

**ARTICLE 6 – APPOINTMENT & PROMOTION**

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21 **6.1 General Principles.**

22       **(a)** The University and UFF recognize that Florida Polytechnic University is a new  
23 institution, and as such, both parties accept that flexibility is required as we develop  
24 an excellent faculty through the process of appointment and promotion. The  
25 University and UFF share the desire to improve the quality of the University in all  
26 areas, but particularly in the execution of teaching, research, and service by the  
27 faculty. This article balances a recognition of the University’s unique history,  
28 newness, and current situation with a shared desire for continuous improvement.

29       **(b)** Faculty are defined as individuals whose primary responsibilities include teaching,

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1 service, and where applicable, research. Faculty included in this contract are  
2 designated by ranks of Instructor, Senior Instructor, Assistant Professor, Associate  
3 Professor, and Professor.

4 (c) The University and UFF further recognize that reappointment and promotions are  
5 an important method by which the University recognizes excellence and rewards  
6 its employees' contributions to advancing the mission of the University.

7 (d) Reappointment and promotion decisions are not determined by any sole factor and  
8 are based upon a careful and rigorous assessment that relies upon faculty and  
9 administrative review of:

10 (1) a faculty member's demonstrated teaching, scholarship, research service  
11 contributions, and other work duties, as relevant, at the University;

12 (2) the assessment of the faculty member's continued positive contribution to  
13 their department and the University, and;

14 (3) the faculty member's potential for continued appropriate contributions and  
15 growth.

16 (e) Elements critical to the promotion process include, but may not be limited to:

17 (1) a faculty member's annual performance evaluations;

18 (2) a significant and careful review of credentials by a set of faculty that hold  
19 at least the rank sought by the Candidate;

20 (3) an external set of recommendations appropriate for that faculty member  
21 (excluding instructors and academic professionals) by subject matter  
22 experts in the Candidate's field, and;

23 (4) administrative review.

24 (f) Every Candidate for reappointment and/or promotion will be fairly evaluated, and  
25 the evaluation process will be maintained to the highest degree of integrity.

26 (g) Non-reappointments shall not be made in an arbitrary or capricious manner.

27 **6.2 Employment Contract.**

28 (a) All appointments will be made on the University employment contract and signed  
29 by the President or designee, and the employee.

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1 (b) No appointment or assignment will create any right, interest, or expectancy in any  
2 other appointment or assignment beyond its specific terms, except as provided in  
3 this Agreement.

4 (1) No special commitment or conditions offered to new hires shall bind the  
5 University indefinitely.

6 (2) A special commitment or condition will be observed unless it is no longer  
7 financially or logistically feasible or circumstances have changed enough  
8 that it is no longer in the legitimate interests of the University.

9 (3) If the university decides not to observe a special commitment or condition,  
10 the university will inform the employee in a timely manner. Upon the  
11 employee's request, the university will provide a written justification of its  
12 decision not to observe the special commitment or condition.

13 (c) Appointments expire on the date set forth in the faculty member's employment  
14 contract. No further notice of cessation of employment is required, unless otherwise  
15 provided in this Agreement.

16 (d) If the University intends to offer a faculty member reappointment, the University  
17 will inform the faculty member by August 15 following the academic year in which  
18 the reappointment review was conducted.

19 (e) Resignation.

20 (1) An employee who wishes to resign has the professional obligation, when  
21 possible, to provide the University with sufficient notice to avoid  
22 scheduling and classroom disruptions or, where the employee does not have  
23 an instructional assignment, a minimum of four (4) weeks' notice.

24 (2) Upon resignation, all consideration for reappointment and promotion will  
25 cease.

26 **6.3 Faculty Appointment and Reappointment Contract Duration.**

27 (a) Contract duration for faculty appointments and reappointments are as follows:

28 (1) Instructor

29 a. Initial Contract duration: two (2) years

30 b. Reappointment Contract duration: two (2) years.

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- 1                           c.     Promotion Contract duration: Faculty promoted from Instructor to
- 2                                     Senior Instructor shall receive an initial appointment contract
- 3                                     duration of (3) years.
- 4                   (2)     Senior Instructor
- 5                           a.     Initial contract duration: three (3) years
- 6                           b.     Reappointment contract duration: three (3) years
- 7                   (3)     Assistant Professor.
- 8                           a.     Initial Contract Duration: three (3) years.
- 9                           b.     Reappointment Contract Duration: three (3) years.
- 10                          c.     Promotion Contract duration: Faculty members promoted from
- 11                                     Assistant to Associate Professor shall receive an appointment
- 12                                     Contract duration of six (6) years
- 13                   (4)     Associate Professor
- 14                           a.     Initial Contract Duration: three (3) years, unless the University
- 15                                     determines that an initial term of four (4) or five (5) years is
- 16                                     appropriate or warranted. The reason for a longer initial term shall
- 17                                     be provided to the UFF upon request.
- 18                           b.     Reappointment Contract Duration:
- 19                                     1.     Three (3) years based upon a Preliminary Review (see
- 20                                     Section 6.7(a)(1)).
- 21                                     2.     Six (6) years based upon a Full Review (see Section
- 22                                     6.7(a)(2)).
- 23                           c.     Promotion Contract Duration: Individuals promoted from Associate
- 24                                     Professor to Professor shall receive an appointment term of six (6)
- 25                                     years.
- 26                   (5)     Professor
- 27                           a.     Initial Contract Duration: six (6) years, unless the University
- 28                                     determines that it is in its best interest to offer an initial contract with
- 29                                     a three (3) to five (5) year duration.

