

## MEMORANDUM

**Date:** October 6, 2008  
**TO:** Members of the Steering Committee  
**FROM:** Manoj Chopra  
Chair, Faculty Senate

**SUBJECT: STEERING COMMITTEE MEETING on October 9, 2008**

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Meeting Date: Thursday, October 9, 2008  
Meeting Time: 4:00 – 6:00 p.m.  
Meeting Location: Student Union Pensacola Board Room 222

## AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Minutes of** *September 18, 2008*
4. **Announcements and Recognition of Guests**
5. **Old Business**
  - None
6. **New Business**
  - Provost's update
  - Webcourses Issues – Dr. Kassab and Chopra
  - Revisions to Promotion and Tenure Policies from Personnel Committee
  - Academic Calendar Committee Recommendations – Dr. Mark Poisel
7. **Standing Committee Reports**
  - Budget and Administrative Committee – Dr. LiKamWa
  - Graduate Council – Dr. Kassab
  - Personnel Committee – Dr. Leigh
  - UPCC – Dr. Pennington
8. **Other**

*Faculty Senate Steering Committee Meeting*  
**September 18, 2008**

Dr. Manoj Chopra, Faculty Senate Chair, called the meeting to order at 4:05 p.m. The roll was circulated for signatures. The minutes of August 14, 2008 were approved as recorded by unanimous vote.

**Steering Officers Present:** Drs. Chopra, Cook, Jewett, and Chase.

**Steering Committee Members Present:** Drs. Belfield, Covelli, Gause, Gunter, Kamrath, Kassab, Kaufman, Koons, Kovach, Leigh, LiKamWa, Lynxwiler, Nutta, and Pennington.

**Administrators Present:** Provost Terry Hickey, Drs. Alison Morrison-Shetlar, Patricia Bishop, and Diane Chase.

**Steering Committee Members Not Present:** Drs. Daniell and Quigley.

**Recognition of Guests:** Greg Schuckman, Director, Federal Relations; Robyn Sidersky, Intern, Orlando Business Journal.

**Announcements**

Federal Relations update – *Greg Schuckman reporting*

Mr. Greg Schuckman, Director of Federal Relations, coordinates UCF activities in Washington. He spoke about the Federal priority process, now underway. No appropriations bills have passed yet even though fiscal year will start October 1 and thus there will most likely be continuing resolutions to allow spending at the current level at least through early next year. Mr. Schuckman discussed the difference between authorization (creating programs and suggesting spending levels) and appropriations (actually allocating money). No new initiatives are being put forth from UCF this year because of the continuing resolutions. UCF has six primary appropriations requests: marine coastal research, *in vitro* lung, patient safety, biofuels, x-ray photonics, and solar power. Federal Relations will be bringing some federal officials (such as from NIH) to UCF this coming year to familiarize them with UCF's growth and success.

Provost's Update

The 2009-2010 budget situation is still unclear. The state government has used 600 million dollars in trust fund money to help close the deficit for this year. The provost is hopeful that the 6% escrowed will see UCF through the tough budget year 2008-2009. Statewide, 2009-2010 is expected to be the worst, with a projected deficit of 3.5 billion. To date, each billion dollar state shortfall has meant a 4% cut to the State University System. Lottery revenues are also stagnant or declining. More will be clear after the elections.

A question was raised on the status of the collective bargaining for raises, and the letter from the United Faculty of Florida suggesting that the raise is being tied to other more objectionable measures. The provost is hopeful that a memo of understanding will be reached, but cannot address specifics of bargaining issues. He recommended that faculty contact the union.

A follow-up question was asked regarding the higher raises being offered at FSU and UF. The provost replied that other schools are better funded, and UCF is being fiscally conservative in an effort to prevent future layoffs.

The provost was asked to clarify the purpose of the 96 million dollars in reserve funds. He explained that there are commitments and obligations on much of that money for things including student financial aid, auxiliaries, and housing bonds. Another portion of the funds is the colleges' carry forward reserves.

### **New Business**

#### Married couple service on Thesis or Dissertation Committees – *Dr. Chopra reporting*

One college is attempting to enforce an internal policy that prohibits married couples from serving together on thesis or dissertation committees. Graduate Studies suggests that such service can be managed to preclude difficulties for students, and does not know why a college would forbid it outright. If such a policy were enacted, it could possibly be considered discrimination on the grounds of marital status.

Dr. Cook stated that the senate does not have all of the information and so this issue is not ready to be discussed in detail in the Faculty Senate. Dr. Chopra explained that he brought this to the committee due to the time sensitive nature of the issue and the potential harm to a student in that college, who is ready to graduate and was told that the committee is invalid. Dr. Bishop offered to have Graduate Studies deal with the issue on an administrative level to rectify the situation and will report back to Steering. The Provost stated that faculty are professionals, and can be assumed to work together without conflict. If conflict is an issue, one should recuse him or herself.

