

ARTICLE 6 – APPOINTMENT & PROMOTION

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23 **6.1 General Principles.**

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

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31 (b) Faculty are defined as individuals whose primary responsibilities include teaching, service, and where applicable, research. Faculty included in this contract are designated by ranks of Instructor, Senior Instructor, Distinguished Instructor, Professor of Practice, Assistant Professor, Associate Professor, and Professor.

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

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- 38 (d) Reappointment and promotion decisions are not determined by any sole factor and
39 are based upon a careful and rigorous assessment that relies upon faculty and
40 administrative review of:
 - 41 (1) a faculty member’s demonstrated teaching, scholarship, research service
42 contributions, and other work duties, as relevant, at the University;
 - 43 (2) the assessment of the faculty member’s continued positive contribution to
44 their department and the University, and;
 - 45 (3) the faculty member’s potential for continued appropriate contributions and
46 growth.
- 47 (e) Elements critical to the promotion process include, but may not be limited to:
 - 48 (1) a faculty member’s annual performance evaluations;
 - 49 (2) a significant and careful review of credentials by a set of faculty that hold
50 at least the rank sought by the Candidate;
 - 51 (3) an external set of recommendations appropriate for that faculty member
52 (excluding instructors and academic professionals) by subject matter
53 experts in the Candidate’s field, and;
 - 54 (4) administrative review.
- 55 (f) Every Candidate for reappointment and/or promotion will be fairly evaluated, and
56 the evaluation process will be maintained to the highest degree of integrity.
- 57 (g) Non-reappointments shall not be made in an arbitrary or capricious manner.

58 **6.2 Employment Contract.**

- 59 (a) All appointments will be made on the University employment contract and signed
60 by the President or designee, and the employee.
- 61 (b) No appointment or assignment will create any right, interest, or expectancy in any
62 other appointment or assignment beyond its specific terms, except as provided in
63 this Agreement.
 - 64 (1) No special commitment or conditions offered to new hires shall bind the
65 University indefinitely.
 - 66 (2) A special commitment or condition will be observed unless it is no longer
67 financially or logistically feasible or circumstances have changed enough
68 that it is no longer in the legitimate interests of the University.
 - 69 (3) If the university decides not to observe a special commitment or condition,
70 the university will inform the employee in a timely manner. Upon the
71 employee’s request, the university will provide a written justification of its
72 decision not to observe the special commitment or condition.
- 73 (c) Appointments expire on the date set forth in the faculty member’s employment
74 contract. No further notice of cessation of employment is required, unless otherwise

75 provided in this Agreement.
76 (d) If the University intends to offer a faculty member reappointment, the University
77 will inform the faculty member by ~~August 15~~ May 15 following the academic year
78 in which the reappointment review was conducted.

79 (e) Resignation.
80 (1) An employee who wishes to resign has the professional obligation, when
81 possible, to provide the University with sufficient notice to avoid
82 scheduling and classroom disruptions or, where the employee does not have
83 an instructional assignment, a minimum of four (4) weeks' notice.
84 (2) Upon resignation, all consideration for reappointment and promotion will
85 cease.

86 **6.3 Faculty Appointment and Reappointment Contract Duration.**

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

88 (1) Instructor
89 a. Initial Contract duration: two (2) years
90 b. Reappointment Contract duration: two (2) years.
91 c. Promotion Contract duration: Faculty promoted from Instructor to
92 Senior Instructor shall receive an initial appointment contract
93 duration of (3) years.

94 (2) Senior Instructor
95 a. Initial contract duration: three (3) years.
96 b. Reappointment contract duration: three (3) years.

97 (3) Distinguished Instructor
98 a. Initial contract duration: ~~three~~ five (5) years.
99 b. Reappointment contract duration: ~~three~~ five (5) years.

100 (4) Professor of Practice
101 a. Initial contract duration: three (3) years.
102 b. Reappointment contract duration: three (3) years.

103 (5) Assistant Professor.
104 a. Initial Contract Duration: three (3) years.
105 b. Reappointment Contract Duration: three (3) years.
106 c. Promotion Contract duration: Faculty members promoted from
107 Assistant to Associate Professor shall receive an appointment
108 Contract duration of six (6) years

- 109 ~~(4)~~(6) Associate Professor
- 110 a. Initial Contract Duration: three (3) years, unless the University
- 111 determines that an initial term of four (4) or five (5) years is
- 112 appropriate or warranted. The reason for a longer initial term shall
- 113 be provided to the UFF upon request.
- 114 b. Reappointment Contract Duration:
- 115 1. Three (3) years based upon a Preliminary Review (see
- 116 Section 6.7(a)(1)).
- 117 2. Six (6) years based upon a Full Review (see Section
- 118 6.7(a)(2)).
- 119 c. Promotion Contract Duration: Individuals promoted from Associate
- 120 Professor to Professor shall receive an appointment term of six (6)
- 121 years.

- 122 ~~(5)~~(7) Professor
- 123 a. Initial Contract Duration: six (6) years, unless the University
- 124 determines that it is in its best interest to offer an initial contract with
- 125 a three (3) to five (5) year duration.
- 126 b. Reappointment Contract Duration: six (6) years when based upon a
- 127 Full Review (see Section 6.7(a)(2)).

128 **6.4 Reappointment and Promotion Review Eligibility and Requirements.**

- 129 (a) Faculty are eligible for Reappointment and Promotion Reviews during the
- 130 following periods:

- 131 (1) Instructor
- 132 a. Reappointment Cycle: two (2) years. Instructors receive an
- 133 Instructor’s Review during the spring semester of the final year of
- 134 their initial appointment and a biennial instructor’s review
- 135 (occurring every two years) thereafter.
- 136 b. Individuals whose employment did not start at the beginning of the
- 137 fall semester will have their Instructor’s Review delayed to the first
- 138 spring semester following the completion of a minimum of four (4)
- 139 full, contiguous fall and spring semesters following their initial
- 140 appointment.