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1 required for reappointment of Associate Professors and must  
2 be completed before the expiration date of a Candidate's  
3 existing contract.

4 (I) If an Associate Professor is reappointed based on a  
5 preliminary review, all subsequent reappointment  
6 reviews are based upon a Full Review.

7 2. The Full Review may be used, at the Candidate's election,  
8 to also request promotion to the rank of Professor.

9 (5) Professor

10 a. Reappointment is based upon a Full Review (see Section 6.7(a)(2)).

11 6.5 **Promotion Categories and Eligibility Criteria for Faculty.**

12 (a) Subject to the requirements set forth herein, faculty holding the rank of Instructor,  
13 Assistant Professor and Associate Professor shall be eligible to apply for promotion  
14 to the next higher rank.

15 (b) Professional Ranks:

16 (1) Instructor to Senior Instructor.

17 a. Senior Instructors are at their highest rank possible and cannot be  
18 promoted to Assistant Professor.

19 (2) Assistant to Associate Professor.

20 (3) Associate Professor to Professor.

21 (c) Notice of Intent. Faculty that seek promotion must declare their intent to seek  
22 promotion in writing to the Provost and their Department Chair or Division Director  
23 (if applicable), no later than the start of the fall semester in the academic year in  
24 which they will seek promotion.

25 (d) Minimum Qualifications.

26 (1) Faculty (including Instructors) must serve at least five (5) academic years  
27 at their current (or higher) rank in order to qualify for promotional  
28 consideration to a higher rank.

29 (2) At least two (2) of the five (5) immediately preceding academic years must

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1 be served at the University.

- 2 (3) The University, at its discretion, may provide exceptions to these minimum
- 3 qualifications upon request of a faculty member and approval of their Chair,
- 4 Director (when a Director is present), and the Provost or designee.

5 **6.6 Reappointment and/or Promotion Materials for Assistant Professors, Associate**  
 6 **Professors, and Professors.** (Note: Instructors see Section 6.9)

7 (a) The candidate submits a “dossier” in support of their reappointment or promotion.

8 (b) The promotion “packet” is the body of material that includes the dossier, letters of  
 9 reference if required, any supplemental information considered by the committees  
 10 or Provost and the candidate’s response to that supplemental information, and  
 11 committee recommendations as specified by the process.

12 (c) Candidate Prepared Dossier. A Candidate for reappointment or promotion must  
 13 prepare a dossier for consideration, which must include: a personal statement from  
 14 the Candidate and elements that show the Candidate’s demonstrated abilities and  
 15 competencies in teaching, service, and research—including: performance reviews  
 16 received since their last reappointment if applicable (if not, all performance reviews  
 17 received), faculty activity reports from two (2) prior years of employment at the  
 18 University.

19 (d) Faculty Dossier contents:

20 (1) The faculty dossier is prepared by the faculty member and, within the  
 21 boundaries of the specified format, must show the candidate’s competencies  
 22 in teaching, service, and research.

23 (2) Intentional or significant misrepresentations contained in the Candidate’s  
 24 dossier shall serve as just cause for termination pursuant to Article 9 –  
 25 Discipline.

26 (e) Faculty Dossier format.

27 (1) The Provost shall develop the format and guidelines for the Candidate  
 28 Prepared Dossier and send them to the Faculty Representative Council  
 29 (“FRC”) for review and comment by February 15 of the spring semester in  
 30 even numbered calendar years.

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- 1                   **a.**     The FRC shall review, within fourteen (14) days of receipt, the
- 2   format and guidelines and shall recommend approval or changes to
- 3   the Provost.
- 4                   **b.**     Should the FRC recommend changes, the Provost shall, within ten
- 5   (10) days, either accept the changes or give a written justification
- 6   for not accepting the changes.
- 7                   **(2)**    The Candidate Prepared Dossier must follow the final format as finalized
- 8   by the Provost and faculty are solely responsible for the content within, and
- 9   production of, the dossier. Review committees may choose to not consider
- 10    a dossier which does not substantially follow the required format.
- 11           **(f)**    Reference Letters.
- 12                   **(1)**    Reference letters are required for Promotion Reviews and Full Reviews.
- 13                   **(2)**    Reference letters are added to the faculty dossier by the provost’s office and
- 14    become a part of the reappointment or promotion packet.
- 15                   **(3)**    Letters are not required for promotion to Senior Instructor.
- 16                   **(4)**    Reference letters are confidential and will be requested using a template that
- 17    instructs the external reviewer regarding the materials supplied, and any
- 18    special considerations, including the University’s history, teaching
- 19    expectations, and research infrastructure. This template will be developed
- 20    according to and as part of the process laid out in Section 6.6(f)(6).
- 21                   **(5)**    Requesting Reference Letters.
- 22                   **a.**     A minimum of four (4) reference letters must be requested.
- 23                   **b.**     The Candidate “nominates” up to four (4) individuals to provide
- 24    reference letters.
- 25                   **c.**     The Department Evaluation Panel formally requests all external
- 26    reference letters, which shall include at a minimum two (2)
- 27    individuals nominated by the Candidate, and a minimum of two (2)
- 28    letters from individuals not nominated by the Candidate.
- 29                   **(6)**    Request for Reference Letter template

