

6C7-## PROMOTION OF NON TENURE-EARNING ASSISTANT AND ASSOCIATE PROFESSORS

- 1) **Scope.** This regulation shall apply to all full-time non tenure-earning research and clinical faculty at the rank of Assistant Professor and above who are not otherwise covered by the Collective Bargaining Agreement.
- 2) **Policy.**
 - 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) Faculty serving on promotion committees charged with reviewing and making promotion recommendations shall hold rank at or above the rank to which the candidate is applying.
 - e) At any stage in the process, the provost's representative may put the review of the applicant's dossier on hold until any and all issues that arise are resolved. If this occurs, the faculty member will be notified.
 - f) A college, department, school, center, or unit may implement or modify, with approval of the provost or provost's designee, criteria for evaluation in addition to those in subsection (4) below.
 - g) 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.
- 3) **Eligibility.**
 - a) Promotion to associate professor. Promotion from assistant to associate professor calls for substantial demonstration of professional accomplishments beyond the doctoral or terminal degree level of the specific discipline. The degree of teaching, research or scholarly/creative activity, and service shall be appropriate to the candidate's home unit and his/her assigned duties.
 - 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 assigned areas beyond that expected of an associate professor are necessary components for the achievement of the rank of professor.

4) Criteria.

- a) Promotion is awarded when the respective committees concur that the candidate meets the qualifications for appointment to the rank to which the candidate applies. The criteria include, as appropriate, 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, as appropriate to the candidate's assigned duties, 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 instruction, and included within the applicant's dossier.
- c) Assessment of competency in teaching and teaching effectiveness, as appropriate to the candidate's position, 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).
- d) As a Ph.D.-granting research university, UCF places significant emphasis on the research or scholarly/creative activities of faculty members seeking promotion, as appropriate. Consideration shall be given to all evidence related to research or scholarly/creative activities in the candidate's dossier including, but not limited to publications, grants, research presentations, awards, clinical contributions, and other successes.
- e) The candidate should include, as appropriate, evidence of sustained performance in teaching, research or scholarly/creative activities, service, and other assigned duties in the dossier.
- 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 on the Faculty Affairs web site.
- b) Recommendations for promotion to associate professor and to full professor shall begin with a review(s) by the department, school, center, or unit promotion committee; followed by reviews by the department chair or school/center director, or unit head; college/unit promotion committee; college dean or vice president; university promotion committee; provost; and president.
- c) All recommendations, including those made by department chairs, school/center 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(f)(7)(a, b) below for directions about how and where to add materials to a dossier.)
- d) Split votes and abstentions shall be explained within the written recommendation. (Refer to Faculty Affairs)
- e) **Outside reviews.** Faculty considered for promotion shall have all relevant materials, including but not limited to, documentation of one's research or scholarly/creative activities, and the current curriculum vitae included in their dossier. *If relevant to the position*, 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/center director, or unit head and the department/unit promotion 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 individuals: half selected by the applicant from the panel prepared by the department chair, school/center director, or unit head in consultation with the promotion committee, and half selected by the department chair, school/center director, or unit head in consultation with the promotion committee from the panel recommended by the faculty candidate. A minimum of two additional names, beyond those already identified, 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.

- 2) Under no circumstances shall a dissertation advisor, post-doctoral mentor, or close collaborative colleague serve as a reviewer of the applicant's materials.
 - 3) Outside reviewers' comments shall be based upon the candidate's current professional curriculum vitae; selected materials; and department, school, center, unit, college, and/or university guidelines, as available. These documents shall be provided to the reviewers by the department chair, school/center director, or unit head in consultation with the candidate.
 - 4) In all instances, a standard letter provided by the Office of Faculty Affairs shall be used and modified, as appropriate, by the department chair, school/center 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.
 - 5) Outside reviewers are to primarily provide comments about the significance of the candidate's research or scholarly/creative activities within their discipline or area of study. However, the reviewer should provide a balanced assessment taking into consideration teaching assignments and other assigned 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) Copies of all existing university, college, and department/school/unit promotion guidelines;
 - 2) Comments and recommendations completed by the department chair, school/center director, or unit head and the dean in a format to be provided by the Office of Faculty Affairs;
 - 3) The applicant's UCF annual performance evaluations for the period under consideration;
 - 4) An evaluation and recommendation by the department, school, center, or unit promotion committee members ranked at or above the level sought;
 - 5) An overall summary statement and individual summary statements written by the applicant describing his/her teaching, research or scholarly/creative activities, and service;
 - 6) Teaching, research or scholarly/creative activities, and service support materials compiled by the applicant;

- 7) 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 placed in the dossier.
 - (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 to the entry before the dossier moves forward.
- 8) Candidates may withdraw their dossier at any time prior to the provost's final action on the dossier by requesting this action in writing to the administrative level where the dossier resides at the time of the request.

g) Department, school, center, or unit promotion committees.