- 141 (2) Senior Instructors
- 142 a. Reappointment Cycle: three (3) years after Promotion or initial
- 143 contract – ~~Senior Instructor’s receive an~~ Instructor’s Review during
- 144 the spring semester of the ~~third (3rd) year after their first promotion~~
- 145 ~~period (6th full semester as a Senior Instructor)-final year of their~~
- 146 ~~contract as described in section 6.9.~~

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(3) Distinguished Instructor

a. ~~Reappointment Cycle: threefive (35) years after Promotion or initial contract – Distinguished Instructor’s receive an Instructor’s Review during the spring semester of the third (3rd) year after their first promotion period or initial appointment (6th full semester as a Distinguished Instructor)final year of their contract as described in section 6.9.~~

(4) Professor of Practice

a. ~~Reappointment Cycle: three (3) years after Promotion or initial contract – Professor of Practice receive an Instructor’s Review during the spring semester of the third (3rd) year after their first promotion period or initial appointment (6th full semester as a Professor of Practice)final year of their contract as described in section 6.9.~~

(3)(5) Assistant Professor

- a. Preliminary Review** (see 6.7(a)(1)).
 1. Preliminary Review for reappointment begins at the start of the first spring semester following the completion of a minimum five (5) full, contiguous semesters at the current appointed rank.
 2. Individuals whose employment did not start at the beginning of the fall semester will have their Preliminary Review delayed to the first spring semester following the completion of a minimum of five (5) full, contiguous semesters following their initial appointment.
 3. May only be reappointed once and must apply, consistent with the start of the process in the fall semester, for promotion no later than at the completion of six (6) academic years (fall to spring).
 4. However, if hired prior to June 1, 2017, such faculty must apply for promotion to Associate Professor no later than the last year of their three-year reappointment term.
- b. Promotion**
 1. Assistant Professors must be promoted to Associate Professor by the end of their second (2nd) reappointment term, noting Section ~~6.4(a)(5)a.36.4(a)(3)a.3~~ above, in order to receive a contract with a duration greater than a single terminal year.
 2. The University may, at its sole discretion, permit a faculty

- 186 member to delay promotion review by granting a maximum
- 187 one (1) year extension at this rank due to a valid request for
- 188 FMLA or other appropriate leave.
- 189 3. Other extensions must be formally agreed upon in writing by
- 190 both the FPU-BOT and UFF-FPU.
- 191 4. In order to be considered for promotion, a faculty member
- 192 must have a Full Review as described in Section 6.7(a)(2).

~~(4)~~(6) Associate Professor

- 193
- 194 a. Preliminary Review (see Section 6.7(a)(1)).
- 195 1. Preliminary review for reappointment is only available to
- 196 Associate Professors as their first review after their initial
- 197 appointment if their initial appointment is less than six (6)
- 198 years.
- 199 2. Preliminary Review for reappointment begins at the start of
- 200 the spring semester of the final year of their contract.
- 201 b. Full Review (see Section 6.7(a)(2)).
- 202 1. Except as described in Section ~~6.4(a)(6)a.16.4(a)(4)a-1~~, Full
- 203 Reviews are required for reappointment of Associate
- 204 Professors and must be completed before the expiration date
- 205 of a Candidate’s existing contract.
- 206 (I) If an Associate Professor is reappointed based on a
- 207 preliminary review, all subsequent reappointment
- 208 reviews are based upon a Full Review.
- 209 2. The Full Review may be used, at the Candidate’s election,
- 210 to also request promotion to the rank of Professor.

~~(5)~~(7) Professor

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

6.5 Promotion Categories and Eligibility Criteria for Faculty.

- 213
- 214 (a) Subject to the requirements set forth herein, faculty holding the rank of Instructor,
- 215 Assistant Professor and Associate Professor shall be eligible to apply for promotion
- 216 to the next higher rank.
- 217 (b) Professional Ranks:
- 218 (1) Instructor to Senior Instructor.
- 219 ~~a. Senior Instructors are at their highest rank possible and cannot be~~
- 220 ~~promoted to Assistant Professor.~~
- 221 ~~(2) Senior Instructor to Distinguished Instructor.~~

222 a. Distinguished Instructors are at their highest rank possible and
223 cannot be promoted.

224 (3) Professor of Practice.

225 a. Professors of Practice are at their highest rank possible and cannot
226 be promoted.

227 ~~(2)~~(4) Assistant to Associate Professor.

228 ~~(3)~~(5) Associate Professor to Professor.

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

233 (d) Minimum Qualifications.

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

237 (2) At least two (2) of the five (5) immediately preceding academic years must
238 be served at the University.

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

242 **6.6 Reappointment and/or Promotion Materials for Assistant Professors, Associate**
243 **Professors, and Professors.** (Note: Instructors see Section 6.9)

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

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

249 (c) Candidate Prepared Dossier. A Candidate for reappointment or promotion must
250 prepare a dossier for consideration, which must include: a personal statement from
251 the Candidate and elements that show the Candidate’s demonstrated abilities and
252 competencies in teaching, service, and research—including: performance reviews
253 received since their last reappointment if applicable (if not, all performance reviews
254 received); ~~faculty activity reports from two (2) prior years of employment at the~~
255 ~~University.~~

256 (d) Faculty Dossier contents:

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

Commented [CL2]: This requirement seems unnecessarily redundant. It’s not clear what it adds.

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

263 (e) Faculty Dossier format.

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

268 a. The FRC shall review, within fourteen (14) days of receipt, the
269 format and guidelines and shall recommend approval or changes to
270 the Provost.

271 b. Should the FRC recommend changes, the Provost shall, within ten
272 (10) days, either accept the changes or give a written justification
273 for not accepting the changes.