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- 1 6.7(a)(1)), due to their appointment expiring in the coming year, will be
- 2 notified of the requirement for review no later than December 10, prior to
- 3 the spring semester in which their review must be completed.
- 4 (2) Before the start of the fall semester in the year when an individual must seek
- 5 reappointment, the University will provide notice to professors who:
  - 6 a. must apply for promotion from Assistant to Associate Professor to
  - 7 maintain their appointment, or;
  - 8 b. must participate in a Full Review to renew their appointment.
- 9 (3) Notice from the University will provide information relevant to the
- 10 applicable reappointment/promotion process including instructions and
- 11 deadlines (the "Notice").
- 12 (4) Within fifteen (15) days of receiving the Notice, eligible professors will
- 13 inform the University of their election to apply for promotion or proceed
- 14 with reappointment.
- 15 (5) Candidates for reappointment or promotion shall provide the University
- 16 with their dossier by the deadline set forth in the Notice referenced herein.
- 17 (c) Department Evaluation Panel ("DEP") Membership
- 18 (1) DEP Chair.
  - 19 a. The Department Chair serves as the chair of the DEP if the
  - 20 Department Chair holds the appropriate faculty appointment rank.
  - 21 b. If the Department Chair does not hold the appropriate rank, the
  - 22 Provost will appoint a chair for the DEP.
- 23 (2) DEP Membership.
  - 24 a. For reviews of Assistant and Associate Professors, the DEP shall
  - 25 consist of faculty of a higher rank than the Candidate within the
  - 26 Candidate's division, or if no division is present, within the
  - 27 Candidate's department. When there are an insufficient number of
  - 28 faculty to meet the minimum requirements for a DEP, the process
  - 29 below will be used to form a DEP.

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- 1                   **b.**     Term duration will be staggered to have a “normal” term of three (3)
- 2                                   years in length and with overlap in UEC membership so that
- 3                                   institutional knowledge for the committee is maintained.
- 4                   **c.**     If fewer than four (4) individuals are eligible to staff the UEC, the
- 5                                   UEC will be chaired by the Provost with all eligible faculty serving
- 6                                   as members.

7                   **(2)**    Number of UEC Members.

- 8                   **a.**     If fewer than ten (10) individuals with the rank Professor are on staff
- 9                                   at the University, the UEC will consist of four (4) to six (6)
- 10                                  individuals at the discretion of the University.
- 11                   **b.**     With ten (10) to twenty (20) Full Professors on staff, the UEC will
- 12                                  consist of five (5) to seven (7) individuals at the discretion of the
- 13                                  University.
- 14                   **c.**     With more than twenty (20) Full Professors on staff, the UEC will
- 15                                  consist of seven (7) members.
- 16                   **d.**     If, during the review of an individual with rank Professor, if the
- 17                                  faculty member’s unit does not have a minimum of four (4)
- 18                                  individuals with the rank of Professor, the UEC will be the sole
- 19                                  reviewing committee for that faculty member.
- 20                   **e.**     The UEC must operate in executive session and in total
- 21                                  confidentiality.

22   **6.8**    Reappointment and Promotion Procedure for Assistant Professors, Associate  
23                   Professors, and Professors.

24           **(a)**    General Rules.

- 25                   **(1)**    Previously Promoted. If the University previously promoted the Candidate,
- 26                                  the promotion assessment shall be based on the Candidate’s performance
- 27                                  since the Candidate’s last promotion.
- 28                   **(2)**    Not Previously Promoted.
- 29                   **a.**     If the University has not previously promoted the Candidate, the
- 30                                  promotion assessment is cumulative and must include consideration

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1 of the Candidate’s achievements prior to employment at the  
2 University.

3 **b.** However, the Candidate’s promotion assessment must also establish  
4 that the Candidate has continued to progress and achieve in the  
5 categories and criteria used for reappointment and/or promotion  
6 while employed at the University.

7 **(3)** Reference Letters for Promotion and Full Reviews.

8 **a.** A single negative reference may not be the sole basis for not  
9 reappointing a candidate or for not promoting a Candidate.

10 **b.** Promotion and reappointment decisions shall not be based solely on  
11 the reference letters received.

12 **(4)** Department Inputs.

13 **a.** If the DEP includes no members from the candidate’s department,  
14 the DEP will request input from the department chair before  
15 finalizing its recommendation.

16 **b.** If the Department chair is the candidate and no member from the  
17 chair’s department is a member of the DEP, the Provost or designee  
18 shall select a member of the chair’s department to provide input to  
19 the DEP before the DEP finalizes their recommendation.

20 **(b)** DEP Review and Recommendation.

21 **(1)** The University shall provide the Packet (as described in Section 6.6) to the  
22 DEP for review.

23 **(2)** For Full Reviews, the DEP will meet to select individuals that will receive  
24 requests for reference letters for the candidate. This meeting should be early  
25 in the process to allow time for the receipt of the letters.

26 **(3)** The DEP may acquire and review supplemental materials and/or other  
27 information as appropriate.

28 **a.** If supplemental materials and/or other information is used as part of  
29 the review, the Candidate will be informed of the use of this

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information and provided a minimum of five (5) days, but no longer than ten (10) days, to respond to the information.

(4) For Preliminary Reviews, the DEP will prepare and provide a report that is added to the candidate’s packet. The DEP recommendation is presented to the Provost directly. Within this report, the DEP may choose to highlight areas of concern and comment on the candidates progression towards on-time promotion.

(5) For Full Reviews, the DEP will prepare and provide a report that is added to the candidate’s packet. The DEP recommendation is presented to the UEC.

(6) The DEP must operate in executive session and in total confidentiality.

(7) All DEP reports, recommendations, and work product constitute faculty evaluative information and/or limited-access records, pursuant to Florida Polytechnic University Rule 6C13-6.008.

(c) UEC Report and Recommendation.

