenure committee:**

1. The university promotion and tenure committee shall be established to function as an advisory group to the provost. The university promotion and tenure committee is a reporting committee of the Faculty Senate. It shall consist of tenured faculty members who hold the rank of professor and who are active scholars within their particular fields. Committee members shall be elected by the tenured and tenure-earning faculty in each college for staggered two year terms. Each college shall have one member. The committee chair is elected by the committee. No member of the committee may be a member of a college promotion and tenure committee. 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. The committee membership will be a matter of public record. University promotion and tenure committee members must remove themselves from voting and be replaced in the following cases:
  - a. Where there is a conflict of interest or
  - b. If in their judgment personal factors might impair their objectivity regarding an individual applicant.
2. The committee shall, upon request of the provost, review the evaluation folders of faculty under consideration for change of status. In this review, the committee will rely upon the same criteria used by the department promotion and tenure committee and the college promotion and tenure committee. It will be professional and discriminating in its decision making and will make its review based on consideration of the facts and supporting evidence in the application file including the evaluations and recommendations in the file.
3. The committee chair shall forward to the provost the following:
  - a. A copy of the record of attendance,
  - b. The committee's evaluation recommendation,

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- c. A copy of a form informing the faculty member of the committee's evaluation and recommendation and advising the candidate that any response must be submitted within five calendar days,
- d. The promotion application file.

(4) Promotion Decision and Notification.

- (a) The evaluation process begins with the department's or unit's promotion and tenure committee and proceeds through to the department chair or unit head, the college promotion and tenure committee, the dean, the university promotion and tenure committee, the provost and the president. All evaluations and recommendations will be forwarded successively, and the faculty member will receive a notice of each evaluation and recommendation and to which the applicant has five days to respond in writing, at the time it is forwarded.
- (b) All candidates, whose application files are not withdrawn, will be reviewed by the provost and the president. Final decisions shall be made by the president and rendered in writing.
- (c) Promotions will normally become effective at the beginning of the succeeding academic year.

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*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.*

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