274 (2) The Candidate Prepared Dossier must follow the final format as finalized
275 by the Provost and faculty are solely responsible for the content within, and
276 production of, the dossier. Review committees may choose to not consider
277 a dossier which does not substantially follow the required format. However,
278 minor deviations from the format shall not be considered as grounds for
279 denying reappointment or promotion.

280 (f) Reference Letters.

281 (1) Reference letters are required for Promotion Reviews and Full Reviews.

282 (2) Reference letters are added to the faculty dossier by the provost’s office and
283 become a part of the reappointment or promotion packet.

284 (3) Letters are not required for promotion to Senior Instructor.

285 (4) Reference letters are confidential and will be requested using a template that
286 instructs the external reviewer regarding the materials supplied, and any
287 special considerations, including the University’s history, teaching
288 expectations, and research infrastructure. This template will be developed
289 according to and as part of the process laid out in Section 6.6(f)(6).

290 (5) Requesting Reference Letters.

291 a. A minimum of four (4) reference letters must be requested.

292 b. The Candidate “nominates” up to four (4) individuals to provide
293 reference letters.

294 c. The Department Evaluation Panel formally requests all external
295 reference letters, which shall include at a minimum two (2)
296 individuals nominated by the Candidate, and a minimum of two (2)
297 letters from individuals not nominated by the Candidate.

Commented [CL3]: This issue seemed to cause a good deal of consternation for faculty members.

- 298 (6) Request for Reference Letter template
- 299 a. The Provost (or designee) will draft a letter that specifies what
- 300 materials will be provided to the external referee and provide the
- 301 letter to the University Evaluation Committee.
- 302 b. The University Evaluation Committee will review the draft, make
- 303 appropriate revisions, and provide the final draft of the letter to the
- 304 Department Evaluation Panel for distribution.
- 305 (7) The confidential reference letters shall be included for review with
- 306 Candidate’s dossier and any supplemental materials.
- 307 a. A list of the names of all individuals asked to provide a review and
- 308 whether any declined to provide this review, and reason given, if
- 309 any, will also be included in the Packet.

310 **6.7 Reappointment and/or Promotion Process: Types, Notices, and Committee**
 311 **Memberships for Assistant Professors, Associate Professors, and Professors.**

312 (a) Types of Review Processes.

313 (1) Preliminary Review.

- 314 a. A review that does not include external letters and is only conducted
- 315 by the Department Evaluation Panel (as described below in Section
- 316 6.7(c)).
- 317 b. Results of this review are provided directly to the Provost for
- 318 consideration.

319 (2) Full Review.

- 320 a. A review that includes external letters and is conducted by the
- 321 Department Evaluation Panel, then the University Evaluation
- 322 Committee (as described below in Section 6.7(d)).
- 323 b. Results of the reviews are then provided to the Provost for
- 324 consideration, except in Sections ~~6.7(d)(2)d~~ &
- 325 ~~6.8(c)(5)a~~ ~~6.8(e)(5)a~~, in which the results of the reviews are directly
- 326 provided to the President for consideration.

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327 (b) Notice of Review Requirement

- 328 (1) Individuals that require a Preliminary Review (as specified in Section
- 329 6.7(a)(1)), due to their appointment expiring in the coming year, will be
- 330 notified of the requirement for review no later than December 10, prior to
- 331 the spring semester in which their review must be completed.
- 332 (2) ~~Before the start of the fall semester in~~ By **May 1** prior to the academic year
- 333 when an individual must seek reappointment, the University will provide
- 334 notice to professors who:

Commented [CL4]: We selected this date because faculty to whom it applies will still be on contract and more likely to be engaged on a daily basis with University communications.

- 335 a. must apply for promotion from Assistant to Associate Professor to
- 336 maintain their appointment, or;
- 337 b. must participate in a Full Review to renew their appointment.
- 338 (3) ~~The Notice referenced in 6.7 (b) (3) Notice from the University~~ will provide
- 339 information relevant to the applicable reappointment/promotion process
- 340 including ~~instructions-the format and guidelines for the Candidate Prepared~~
- 341 ~~Dossier, the Promotion or Reappointment Criteria,~~ and deadlines (the
- 342 “Notice”).
- 343 (4) Within fifteen (15) days of receiving the Notice referenced in 6.7 (b) (3),
- 344 eligible professors will inform the University of their election to apply for
- 345 promotion or proceed with reappointment.
- 346 (5) Candidates for reappointment or promotion shall provide the University
- 347 with their dossier by the deadline set forth in the Notice referenced in 6.7
- 348 (b) (3)referenced herein. Such deadline shall not be earlier than October 1.
- 349 (c) Department Evaluation Panel (“DEP”) Membership
- 350 (1) DEP Chair.
- 351 a. The Department Chair serves as the chair of the DEP if the
- 352 Department Chair holds the appropriate faculty appointment rank.
- 353 b. If the Department Chair does not hold the appropriate rank, the
- 354 Provost will appoint a chair for the DEP.
- 355 (2) DEP Membership.
- 356 a. For reviews of Assistant and Associate Professors, the DEP shall
- 357 consist of faculty of a higher rank than the Candidate within the
- 358 Candidate’s division, or if no division is present, within the
- 359 Candidate’s department. When there are an insufficient number of
- 360 faculty to meet the minimum requirements for a DEP, the process
- 361 below will be used to form a DEP.
- 362 b. There must be a minimum of five (5) qualified (appropriately
- 363 ranked) individuals serving on the DEP.
- 364 1. If the number of individuals available to serve on the DEP is
- 365 less than five (5), the Provost and DEP Chair will each select
- 366 a faculty member or, if necessary, two (2) faculty members
- 367 of appropriate rank from another unit at the University to
- 368 serve on the DEP.
- 369 c. Individuals that are in the terminal year of their employment
- 370 contract (as a result of non-reappointment, resignation, or layoff) or
- 371 those who received “Needs Improvement” or “Deficient” (or
- 372 “Unsatisfactory”) in their most recent performance evaluation are

Commented [CL5]: Revised in an effort to reduce conflation between the reappointment dossier and activity report formats.