(1) If conducted, the DEP will add its report to the Candidate’s packet which includes the dossier, letters of recommendations, a table listing review requests, the DEP report and recommendation, and any supplemental materials and Candidate responses which were used as part of the decision in the review.

(2) The UEC will use the candidate’s packet to consider the reappointment or promotion request.

(3) The UEC may acquire and review supplemental materials and/or other information as appropriate.

a. If supplemental materials and/or other information is used as part of the review at any time during the process, the Candidate will be informed of the use of this information and provided a minimum of five (5) days, but no longer than ten (10) days, to respond to the information.

(4) Reference letters are to be used as an input to the overall evaluation by the committee.

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- 1                   a.     A single negative reference may not be the sole basis for not
- 2                                 reappointing a candidate or for not promoting a Candidate.
- 3                   b.     Promotion and reappointment decisions shall not be based solely on
- 4                                 the reference letters received.
- 5                   (5)    The UEC will prepare a report and recommendation that is addressed to the
- 6                                 Provost. The UEC report is added to the Candidate’s packet.
- 7                   a.     If the Provost chairs the UEC, the Provost will not make a
- 8                                 recommendation, but will supply a candidate’s Packet, and both the
- 9                                 UEC and DEP reports to the President for a final decision.
- 10                  (6)    All UEC reports, recommendations, and work product constitute faculty
- 11                                 evaluative information and/or limited-access records, pursuant to Florida
- 12                                 Polytechnic University Rule 6C13-6.008.
- 13                  (d)    **Provost’s Review and Recommendation.**
- 14                  (1)    The Provost shall review all procedural and substantive matters for
- 15                                 completeness in order to ensure that the DEP and/or UEC have met their
- 16                                 responsibilities in this Article.
- 17                  a.     If procedural errors or inconsistencies are present in the process, the
- 18                                 Provost will send materials back to the appropriate part of the
- 19                                 process for correction before making a recommendation regarding
- 20                                 the candidate.
- 21                  b.     In rare instances, the Provost may acquire and review supplemental
- 22                                 materials and/or other information as appropriate for completeness
- 23                                 and accuracy of the Candidate’s packet.
- 24                                 1.     As with the procedures used by the DEP and the UEC, any
- 25   supplemental materials and/or other information must be
- 26   disclosed to the Candidate with the same response rights and
- 27   times as provided in the DEP and UEC review.
- 28                                 2.     If applicable, the supplemental materials and/or other
- 29   information and the Candidate’s response(s) will be
- 30   appended to the Candidate’s packet.
- 31                  (2)    After a careful review of the reports and recommendations of the DEP and

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1 UEC (if applicable), and the Candidate’s packet, the Provost, in his or her  
2 best judgment, shall make a positive or negative recommendation in writing  
3 as to the Candidate’s reappointment or promotion.

4 a. The Provost’s recommendation, if positive, is provided to the  
5 President consistent with Section 6.8(e).

6 b. If the Provost’s recommendation is negative, the decision and  
7 written justification are provided to the Candidate. Unless  
8 overturned on appeal by the President, negative recommendations  
9 from the Provost are terminal.

10 c. The process for appealing a negative recommendation from the  
11 Provost is as follows:

12 1. Within ten (10) days of the Provost’s written justification  
13 being provided the Candidate may submit a written appeal  
14 to the Office of the President ([president@floridapoly.edu](mailto:president@floridapoly.edu)).

15 (I) Failure to appeal a negative recommendation within  
16 the ten (10) day time frame renders the  
17 recommendation final and subject to no further  
18 review or grievance.

19 2. Upon receipt of the Candidate’s appeal, the President will  
20 review the Provost’s negative recommendation, the UEC  
21 and DEP committee reports, and the Candidate’s packet.

22 3. The scope of the President’s appellate review is limited to  
23 the correcting errors of judgment or process.

24 4. Within twenty (20) days of receipt of the Candidate’s appeal,  
25 the President will render a decision either granting or  
26 denying the appeal on its merits.

27 (3) The Provost’s recommendation, Provost’s written justification, and the  
28 President’s decision as a result of the appeal process constitute faculty  
29 evaluative information and/or limited-access records, pursuant to Florida  
30 Polytechnic University Rule 6C13-6.008.

31 (e) **President’s Review and Authority**. The President shall have the sole authority to

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1 grant a Candidate’s reappointment or promotion and will act upon the request for  
2 reappointment or promotion provided by the Provost.

3 (1) The granting of reappointment or promotion shall be based on the  
4 University’s criteria, clarifications produced by the Candidate’s unit or  
5 department, the reports and recommendations of the DEP and UEC, any  
6 documents relied upon by the DEP and UEC in creating their reports and  
7 recommendations, the Candidate’s packet, and the written recommendation  
8 of the Provost.

9 (2) The President will consider the items listed above, noting that the committee  
10 reports have provided a strong review of the candidate and, in his or her best  
11 judgment, either:

12 a. grant reappointment or promotion, via written notice, within the  
13 terms of this contract, or;

14 b. deny the request for reappointment or promotion.

15 (3) If the President’s final decision on reappointment or promotion is negative,  
16 the President shall provide written justification to the Candidate within  
17 twenty (20) days of the decision. .

18 (4) The President’s written notice of granting reappointment or promotion  
19 (6.8(e)(2)a) and written justification denying the request for reappointment  
20 or promotion (6.8(e)(3)), constitute faculty evaluative information and/or  
21 limited-access records, pursuant to Florida Polytechnic University Rule  
22 6C13-6.008.