#### Advisory Council of Faculty Senates – *Dr. Cook reporting*

Drs. Chopra, Cook, and Arlen Chase attended the Advisory Council of Faculty Senates meeting. The budget review by the Chancellor's staff was very pessimistic. The Chancellor is optimistic that they will extend differential tuition to all universities in the State University System. Statewide, there are issues regarding the jurisdiction of campus police, and whether arrests made off-campus are valid. The statewide distance learning taskforce will make recommendations and will be a repository of resources. The State College System includes many community colleges that will or have changed over to offer 4 year degrees. Details regarding common course numbering, accepting and transferring credits are being worked out, and two statewide boards are addressing this. The State College System will exist parallel to the State University System, but will not offer graduate degrees. Details regarding the implementation of the textbook affordability bill are being worked out, including how to implement aid to poor students to help them afford textbooks. Guidelines for the bill are required to be in place by March of next year. Changes in the GI bill might mean more veterans coming to universities, which is a possible new source of revenue.

The provost added an update regarding Courtelis state matching funds for private donations for brick and mortar projects. This year, no funds were made available, and universities can't spend the first dollar on some of these projects until the match has come through.

### Standing Committee Liaisons

Liaisons were determined for the Standing Committees. These are:

UPCC – Dr. Bob Pennington

Budget and Administrative – Dr. Patrick LiKamWa

Personnel – Dr. Bill Leigh

Graduate Council – Dr. Alain Kassab (Program Review)

Dr. Cook gave an update on the Committee on Committees. Some senators don't yet have committee assignments because they haven't indicated a preference. If they don't do so, they will be appointed to a committee. Additionally, a COHPA representative has to be elected to the Steering committee.

Dr. Chopra asked Steering members to let him know if they have items for Steering or Senate meetings, and to make their constituents aware that they can bring issues up to be brought to committees. Specifically, information items or policy questions for the standing committees should first be brought to Steering. They will then be referred to the appropriate committee. Email items in advance if possible.

A request was made that links be put on the Faculty Senate website for the Standing Committees and that minutes of the committees be made available as well. Lisa Sklar will work on accomplishing this.

Dr. Cook noted that we have a new Constitution, and if anyone sees something in the Constitution that should be changed they should report it to her.

### **Adjournment**

Motion to adjourn was made and seconded. The meeting adjourned at 5:20 p.m.

## 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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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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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 or unit head and promotion and tenure committee, and half selected by the department chair or unit head and the promotion and tenure committee from the panel proposed by the faculty candidate. 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.		
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## 6C73.011 Tenure.

(1) Scope. This regulation shall apply to all tenure-track faculty members.

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(2) General Policy. The award of tenure shall provide annual reappointment until voluntary resignation, retirement, removal for just cause, or layoff.

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(a) University of Central Florida adheres to the Board of Governors Rules 6C5.940, F.A.C., governing tenure and permanent status.

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(b) University of Central Florida adheres to the provisions of any applicable collective bargaining agreement regarding tenure procedures.

(c) There shall be sufficient discipline flexibility in the interpretation of the standards for tenure so that individuals have a reasonable expectation of fulfilling the requirements.

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(d) : A faculty member will normally go up for tenure at the sixth year of continuous service unless going up early or a credit towards tenure is granted at the time of appointment at UCF.

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(e) A faculty member shall be recommended for promotion to associate professor prior to or at the same time tenure is recommended. To save time for both faculty members and committees, the application for both status changes shall proceed simultaneously. The vote for promotion shall precede the vote on tenure at department or unit, college, and university levels.

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(f) If an employee has at least four (4) years of tenure-earning credit as of the effective date of a modification to the tenure criteria, the employee shall be evaluated for tenure under the criteria as it existed prior to modification unless the employee notifies the university at least thirty (30) days prior to the commencement of the tenure consideration that he/she chooses to be evaluated under the newly adopted criteria.

(g) Tenure, with full rights and responsibilities, may be held in one or more units in situations in which faculty have made significant contributions in more than one tenure granting unit. A Memorandum of Understanding must be in place between the units prior to, or at the same time, tenure is granted.

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(3) Tenure Criteria.

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(a) "Tenure is awarded upon the demonstration of highly competent performance. Tenure criteria shall address the areas of teaching; research and other scholarly activities; and service to the public, the discipline, and the university including those professional responsibilities consistent with faculty status. These criteria shall take into account the mission and needs of the institution and shall place appropriate emphasis upon teaching and teaching-related scholarship. In this regard, the institution shall ensure that teaching is evaluated broadly, including assessments by peers and students, and that teaching performance is prominently considered in the award of tenure." (paragraph 6C5.940 (1)(b), F.A.C.)

(b) "The recommendation of an employee for tenure shall signify that the president is satisfied the employee will continue to make significant professional contributions to the university and the academic community. Upon recommendation by the president and approval by the Board of Trustees, tenure shall be awarded." (paragraph 6C5.940(1)(j), F.A.C.)