373 not eligible to serve on the DEP, regardless of any pending
374 grievance to challenge such evaluation (See Section 11.11(a)).

375 d. A faculty member who is a Candidate for Reappointment may serve
376 on the DEP only with the approval of the Provost and DEP Chair.

377 (d) University Evaluation Committee (“UEC”) Membership.

378 (1) UEC Membership.

379 a. The UEC is appointed by the Provost from those holding the rank
380 “Professor” from a nomination pool provided by the Faculty
381 Representative Council; however, if there are fewer than eight (8)
382 qualified individuals at the University, all such qualified individuals
383 shall be deemed in the nomination pool.

384 1. Individuals that are in their terminal year of employment (as
385 a result of non-reappointment, resignation, or layoff), or
386 those who received “Needs Improvement”, “Unsatisfactory”
387 or “Deficient” in their most recent performance evaluation,
388 are not eligible to serve on the UEC, regardless of any
389 pending grievance to challenge such evaluation (See Section
390 11.11(a)).

391 2. In years where an individual is up for reappointment review,
392 he or she may not participate in the UEC.

393 b. Term duration will be staggered to have a “normal” term of three (3)
394 years in length and with overlap in UEC membership so that
395 institutional knowledge for the committee is maintained.

396 c. If fewer than four (4) individuals are eligible to staff the UEC, the
397 UEC will be chaired by the Provost with all eligible faculty serving
398 as members.

399 (2) Number of UEC Members.

400 a. If fewer than ten (10) individuals with the rank Professor are on staff
401 at the University, the UEC will consist of four (4) to six (6)
402 individuals at the discretion of the University.

403 b. With ten (10) to twenty (20) Full Professors on staff, the UEC will
404 consist of five (5) to seven (7) individuals at the discretion of the
405 University.

406 c. With more than twenty (20) Full Professors on staff, the UEC will
407 consist of seven (7) members.

408 d. If, during the review of an individual with rank Professor, if the
409 faculty member’s unit does not have a minimum of four (4)
410 individuals with the rank of Professor, the UEC will be the sole
411 reviewing committee for that faculty member.

412 e. The UEC must operate in executive session and in total
413 confidentiality.

414 **6.8 Reappointment and Promotion Procedure for Assistant Professors, Associate**
415 **Professors, and Professors.**

416 (a) General Rules.

417 (1) ~~Previously Promoted.~~ If the University previously promoted the Candidate,
418 ~~the promotion assessment should be based on the Candidate's performance since the Candidate's last promotion.~~
419 ~~However, in assessing promotion to Professor, consideration of a candidate~~
420 ~~the faculty member's entire career would be appropriate.~~

Commented [CL6]: This differentiation seems appropriate.

422 (2) Not Previously Promoted.

423 a. If the University has not previously promoted the Candidate, the
424 promotion assessment is cumulative and must include consideration
425 of the Candidate's achievements prior to employment at the
426 University.

427 b. However, the Candidate's promotion assessment must also establish
428 that the Candidate has continued to progress and achieve in the
429 categories and criteria used for reappointment and/or promotion
430 while employed at the University.

431 (3) Reference Letters for Promotion and Full Reviews.

432 a. A single negative reference may not be the sole basis for not
433 reappointing a candidate or for not promoting a Candidate.

434 b. Promotion and reappointment decisions shall not be based solely on
435 the reference letters received.

436 (4) Department Inputs.

437 a. If the DEP includes no members from the candidate's department,
438 the DEP will request input from the department chair before
439 finalizing its recommendation.

440 b. If the Department chair is the candidate and no member from the
441 chair's department is a member of the DEP, the Provost or designee
442 shall select a member of the chair's department to provide input to
443 the DEP before the DEP finalizes their recommendation.

444 (b) DEP Review and Recommendation.

445 (1) The University shall provide the Packet (as described in Section 6.6) to the
446 DEP for review.

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

- 450 (3) The DEP may acquire and review supplemental materials and/or other
451 information as appropriate.
- 452 a. If supplemental materials and/or other information is used as part of
453 the review, the Candidate will be informed of the use of this
454 information and provided a minimum of ~~five~~ seven (57) days, ~~but~~
455 ~~no longer than ten (10) days~~, to respond to the information.
- 456 (4) For Preliminary Reviews, the DEP will prepare and provide a report that is
457 added to the candidate’s packet. The DEP recommendation is presented to
458 the Provost directly. Within this report, the DEP may choose to highlight
459 areas of concern and comment on the candidates progression towards on-
460 time promotion.
- 461 (5) For Full Reviews, the DEP will prepare and provide a report that is added
462 to the candidate’s packet. The DEP recommendation is presented to the
463 UEC.
- 464 (6) The DEP must operate in executive session and in total confidentiality.
- 465 (7) All DEP reports, recommendations, and work product constitute faculty
466 evaluative information and/or limited-access records, pursuant to Florida
467 Polytechnic University Rule 6C13-6.008.
- 468 (c) UEC Report and Recommendation.
- 469 (1) If conducted, the DEP will add its report to the Candidate’s packet which
470 includes the dossier, letters of recommendations, a table listing review
471 requests, the DEP report and recommendation, and any supplemental
472 materials and Candidate responses which were used as part of the decision
473 in the review.
- 474 (2) The UEC will use the candidate’s packet to consider the reappointment or
475 promotion request.
- 476 (3) The UEC may acquire and review supplemental materials and/or other
477 information as appropriate.
- 478 a. If supplemental materials and/or other information is used as part of
479 the review at any time during the process, the Candidate will be
480 informed of the use of this information and provided a minimum of
481 ~~five~~ seven (57) days, ~~but no longer than ten~~ fourteen (1014) days, to
482 respond to the information.
- 483 (4) Reference letters are to be used as an input to the overall evaluation by the
484 committee.
- 485 a. A single negative reference may not be the sole basis for not
486 reappointing a candidate or for not promoting a Candidate.
- 487 b. Promotion and reappointment decisions shall not be based solely on
488 the reference letters received.