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

When possible:

- (a) All full-time tenured and non tenure-earning associate and full professors shall make recommendations regarding promotion to associate professor.
 - (b) All full-time tenured and non tenure-earning full professors shall make recommendations regarding promotion to full professor.
 - (c) In instances when (a) and (b) above cannot be met, the committee composition shall be determined by the department chair/school director/unit head in cooperation with the dean or vice president and with the approval of the provost or provost's designee. (Refer to p.5 of Promotion and Tenure Regulations.)
- 2) Administrators holding faculty appointments who do not directly supervise the candidate, who meet the requirements of the previous section, and who will not otherwise make a recommendation may participate on the department/school/center/unit promotion committee.
 - 3) Faculty members serving on the college promotion committee and department chairs, school/center directors, and unit heads must not

participate in the discussion or vote on the candidate(s) applying for promotion.

- 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 committee shall prepare a written evaluation and recommendation 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.
- 7) The recommendation and the evaluation shall be forwarded to the department chair, school/center director, or unit head along with the promotion dossier.
- 8) Under no circumstances shall a committee be comprised of fewer than three persons.
- 9) If anyone 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 and the provost's representative shall be informed about this potential conflict of interest. The specific nature of the relationship must be noted in the information provided to the provost's representative and 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 himself/herself from discussion and voting on that particular case.
- 10) A committee member may only vote on dossiers that he or she has personally reviewed.
- 11) The committee chair shall forward a copy of the voting record and the committee's evaluation and recommendation to the department chair, school/center director, or unit head. Split votes and abstentions shall be explained within the written recommendation.
- 12) The department chair, school/center director, or unit head shall, within five calendar days, notify the candidate of the committee's evaluation and recommendation.

- 13) Candidates may review the committee's evaluation and recommendation 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.

h) College/unit promotion committee.

- 1) Each college/unit shall elect a promotion committee. If practicable, this committee consists of at least three full professors, at least one of whom should be tenured.
- 2) College/unit representatives shall be professors elected by a majority vote of the tenured and non tenure-earning faculty in the college/unit. Exempted from service are faculty not eligible because of prior service within the last two years, faculty serving at the department, school, center, or unit level, and faculty who are candidates for promotion. In instances where this is not possible, a special election shall be established by the dean's/vice president's representative with approval of the provost or provost's designee.
- 3) Members of the college/unit promotion committee shall be elected at department or unit meetings in the spring semester prior to committee service. The dean/vice president or designee shall serve as the election official.
- 4) Each committee member shall serve a term of two years. Committee members are generally not allowed to serve two successive terms, except when elected from departments, schools, centers, 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 anyone 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 and the provost's representative shall be informed about this potential conflict of interest. The specific nature of the relationship must be noted in the information provided to the provost's representative and 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 himself/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.

- 7) Administrators holding faculty appointments who do not directly supervise the candidate, 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.
- 8) The committee shall be professional and discriminating in its decision making and base recommendations on consideration of the facts and supportive evidence contained in the candidate's dossier.
- 9) The dean/vice president or 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.
- 10) A quorum shall consist of the attendance of all of the committee members, when practicable. However, a quorum may consist of the attendance of the majority of the committee members but never shall be less than three.
- 11) Committee members shall evaluate and vote on each case considered, and the result shall be recorded. Split votes and abstentions shall be explained within the written recommendation.
- 12) The committee chair shall forward a copy of the committee's evaluation and recommendation and dossier to the dean.
- 13) The dean/vice president 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 their promotion dossier.

i) University promotion committee.

- 1) Each college/unit shall elect a faculty member to serve on the university promotion committee. If practicable, this committee consists of at least three tenured and non tenure-earning faculty members holding the rank at or above the rank to which candidates are applying.
- 2) University committee members shall be professors elected by a majority vote of the tenured and non tenure-earning faculty in the college/unit. Exempted from service are faculty not eligible because of prior service within the last two years, faculty serving at the department, school, center, or unit level, college/unit level, and faculty who are candidates for promotion. In instances where this is not possible, a special election shall be established by the dean's representative with approval of the provost or provost's designee.

- 3) Members of the university promotion committee shall be elected at department or unit meetings in the spring semester prior to committee service. The dean/vice president or designee shall serve as the election official.
- 4) Each committee member shall serve a term of two years. Committee members are generally not allowed to serve two successive terms. 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 anyone 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 and the provost's representative shall be informed about this potential conflict of interest. The specific nature of the relationship must be noted in the information provided to the provost's representative and 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 himself/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.
- 7) Administrators holding faculty appointments who do not directly supervise the candidate, 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.
- 8) The committee shall be professional and discriminating in its decision making and base recommendations on consideration of the facts and supportive evidence contained in the candidate's dossier.
- 9) The provost or 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.
- 10) A quorum shall consist of the attendance of all of the committee members, when practicable. However, a quorum may consist of the attendance of the majority of the committee members but never shall be less than three.
- 11) Committee members shall evaluate and vote on each case considered, and the result shall be recorded. Split votes and abstentions shall be explained within the written recommendation.

- 12) The committee chair shall forward a copy of the committee's evaluation and recommendation and dossier to Faculty Affairs.
 - 13) Faculty Affairs 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 the notice. The candidate's response shall be placed in their promotion dossier.
- j) 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.
 - k) Promotion will normally become effective at the beginning of the succeeding academic year.
 - l) **Notice of Denial and Grievance Process.**
 - 1) **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.
 - 2) **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.

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