- (c) Tenure is an employment classification achieved by the faculty member and shall be based on demonstrated ability and performance in the areas of teaching, research, other scholarly activities, and service. For tenure, performance over the entire term of appointment at UCF shall be considered. For candidates with prior credit towards tenure, performance before appointment at UCF shall also be considered.
- (d) The quality, quantity, and consistency of such performance must provide evidence of the candidate's value to the university and assurance of potential for the future.
- (e) In general, the standards of performance expected for tenure in teaching, research, scholarship, and service shall be the same as for the rank the candidate shall hold for the year in which tenure shall be awarded.
- (f) Candidates for tenure shall have demonstrated effectiveness in teaching.  
*Assessment of competency in teaching and teaching effectiveness can include evaluation of teaching by peers, students, administrators, and the candidates themselves as well as teaching-related scholarship. Other modes of assessing competency in teaching and teaching effectiveness can include development of innovative course materials and teaching methodology, curriculum development, special teaching responsibilities, awards or other public recognition of teaching, and other teaching related activities.*
- (g) It is the responsibility of the candidate to ensure that the tenure file is accurate and complete.

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(4) Procedure for Granting Tenure.

- (a) At the time a faculty member becomes eligible for tenure consideration, he/she shall submit an application file in accordance with the application format that is available in the Office of Academic Affairs. Normally, a faculty member will consult with the appropriate department chair or unit head before submitting an application. However, a faculty member may submit an application without an endorsement from the department chair or unit head.
- (b) Outside review: Each faculty member being considered for tenure shall 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:
  1. The department chair or unit head and the department promotion and tenure committee shall jointly nominate a panel of at least four outside reviewers; and the faculty member being considered for tenure shall nominate a panel 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 or unit head and the promotion and tenure committee, and half selected by the chair and the promotion and tenure committee from the panel proposed by the faculty candidate. When a department chair or unit head is under consideration for tenure, his/her dean shall appoint a person to participate in the tenure process in the role of the department chair's or unit head's supervisor.
  2. Outside reviews shall be required for all tenure candidates.

3. Outside reviewer's comments shall be based upon a professional resume and relevant 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 on the relevant material, the department promotion and tenure committee shall adjudicate the matter.
  4. 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 material for outside review. When a department chair or unit head is a candidate, his/her immediate supervisor shall handle this process.
  5. Outside reviewers primarily provide comments about the significance of tenure candidate's research and creative activity within their common discipline or area of study.
- (c) A committee consisting of all tenured department and unit faculty members, where available, shall meet to evaluate and make a recommendation on the candidate's application for tenure. The recommendation vote and the evaluation shall be forwarded with the tenure application. The department chair or unit head shall not vote on this department committee. If a department or unit has fewer than three tenured faculty, departments or units (typically, from within the respective college) can be merged for tenure votes.

(d) Faculty candidates appointed at UCF with tenure will submit an application file in a format provided by the Office of Academic Affairs. A committee consisting of all tenured department or unit faculty members, where available, shall meet to evaluate and make a recommendation on the candidate's application for tenure.

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(e) The tenure application shall be evaluated by the candidate's department or unit promotion and tenure committee, the appropriate 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. The tenure application shall be approved by the president before it can be submitted to the Board of Trustees.

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(f) The evaluation and recommendation provided to the Board of Trustees shall be accompanied by supporting materials as listed below:

1. An application file in a format provided by the Office of Academic Affairs.
2. All annual evaluations and cumulative progress evaluations completed by the department or unit tenured faculty, the department chair or unit head, and the dean over the entire term of appointment at UCF; for candidates with prior credit towards tenure, performance before appointment at UCF.
3. Annual assignments for at least the prior five (5) years at UCF, or such years, if fewer than five (5), that the faculty member has been at UCF. The faculty member may supplement this submission with annual assignments from other accredited universities.
4. The evaluations and recommendations of the candidate by the department or unit faculty, the department chair or unit head, the college promotion and tenure committee, the dean and the university promotion and tenure committee in a format provided by the Office of Academic Affairs.

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(g) The evaluation sequence begins with all tenured faculty in the department or unit, and proceeds to the department chair or unit head, the college committee, the college dean, the university committee, and then to the provost and the president. All evaluations and recommendations shall be forwarded successively, and the faculty member shall receive a notice of each evaluation and recommendation at the time it is forwarded. Written comments can be included in the tenure application file in response to evaluations and recommendations made by the department committee, the department chair or unit head, the college committee, the dean, and the university committee if provided within five (5) days of the date of notification of each evaluation and recommendation.

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(h) If the president approves the candidate's application for tenure, the nomination shall be forwarded to the Board of Trustees for action. The university shall provide the nominee with a written report of the final action taken by the Board of Trustees on their application for tenure.

(i) Notice of Denial. If any employee is denied tenure, 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 tenure, the university shall provide the employee with a written statement of the reasons why tenure was denied.

(j) Grievability. An in-unit employee who receives written notice of denial of tenure 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 tenure may, in accordance with the provisions and requirements of the University's non-unit grievance procedure Regulation 6C73.0132, contest the decision because of an alleged violation of University rule, policy, or procedure. In either case, time limits for filing such grievances shall be as set forth in the applicable procedure.

*Authority: BOG Resolution dated January 7, 2003. History—New 10875, Amended 11/10/77, 4/30/81, 8/4/85, Formerly 6C73.11, Amended 8/14/88, 8/2/89, 3/11/93, 9/15/96, 12/9/97, 3/16/03, 10/18/05.*

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