Commented [CL7]: At least a week seems appropriate, given that the scenario could very well arise in the middle of a semester.

- 489 (5) The UEC will prepare a report and recommendation that is addressed to the
490 Provost. The UEC report is added to the Candidate’s packet.
- 491 a. If the Provost chairs the UEC, the Provost will not make a
492 recommendation, but will supply a candidate’s Packet, and both the
493 UEC and DEP reports to the President for a final decision.
- 494 (6) All UEC reports, recommendations, and work product constitute faculty
495 evaluative information and/or limited-access records, pursuant to Florida
496 Polytechnic University Rule 6C13-6.008.
- 497 (d) **Provost’s Review and Recommendation.**
- 498 (1) The Provost shall review all procedural and substantive matters for
499 completeness in order to ensure that the DEP and/or UEC have met their
500 responsibilities in this Article.
- 501 a. If procedural errors or inconsistencies are present in the process, the
502 Provost will send materials back to the appropriate part of the
503 process for correction before making a recommendation regarding
504 the candidate.
- 505 b. In rare instances, the Provost may acquire and review supplemental
506 materials and/or other information as appropriate for completeness
507 and accuracy of the Candidate’s packet.
- 508 1. As with the procedures used by the DEP and the UEC, any
509 supplemental materials and/or other information must be
510 disclosed to the Candidate with the same response rights and
511 times as provided in the DEP and UEC review.
- 512 2. If applicable, the supplemental materials and/or other
513 information and the Candidate’s response(s) will be
514 appended to the Candidate’s packet.
- 515 (2) After a careful review of the reports and recommendations of the DEP and
516 UEC (if applicable), and the Candidate’s packet, the Provost, in his or her
517 best judgment, shall make a positive or negative recommendation in writing
518 as to the Candidate’s reappointment or promotion.
- 519 a. The Provost’s recommendation, if positive, is provided to the
520 President consistent with Section 6.8(e).
- 521 b. If the Provost’s recommendation is negative, the decision and
522 written justification are provided to the Candidate. Unless
523 overturned on appeal by the President, negative recommendations
524 from the Provost are terminal.
- 525 c. The process for appealing a negative recommendation from the
526 Provost is as follows:
- 527 1. Within ten (10) days of the Provost’s written justification

- 528 being provided the Candidate may submit a written appeal
529 to the Office of the President (president@floridapoly.edu).
- 530 (I) Failure to appeal a negative recommendation within
531 the ten (10) day time frame renders the
532 recommendation final and subject to no further
533 review or grievance.
- 534 2. Upon receipt of the Candidate’s appeal, the President will
535 review the Provost’s negative recommendation, the UEC
536 and DEP committee reports, and the Candidate’s packet.
- 537 3. The scope of the President’s appellate review is limited to
538 ~~the~~ correcting errors of judgment or process.
- 539 4. Within twenty (20) days of receipt of the Candidate’s appeal,
540 the President will render a decision either granting or
541 denying the appeal on its merits.
- 542 (3) The Provost’s recommendation, Provost’s written justification, and the
543 President’s decision as a result of the appeal process constitute faculty
544 evaluative information and/or limited-access records, pursuant to Florida
545 Polytechnic University Rule 6C13-6.008.
- 546 (e) **President’s Review and Authority.** The President shall have the sole authority to
547 grant a Candidate’s reappointment or promotion and will act upon the request for
548 reappointment or promotion provided by the Provost.
- 549 (1) The granting of reappointment or promotion shall be based on the
550 University’s criteria, clarifications produced by the Candidate’s unit or
551 department, the reports and recommendations of the DEP and UEC, any
552 documents relied upon by the DEP and UEC in creating their reports and
553 recommendations, the Candidate’s packet, and the written recommendation
554 of the Provost.
- 555 (2) The President will consider the items listed above, noting that the committee
556 reports have provided a strong review of the candidate and, in his or her best
557 judgment, either:
- 558 a. grant reappointment or promotion, via written notice, within the
559 terms of this contract, or;
- 560 b. deny the request for reappointment or promotion.
- 561 (3) If the President’s final decision on reappointment or promotion is negative,
562 the President shall provide written justification to the Candidate within
563 twenty (20) days of the decision. .
- 564 (4) The President’s written notice of granting reappointment or promotion
565 (6.8(e)(2)a) and written justification denying the request for reappointment
566 or promotion (6.8(e)(3)), constitute faculty evaluative information and/or

567 limited-access records, pursuant to Florida Polytechnic University Rule
568 6C13-6.008.

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

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

577 (h) Promotion Date.

578 (1) Promotions for professors that are granted shall be effective on August 15
579 following the decision date.

580 (2) An individual may use their new title effective upon written notification of
581 their promotion.