23 (f) If a Candidate does not receive a promotion following formal consideration by full  
24 review, the Candidate may not reapply for promotion until after the completion of  
25 two (2) additional academic years. This clause shall not unreasonably deny a  
26 Candidate their terminal promotion consideration to Associate Professor.

27 (g) The Candidate being considered for promotion may withdraw from consideration  
28 provided that the withdrawal is made before the UEC begins its consideration of  
29 the Candidate. Such withdrawal shall be without prejudice and will not render the  
30 Candidate ineligible for the next promotional cycle.

31 (h) Promotion Date.

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- 1           (1) Promotions for professors that are granted shall be effective on August 15
- 2           following the decision date.
- 3           (2) An individual may use their new title effective upon written notification of
- 4           their promotion.

5 **6.9 Reappointment and Promotion for Instructors and Senior Instructors.**

6 **(a) Reappointment & Promotion Materials:**

7           (1) Reappointment Materials: Instructors must submit the following materials

8           to be considered for reappointment:

- 9           a. Candidate personal statement
- 10          b. Updated, current curriculum vitae
- 11          c. Last two (2) faculty activity reports
- 12          d. Last two (2) reviews from department chair

13          (2) Promotion (Instructor to Senior Instructor) Materials:– Instructors must

14          submit the following materials to be considered for Promotion to Senior

15          Instructor:

- 16          a. Candidate personal statement
- 17          b. Updated, current curriculum vitae
- 18          c. Teaching portfolio
- 19          d. Last two (2) faculty activity reports
- 20          e. Last two (2) reviews from department chair

21          (3) Reappointment of Senior Instructors: Senior Instructors must submit the

22          following materials to be considered for reappointment:

- 23          a. Candidate personal statement to include update of activity since
- 24          promotion or last reappointment
- 25          b. Updated Curriculum Vitae
- 26          c. Last three (3) faculty activity reports
- 27          d. Last three (3) reviews from department chair

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- 1           **(b)**    Reappointment and Promotion: Types, Notices, and Criteria
- 2                   **(1)**    Types:
- 3                           **a.**    Faculty at the instructor level undergo reappointment reviews and
- 4   promotion review (if eligible and by choice of the candidate).
- 5                           **b.**    Instructors are not required to seek promotion, nor may they be
- 6   penalized for not seeking promotion.
- 7                           **c.**    Once promoted, Senior Instructors likewise undergo reappointment
- 8   reviews.
- 9                   **(2)**    Notice of Reappointment or Promotion eligibility or requirement will take
- 10    place consistent with the notification requirement for other faculty.
- 11                   **(3)**    Criteria for Instructor and Senior Instructor reappointment and promotion
- 12    will be developed through the process outlined below in Section 6.10.
- 13           **(c)**    Review Panel and Committees for Instructor-Level Reappointments and
- 14    Promotion.
- 15                   **(1)**    Instructor-DEP: Shall consist of the department DEP plus one (1) Assistant
- 16    Professor chosen by the Department Chair and one (1) out-of-department
- 17    Senior Instructor, Instructor, or Assistant Professor chosen by the Provost.
- 18                   **(2)**    Instructor-UEC: Shall consist of the UEC plus one (1) Senior Instructor. If
- 19    there is no individual with the rank Senior Instructor, the Provost will
- 20    choose one (1) Associate Professor from outside the Instructor’s
- 21    department.
- 22           **(d)**    Reappointment and/or Promotion Process, the Instructor Review.
- 23                   **(1)**    The Instructor-DEP and Instructor-UEC follow the same process as they do
- 24    for other faculty, except there is no outside letter requirement for Instructor
- 25    promotion or Senior Instructor reappointment.
- 26                   **(2)**    For reappointment reviews of Instructors and Senior Instructors, the
- 27    Instructor-DEP provides its report directly to the Provost.
- 28                   **(3)**    Every third (3<sup>rd</sup>) reappointment review for Instructors and Senior Instructors
- 29    requires an evaluation by the UEC.
- 30                   **(4)**    Promotion reviews for Instructors require an evaluation by the Instructor-

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1 UEC.

2 (5) Provost Review and Recommendation.

3 a. Both Instructor-DEP and Instructor-UEC reviews for Instructors  
4 and Senior Instructors culminate in either a positive or negative  
5 recommendation by the Provost as described in Section 6.8(d)(2).

6 b. These processes shall be consistent with that outlined for other  
7 faculty in Section 6.8(d).

8 (6) President’s Review and Authority. Actions on reappointments and  
9 promotions by the President and Provost will be acted upon in the same  
10 manner as described in Section 6.8(e).

11 **6.10 Development of Reappointment and Promotion Criteria for Instructors, Assistant**  
12 **Professors, Associate Professors, and Professors.**

13 (a) The awarding of reappointment or promotion shall be based on written criteria,  
14 which are established by the University and developed by each department in  
15 accordance to this Article.

16 (b) University Criteria. No later than January 15 of every even-numbered calendar  
17 year, the University shall establish the general criteria for the granting of promotion  
18 or reappointment, and provide that criteria to each department’s Division Director,  
19 or Chair if no Division Director is present. If a category of reappointment or  
20 promotion criteria is not in place for an upcoming review cycle where a candidate  
21 may request reappointment or promotion, the criteria will be developed to support  
22 that cycle.

23 (1) Promotion and reappointment criteria shall consider the performance of the  
24 work that the professor has been assigned (as reflected in FARE forms),  
25 criteria for each rank as set forth in the most recent, BOT-approved Faculty  
26 Handbook, and the faculty member’s responsibilities as a member of the  
27 University and department community.