582 **6.9 Reappointment and Promotion for Instructors, and Senior Instructors, Distinguished**
583 **Instructors, and Professors of Practice.**

584 (a) Reappointment & Promotion Materials:

585 (1) Reappointment Materials: Instructors must submit the following materials
586 to be considered for reappointment:

- 587 a. Candidate personal statement
- 588 b. Updated, current curriculum vitae
- 589 c. Last two (2) faculty activity reports
- 590 d. Last two (2) reviews from department chair

591 (2) Promotion (Instructor to Senior Instructor) Materials:– Instructors must
592 submit the following materials to be considered for Promotion to Senior
593 Instructor:

- 594 a. Candidate personal statement
- 595 b. Updated, current curriculum vitae
- 596 c. Teaching portfolio
- 597 d. Last two (2) faculty activity reports
- 598 e. Last two (2) reviews from department chair

599 (3) Reappointment of Senior Instructors: Senior Instructors must submit the
600 following materials to be considered for reappointment:

- 601 a. Candidate personal statement to include update of activity since
602 promotion or last reappointment

- 603 b. Updated Curriculum Vitae
- 604 c. Last three (3) faculty activity reports
- 605 d. Last three (3) reviews from department chair
- 606 **(4) Promotion (Senior Instructor to Distinguished Instructor) Materials: Senior**
- 607 **Instructors must submit the following materials to be considered for**
- 608 **Promotion to Distinguished Instructor:**
- 609 a. Candidate personal statement
- 610 b. Updated, current curriculum vitae
- 611 c. Teaching portfolio
- 612 d. Last three (3) faculty activity reports
- 613 e. Last three (3) reviews from department chair
- 614 **(5) Reappointment of Distinguished Instructor: Distinguished Instructors must**
- 615 **submit the following materials to be considered for reappointment:**
- 616 a. Candidate personal statement to include update of activity since
- 617 promotion or last reappointment
- 618 b. Updated Curriculum Vitae
- 619 c. Last ~~three~~five (35) faculty activity reports
- 620 d. Last ~~three~~five (35) reviews from department chair
- 621 **(6) Reappointment of Professor of Practice: Professors of Practice must submit**
- 622 **the following materials to be considered for reappointment:**
- 623 a. Candidate personal statement to include update of activity since
- 624 promotion or last appointment
- 625 b. Updated Curriculum Vitae
- 626 c. Last three (3) faculty activity reports
- 627 d. Last three (3) reviews from department chair
- 628 ~~d.~~e. Other materials relevant to this faculty members contributions to the
- 629 University
- 630 **(b) Reappointment and Promotion: Types, Notices, and Criteria**
- 631 **(1) Types:**
- 632 a. Faculty at the instructor level undergo reappointment reviews and
- 633 promotion review (if eligible and by choice of the candidate).
- 634 b. Instructors are not required to seek promotion, nor may they be
- 635 penalized for not seeking promotion.

- 636 c. Once promoted, Senior Instructors likewise undergo reappointment
637 reviews, as do Distinguished Instructors.
- 638 (2) Notice of Reappointment or Promotion eligibility or requirement will take
639 place consistent with the notification requirement for other faculty.
- 640 (3) Criteria for Instructor, ~~and~~ Senior Instructor, Distinguished Instructor and
641 Professor of Practice reappointment and promotion will be developed
642 through the process outlined below in Section 6.10.
- 643 (c) Review Panel and Committees for Instructor-Level rank Reappointments and
644 Promotion (ranks are Instructor, Senior Instructor, and Distinguished Instructor).
 - 645 (1) ~~Instructor-DEP~~: Shall consist of the department DEP ~~plus one (1) Assistant~~
646 ~~Professor chosen by the Department Chair~~ and one (1) out-of-department
647 ~~Distinguished Instructor, or Senior Instructor, or Assistant~~
648 ~~Professor~~ chosen by the Provost. ~~If there is no out-of-department Senior~~
649 ~~Instructor, the department DEP alone will consider the reappointment or~~
650 ~~promotion.~~
 - 651 (2) Instructor-UEC: Shall consist of the UEC plus one (1) Distinguished
652 Instructor or Senior Instructor. If there is no individual with the rank Senior
653 Instructor, the Provost will choose one (1) Associate Professor from outside
654 the Instructor's department.
- 655 (d) Reappointment and/or Promotion Process, the Instructor Review.
 - 656 (1) The Instructor-DEP and Instructor-UEC follow the same process as they do
657 for other faculty, except there is no outside letter requirement for Instructor
658 promotion, ~~or~~ Senior Instructor promotion or Senior Instructor
659 reappointment, or Distinguished Instructor reappointment.
 - 660 (2) For reappointment reviews of Instructors and Senior Instructors, the
661 Instructor-DEP provides its report directly to the Provost.
 - 662 (3) Every third (3rd) reappointment review for Instructors, ~~and~~ Senior
663 Instructors, and Distinguished Instructors requires an evaluation by the
664 Instructor-UEC.
 - 665 (4) Promotion reviews for Instructors and Senior Instructors require an
666 evaluation by the Instructor-UEC.
 - 667 (5) Provost Review and Recommendation.
 - 668 a. Both Instructor-DEP and Instructor-UEC reviews for Instructors
669 and Senior Instructors culminate in either a positive or negative
670 recommendation by the Provost as described in Section 6.8(d)(2).
 - 671 b. These processes shall be consistent with that outlined for other
672 faculty in Section 6.8(d).
 - 673 (6) President's Review and Authority. Actions on reappointments and

Commented [CL8]: The proposed language is an attempt to address the exceptionally large panels that review Instructors' reappointments; it seemed as if the swelling of the Instructor Review Panel was an unintentional consequence of contract language. We are open to other approaches to addressing this issue, so long as the panel includes an Instructor and department chair.

674 promotions by the President and Provost will be acted upon in the same
675 manner as described in Section 6.8(e).

676 (e) Reappointment Process, Professor of Practice Review.

677 (1) The Professor of Practice reappointment process follows the same process
678 as that for Distinguished Instructor.

679 (2) Every third (3rd) reappointment review for Professors of Practice requires
680 an evaluation by the Instructor-~~EUUEC~~.

681 (3) Provost Review and Recommendation.

682 a. Reviews for Professors of Practice culminate in either a positive or
683 negative recommendation by the Provost as described in Section
684 6.8(d)(2).

685 b. These processes shall be consistent with that outlined for other
686 faculty in Section 6.8(e).

687 ~~(6)~~(4) President’s Review and Authority. Actions on reappointments by the
688 President and Provost will be acted upon in the same manner as described
689 in Section 6.8(e).

690 **6.10 Development of Reappointment and Promotion Criteria for the Instructor Ranks,**
691 **Professors of Practice, Assistant Professors, Associate Professors, and Professors.**

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

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

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

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

708 **a.** Instruction, including regular classroom and laboratory teaching,
709 classroom development, effective development/application of new
710 instructional methods, directing thesis or dissertation committees,
711 and other instructional activities;

- 712 **b.** Research or other creative activities relevant to the department
- 713 mission, including scholarly publications, support and advising of
- 714 graduate students; and
- 715 **c.** Service to professional societies and contributions to the University
- 716 and department.
- 717 **(3)** The criteria shall also include, but are not limited to:
- 718 **a.** a demonstrated record of scholarly activity, teaching, and as
- 719 appropriate, course and/or curriculum development commensurate
- 720 with the University’s mission and relevant academic discipline(s);
- 721 **b.** evidence of a positive and growing reputation in his/her chosen sub-
- 722 field within the department’s mission, and;
- 723 **c.** promise of continued successful performance.
- 724 **(4)** The Provost will formally request input from the FRC as to the University
- 725 criteria before providing the finalized University criteria to each
- 726 department’s Division Director, or Chair if no Division Director is present.
- 727 **(c)** Department Clarifications of University Criteria. The department clarifications,
- 728 described in this section shall provide context for the broader University criteria
- 729 and:
 - 730 **(1)** be consistent with university requirements and faculty work assignments;
 - 731 **(2)** be detailed enough that a reasonable professor should be informed about the
 - 732 expectations for performance or accomplishments which are necessary to
 - 733 earn reappointment or promotion, assuming that the accomplishments are
 - 734 of sufficient quality, quantity, and consistency, and;
 - 735 **(3)** identify some representative examples of the achievements or performance
 - 736 characteristics which, if the requirement or distinction were met, are
 - 737 appropriate comparisons for reappointment or promotion.
- 738 **(d)** Criteria and Department-Specific Clarification Review Process. Criteria and
- 739 department-specific clarifications shall be developed and approved on a bi-annual
- 740 cycle according to the following procedures:
 - 741 **(1)** Department Committee Formation and Membership.
 - 742 **a.** The Committee shall consist of:
 - 743 **1.** the Vice Provost of Academic Affairs (or Provost-designee);
 - 744 **2.** Department Chair (or if Division/Department Director is
 - 745 present, Division director, or designee) of each respective
 - 746 department, and;
 - 747 **3.** two (2) faculty members from the department, at least one
 - 748 (1) holding the most senior rank in the department, subject
 - 749 to the limitations below in 6.10(d)(1)c).

- 750 **b.** In years during which the clarifications are reviewed, department
- 751 faculty shall select their two (2) representative faculty members
- 752 during the first week of the fall semester
- 753 **c.** Exceptions to Department Committee Membership.
- 754 **1.** The Department Committee requires senior-ranking
- 755 membership, followed by overall membership. If a
- 756 department has three (3) or more senior-ranking faculty
- 757 members, a senior-ranking faculty member that will be
- 758 reviewed in the next academic year’s review cycle may not
- 759 serve on the Department Committee.
- 760 **2.** Similarly, if a department has more than ten (10) faculty
- 761 members, a junior-ranking faculty member that will be
- 762 reviewed for reappointment in the next academic year’s
- 763 review cycle may not serve on the departmental committee.
- 764 **3.** Faculty members that have resigned, received a notice of
- 765 non-reappointment or notice of layoff, instructors, and
- 766 visiting/adjunct faculty are not eligible to serve on the
- 767 Department Committee or participate in the Department
- 768 Committee selection process.
- 769 **(I)** However, Instructors who have served in a full-time
- 770 capacity for at least the most recent five (5)
- 771 consecutive years are eligible to serve on or
- 772 participate in the Department Committee selection
- 773 process as it relates to the development of
- 774 department-specific clarifications for instructors.
- 775 **(2)** Development of Department-Specific Clarifications.
- 776 **a.** The Provost shall provide a framework for department-specific
- 777 clarifications and formally charge the Department Committee to
- 778 develop and maintain written clarifications of the University’s
- 779 reappointment and promotion criteria in terms aligned with the
- 780 department’s discipline(s) and assigned duties, and consistent with
- 781 University standards as established in the most recent BOT-
- 782 approved version of the Faculty Handbook.
- 783 **b.** Upon receiving the University criteria and clarification framework,
- 784 the Department Committee shall convene to develop clarifications
- 785 of the University criteria consistent with the department disciplines
- 786 in accordance with the procedures outlined herein.
- 787 **c.** The Department Committee shall complete its review and finalize
- 788 the department clarifications within fifteen (15) days of receiving
- 789 the University’s criteria.

- 790 (3) Department Faculty Vote. Within ten (10) days of the Committee finalizing
 791 the department clarifications, the department faculty shall conduct a
 792 confidential and anonymous vote on said clarifications.
- 793 a. Faculty that are in their terminal year of employment (as a result of
 794 non-reappointment, resignation, or layoff), visiting/adjunct faculty,
 795 and instructors are not eligible to vote on the clarifications.
 796 Instructors and Senior Instructors, however, are eligible to vote on
 797 the department-specific clarifications for instructors.
- 798 b. If a majority of a department’s faculty vote in favor of the proposed
 799 department clarifications, the department clarifications are
 800 forwarded to the Provost for review and approval.
- 801 c. If the majority of a department’s professors do not vote in favor of
 802 the proposed department clarifications, the Department Committee,
 803 shall reconsider the proposed clarifications prior to conducting a
 804 second vote.
- 805 1. The Department Committee shall have five (5) days to
 806 reconsider the proposed clarifications and conduct a second
 807 vote within five (5) days of finalizing the second round of
 808 department clarifications.
- 809 2. If the second vote is also unsuccessful, the proposed
 810 clarifications shall be forwarded to the Provost for approval,
 811 noting the lack of department faculty support.
- 812 3. If a vote does not occur within five (5) days of the
 813 Committee finalizing the department clarifications, the
 814 department clarifications shall be forwarded to the Provost
 815 for review, noting that no vote occurred.
- 816 (4) Provost Review. Within ten (10) days of receipt, the Provost shall review
 817 the proposed department clarifications to ensure compliance with this
 818 Agreement, the mission and goals of the University, and University
 819 standards as established in the most recent, BOT-approved version of the
 820 Faculty Handbook.
- 821 a. The Provost will either approve the proposed department
 822 clarifications, or return them to the Committee for reconsideration.
- 823 b. In the event the Provost returns the proposed department
 824 clarifications to the Committee for reconsideration, he/she shall
 825 provide objections to any such provision in writing.
- 826 (5) Committee Reconsideration. The Department Committee shall reconsider
 827 the Provost’s written objections and within ten (10) days after receiving
 828 them, shall resubmit the proposed written clarifications to the Provost,
 829 incorporating all, some, or none of the objections, along with a written