28 (2) The University criteria shall broadly recognize and consist of the following:

29 a. Instruction, including regular classroom and laboratory teaching,  
30 classroom development, effective development/application of new

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- 1 instructional methods, directing thesis or dissertation committees,  
2 and other instructional activities;
- 3 **b.** Research or other creative activities relevant to the department  
4 mission, including scholarly publications, support and advising of  
5 graduate students; and
- 6 **c.** Service to professional societies and contributions to the University  
7 and department.
- 8 **(3)** The criteria shall also include, but are not limited to:
  - 9 **a.** a demonstrated record of scholarly activity, teaching, and as  
10 appropriate, course and/or curriculum development commensurate  
11 with the University’s mission and relevant academic discipline(s);
  - 12 **b.** evidence of a positive and growing reputation in his/her chosen sub-  
13 field within the department’s mission, and;
  - 14 **c.** promise of continued successful performance.
- 15 **(4)** The Provost will formally request input from the FRC as to the University  
16 criteria before providing the finalized University criteria to each  
17 department’s Division Director, or Chair if no Division Director is present.
- 18 **(c)** Department Clarifications of University Criteria. The department clarifications,  
19 described in this section shall provide context for the broader University criteria  
20 and:
  - 21 **(1)** be consistent with university requirements and faculty work assignments;
  - 22 **(2)** be detailed enough that a reasonable professor should be informed about the  
23 expectations for performance or accomplishments which are necessary to  
24 earn reappointment or promotion, assuming that the accomplishments are  
25 of sufficient quality, quantity, and consistency, and;
  - 26 **(3)** identify some representative examples of the achievements or performance  
27 characteristics which, if the requirement or distinction were met, are  
28 appropriate comparisons for reappointment or promotion.
- 29 **(d)** Criteria and Department-Specific Clarification Review Process. Criteria and  
30 department-specific clarifications shall be developed and approved on a bi-annual

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1 cycle according to the following procedures:

2 **(1)** Department Committee Formation and Membership.

3 **a.** The Committee shall consist of:

- 4 **1.** the Vice Provost of Academic Affairs (or Provost-designee);
- 5 **2.** Department Chair (or if Division/Department Director is
- 6 present, Division director, or designee) of each respective
- 7 department, and;
- 8 **3.** two (2) faculty members from the department, at least one
- 9 (1) holding the most senior rank in the department, subject
- 10 to the limitations below in 6.10(d)(1)c).

11 **b.** In years during which the clarifications are reviewed, department

12 faculty shall select their two (2) representative faculty members

13 during the first week of the fall semester

14 **c.** Exceptions to Department Committee Membership.

- 15 **1.** The Department Committee requires senior-ranking
- 16 membership, followed by overall membership. If a
- 17 department has three (3) or more senior-ranking faculty
- 18 members, a senior-ranking faculty member that will be
- 19 reviewed in the next academic year’s review cycle may not
- 20 serve on the Department Committee.
- 21 **2.** Similarly, if a department has more than ten (10) faculty
- 22 members, a junior-ranking faculty member that will be
- 23 reviewed for reappointment in the next academic year’s
- 24 review cycle may not serve on the departmental committee.
- 25 **3.** Faculty members that have resigned, received a notice of
- 26 non-reappointment or notice of layoff, instructors, and
- 27 visiting/adjunct faculty are not eligible to serve on the
- 28 Department Committee or participate in the Department
- 29 Committee selection process.

30 **(I)** However, Instructors who have served in a full-time

31 capacity for at least the most recent five (5)

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consecutive years are eligible to serve on or participate in the Department Committee selection process as it relates to the development of department-specific clarifications for instructors.

**(2) Development of Department-Specific Clarifications.**

- a.** The Provost shall provide a framework for department-specific clarifications and formally charge the Department Committee to develop and maintain written clarifications of the University’s reappointment and promotion criteria in terms aligned with the department’s discipline(s) and assigned duties, and consistent with University standards as established in the most recent BOT-approved version of the Faculty Handbook.
- b.** Upon receiving the University criteria and clarification framework, the Department Committee shall convene to develop clarifications of the University criteria consistent with the department disciplines in accordance with the procedures outlined herein.
- c.** The Department Committee shall complete its review and finalize the department clarifications within fifteen (15) days of receiving the University’s criteria.

**(3) Department Faculty Vote. Within ten (10) days of the Committee finalizing the department clarifications, the department faculty shall conduct a confidential and anonymous vote on said clarifications.**

- a.** Faculty that are in their terminal year of employment (as a result of non-reappointment, resignation, or layoff), visiting/adjunct faculty, and instructors are not eligible to vote on the clarifications. Instructors and Senior Instructors, however, are eligible to vote on the department-specific clarifications for instructors.
- b.** If a majority of a department’s faculty vote in favor of the proposed department clarifications, the department clarifications are forwarded to the Provost for review and approval.
- c.** If the majority of a department’s professors do not vote in favor of the proposed department clarifications, the Department Committee,

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- 1 shall reconsider the proposed clarifications prior to conducting a
- 2 second vote.
- 3 1. The Department Committee shall have five (5) days to
- 4 reconsider the proposed clarifications and conduct a second
- 5 vote within five (5) days of finalizing the second round of
- 6 department clarifications.
- 7 2. If the second vote is also unsuccessful, the proposed
- 8 clarifications shall be forwarded to the Provost for approval,
- 9 noting the lack of department faculty support.
- 10 3. If a vote does not occur within five (5) days of the
- 11 Committee finalizing the department clarifications, the
- 12 department clarifications shall be forwarded to the Provost
- 13 for review, noting that no vote occurred.
- 14 (4) Provost Review. Within ten (10) days of receipt, the Provost shall review
- 15 the proposed department clarifications to ensure compliance with this
- 16 Agreement, the mission and goals of the University, and University
- 17 standards as established in the most recent, BOT-approved version of the
- 18 Faculty Handbook.
- 19 a. The Provost will either approve the proposed department
- 20 clarifications, or return them to the Committee for reconsideration.
- 21 b. In the event the Provost returns the proposed department
- 22 clarifications to the Committee for reconsideration, he/she shall
- 23 provide objections to any such provision in writing.
- 24 (5) Committee Reconsideration. The Department Committee shall reconsider
- 25 the Provost’s written objections and within ten (10) days after receiving
- 26 them, shall resubmit the proposed written clarifications to the Provost,
- 27 incorporating all, some, or none of the objections, along with a written
- 28 explanation and justification for the resubmitted language.
- 29 (6) Provost Reconsideration, Revision and Adoption. The Provost shall
- 30 reconsider the department clarifications and issue final revisions or
- 31 approvals with a final adoption of the criteria within seven (7) days after
- 32 receiving the revised department clarifications.

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1 (e) Changes in Criteria for Reappointment and Promotion for Professors.

2 (1) Following the Provost’s approval adoption of the final criteria, the  
3 University may modify the approved University criteria for reappointment  
4 and promotion so long as the UFF has been notified of the proposed changes  
5 and been offered an opportunity to discuss such changes in consultation  
6 with the President or designee.

7 (2) Changes to discipline-specific departmental clarifications may only be  
8 considered if changes to the University criteria have been made as described  
9 in (e)(1). Such changes to discipline-specific criteria shall be developed and  
10 approved according to the process outlined in 6.10(d)(2).

11 (f) Access to Criteria. The Reappointment and Promotion criteria shall be available  
12 on the Provost’s webpage (<https://floridapoly.edu/provost/>) and/or at the written  
13 request of any faculty member.

14 **6.11 Non-Reappointment of Faculty**

15 (a) Faculty members on multi-year appointments cannot be terminated during the  
16 contract period except for just cause, layoff, or termination of the funding source in  
17 the case of soft money appointments.

18 (b) Reappointment or Promotion Review. If a faculty member has participated in a  
19 reappointment or promotion review and is not provided with an offer of  
20 reappointment or promotion,

21 (1) a faculty member with a remaining contract term of more than one (1) year  
22 will be provided written notice of non-reappointment, advising that the  
23 existing contract will not be renewed with no right to continued  
24 employment, or;

25 (2) a faculty member with a remaining contract term of less than one (1) year  
26 will be provided a notice of non-reappointment that the existing contract  
27 will not be renewed, and the University shall offer a terminal contract which  
28 supersedes the existing contract and expires one (1) year from the date of  
29 the written notice, with no right to continued employment.

30 (c) If a professor chooses not to participate in a reappointment review, or in the case of  
31 an Assistant Professor, chooses not to participate in the promotion process, the  
32 professor will be administratively non-reappointed and the professor’s employment

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shall end on the last date of the professor’s existing contract.

(d) Non-reappointed employees are not eligible to receive any salary increases or bonuses during the notice period.

(e) Non-reappointed employees are not eligible to serve on departmental or university committees without prior approval of the Provost.

(f) Payout option.

(1) At the time of or following issuance of a notice of non-reappointment to any employee, the University may elect in its discretion to pay the employee for all or a portion of the remaining term of the contract, as may be allowed under Florida law.

(2) If the University elects this option, it will pay the employee an amount, less withholding, equal to the salary for that portion of the remaining term of the contract which the University is paying out, and the employee’s employment will terminate immediately.

**6.12 Assistant Librarians and Wellness Counselors.**

(a) Contract duration for appointments and reappointments are as follows:

(1) Assistant Librarian I & Wellness Counselor I.

a. Initial Contract Duration: two (2) years

b. Reappointment Contract Duration: two (2) years

c. Reappointment Cycle: two (2) years.

1. The University will review the Assistant Librarian I and Wellness Counselor I during the second full spring term of employment (or the first spring after four complete terms depending on hire date) and thereafter in the fourth (4<sup>th</sup>) semester of each contract cycle.

(2) Assistant Librarian II and Wellness Counselor II.

a. Initial Contract Duration: two (2) years

b. Reappointment Contract Duration: three (3) years

1. The University will review the Assistant Librarian II and

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Wellness Counselor II during the second full spring term after initial promotion and thereafter in the spring of the third year of the reappointment contract.

**(b) Reappointment Review Requirements & Process**

**(1) Candidate Required Materials:** Candidates for reappointment must provide the following materials in their reappointment “packet.”

- a. The Employee Self-Review Worksheet provided by Human Resources;
- b. The candidate’s previous performance reviews;
- c. An updated curriculum vitae;
- d. If other materials are used as part of the review, the candidate will be informed of this information, and provided a minimum of five (5) days to respond to the information.

**(2) Reappointment Process.**

- a. Dates for reappointment notification and submission of materials to Supervisor will coincide with those for Faculty.
- b. Considerations for reappointment include:
  - 1. A review of goals, objectives, and accomplishments achieved over the total review period.
  - 2. Specific goals, tasks, or assignments derived from annual or periodic evaluations.
  - 3. Candidate’s likelihood for continued success.
  - 4. Any additional criteria established via the process for University Criteria for Reappointment and Promotion established for faculty positions.
- c. Decisions must be considered by the supervisor, the Provost, and the Vice Provost of Student Affairs.
- d. Upon request, the Provost will provide a written justification for the reappointment decision.

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1 (c) Promotion Procedure for Assistant Librarians & Wellness Counselors:

2 (1) Employees designated as Assistant Librarian I and Wellness Counselor I  
3 are not obligated to seek promotion, nor will they be penalized for not doing  
4 so.

5 (2) Available Ranks for Promotion

6 a. Assistant Librarian I to Assistant Librarian II

7 b. Wellness Counselor I to Wellness Counselor II

8 (3) Eligibility for Promotion.

9 a. Minimum Duration of Employment: Employees must have served  
10 at least 5 successful academic years at their current rank in a full-  
11 time capacity, with an overall evaluation rating of “Meets  
12 Expectation” for each of those years, in order to qualify for  
13 consideration of the next highest rank.

14 b. Minimum Requirements: Employees must have been in a position  
15 of continued employment and not have been given notice of non-  
16 reappointment or termination, and not initially hired at a rank higher.

17 (4) Promotion Review Requirements & Process.

18 a. Candidate Required Materials: Candidates for reappointment must  
19 provide the following materials in their reappointment “packet.”

20 1. A personal statement addressing how the candidate fulfills  
21 the responsibilities of the position and advances the mission  
22 of the unit and the University.

23 2. The candidate’s previous performance reviews (including  
24 self-evaluations) and other evaluations since initial hire at  
25 the University.

26 3. An updated curriculum vitae.

27 4. If other materials are used as part of the review, the candidate  
28 will be informed of this information, and provided a  
29 minimum of five (5) days to respond to the information.

30 (5) Promotion Process.

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- 1                   **a.**     Dates for Promotion notification and submission of materials to
- 2                                   Supervisor will coincide with those for Faculty.
- 3                   **b.**     Considerations for Promotion include:
- 4                                   **1.**     A review of goals, objectives, and accomplishments
- 5    achieved over the total review period.
- 6                                   **2.**     Specific goals, tasks, or assignments derived from annual or
- 7    periodic evaluations.
- 8                                   **3.**     Candidate’s likelihood for continued success and
- 9    appropriate contribution on institutional initiatives.
- 10                                  **4.**     Any additional criteria established via the process for
- 11    University Criteria for Reappointment and Promotion
- 12    established for faculty positions.
- 13                   **c.**     Promotion Decisions
- 14                                  **1.**     May include inputs from relevant campus stakeholders, such
- 15    as students, faculty, and other staff.
- 16                                  **2.**     Must be considered by the supervisor, the Provost, and the
- 17    Vice Provost of Student Affairs.
- 18                                  **3.**     Upon request, the Provost will provide a written justification
- 19    for the promotion decision.
- 20                   **(d)**    Non-Reappointment.
- 21                                  **(1)**    Employees on multi-year appointments cannot be terminated during the
- 22    contract period except for just cause, layoff, or termination of the funding
- 23    source in the case of soft money appointments.
- 24                                  **(2)**    Non-Reappointment at Reappointment or Promotion Review: If an
- 25    employee has participated in a reappointment or promotion review and is
- 26    not provided with an offer of reappointment or promotion, that employee
- 27    shall receive a terminal, 6-month contract that supersedes any existing
- 28    contracts.
- 29                                  **(3)**    Non-reappointed employees are not eligible to receive any salary increases

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1 or bonuses during the notice period.

2 (4) Non-reappointed employees are not eligible to serve on departmental or  
3 university committees without prior approval of the Provost.

4 (5) Payout option.

5 a. At the time of or following issuance of a notice of non-  
6 reappointment to any employee, the University may elect in its  
7 discretion to pay the employee for all or a portion of the remaining  
8 term of the terminal contract, as may be allowed under Florida law.

9 b. If the University elects this option, it will pay the employee an  
10 amount, less withholding, equal to the salary for that portion of the  
11 remaining term of the contract which the University is paying out,  
12 and the employee’s employment will terminate immediately.

13 **6.13 Grievability.**

14 (a) The University’s decision to not offer reappointment or promotion to an employee  
15 shall not be considered a disciplinary action.

16 (b) The decision to not offer reappointment or promotion is grievable according to  
17 Article 11 - Grievance and Arbitration Procedure, as an employee may contest the  
18 decision solely because of an alleged violation of a specific term of the Agreement  
19 or because of an alleged violation of the employee’s constitutional rights.

20 (c) For the purposes of a grievance about a faculty reappointment or promotion  
21 decision, the scope of materials relied upon the denial of a candidate’s  
22 reappointment or promotion is limited to the Candidate’s packet, the DEP report  
23 and recommendation, the UEC report and recommendation, and the Provost’s  
24 recommendation. The University may not subsequently introduce new grounds for  
25 that denial during the grievance process nor may it assert that there are other,  
26 unwritten grounds for that denial.

27 (d) The remedy for any grievance filed under this provision, if successful, shall not  
28 include an award of reappointment or promotion.

29 (e) Such grievances must be filed within thirty (30) days of the Candidate’s receipt of  
30 the denial of promotion or reappointment from the President as described in  
31 6.8(e)(3) or the President’s denial of an appeal as described in Section 6.8(d)(2)c.4.

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- 1           **(f)**    Reports and recommendations from the DEP, UEC, and Provost shall be available
- 2                    for arbitration proceedings consistent with the requirements described in Florida
- 3                    Polytechnic University Rule 6C13-6.008.

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