830 explanation and justification for the resubmitted language.
831 (6) Provost Reconsideration, Revision and Adoption. The Provost shall
832 reconsider the department clarifications and issue final revisions or
833 approvals with a final adoption of the criteria within seven (7) days after
834 receiving the revised department clarifications.

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

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

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

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

848 **6.11 Non-Reappointment of Faculty**

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

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

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

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

864 (c) If a professor chooses not to participate in a reappointment review, or in the case of
865 an Assistant Professor, chooses not to participate in the promotion process, the
866 professor will be administratively non-reappointed and the professor’s employment
867 shall end on the last date of the professor’s existing contract.

868 (d) Non-reappointed employees are not eligible to receive any salary increases or

- 869 bonuses during the notice period.
- 870 (e) Non-reappointed employees are not eligible to serve on departmental or university
- 871 committees without prior approval of the Provost.
- 872 (f) Payout option.
- 873 (1) At the time of or following issuance of a notice of non-reappointment to any
- 874 employee, the University may elect in its discretion to pay the employee for
- 875 all or a portion of the remaining term of the contract, as may be allowed
- 876 under Florida law.
- 877 (2) If the University elects this option, it will pay the employee an amount, less
- 878 withholding, equal to the salary for that portion of the remaining term of the
- 879 contract which the University is paying out, and the employee’s
- 880 employment will terminate immediately.

881 **6.12 Assistant Librarians and Wellness Counselors.**

- 882 (a) Contract duration for appointments and reappointments are as follows:
- 883 (1) Assistant Librarian I & Wellness Counselor I.
- 884 a. Initial Contract Duration: two (2) years
- 885 b. Reappointment Contract Duration: two (2) years
- 886 c. Reappointment Cycle: two (2) years.
- 887 1. The University will review the Assistant Librarian I and
- 888 Wellness Counselor I during the second full spring term of
- 889 employment (or the first spring after four complete terms
- 890 depending on hire date) and thereafter in the fourth (4th)
- 891 semester of each contract cycle.
- 892 (2) Assistant Librarian II and Wellness Counselor II.
- 893 a. Initial Contract Duration: two (2) years
- 894 b. Reappointment Contract Duration: three (3) years
- 895 1. The University will review the Assistant Librarian II and
- 896 Wellness Counselor II during the second full spring term
- 897 after initial promotion and thereafter in the spring of the third
- 898 year of the reappointment contract.
- 899 (b) Reappointment Review Requirements & Process
- 900 (1) Candidate Required Materials: Candidates for reappointment must provide
- 901 the following materials in their reappointment “packet.”
- 902 a. The Employee Self-Review Worksheet provided by Human
- 903 Resources;
- 904 b. The candidate’s previous performance reviews;

- 905 c. An updated curriculum vitae;
- 906 d. If other materials are used as part of the review, the candidate will
- 907 be informed of this information, and provided a minimum of five (5)
- 908 days to respond to the information.
- 909 (2) Reappointment Process.
- 910 a. Dates for reappointment notification and submission of materials to
- 911 Supervisor will coincide with those for Faculty.
- 912 b. Considerations for reappointment include:
- 913 1. A review of goals, objectives, and accomplishments
- 914 achieved over the total review period.
- 915 2. Specific goals, tasks, or assignments derived from annual or
- 916 periodic evaluations.
- 917 3. Candidate’s likelihood for continued success.
- 918 4. Any additional criteria established via the process for
- 919 University Criteria for Reappointment and Promotion
- 920 established for faculty positions.
- 921 c. Decisions must be considered by the supervisor, the Provost, and the
- 922 Vice Provost of Student Affairs.
- 923 d. Upon request, the Provost will provide a written justification for the
- 924 reappointment decision.
- 925 (c) Promotion Procedure for Assistant Librarians & Wellness Counselors:
- 926 (1) Employees designated as Assistant Librarian I and Wellness Counselor I
- 927 are not obligated to seek promotion, nor will they be penalized for not doing
- 928 so.
- 929 (2) Available Ranks for Promotion
- 930 a. Assistant Librarian I to Assistant Librarian II
- 931 b. Wellness Counselor I to Wellness Counselor II
- 932 (3) Eligibility for Promotion.
- 933 a. Minimum Duration of Employment: Employees must have served
- 934 at least 5 successful academic years at their current rank in a full-
- 935 time capacity, with an overall evaluation rating of “Meets
- 936 Expectation” for each of those years, in order to qualify for
- 937 consideration of the next highest rank.
- 938 b. Minimum Requirements: Employees must have been in a position
- 939 of continued employment and not have been given notice of non-
- 940 reappointment or termination, and not initially hired at a rank higher.

- 941 **(4) Promotion Review Requirements & Process.**
- 942 **a. Candidate Required Materials:** Candidates for reappointment must
- 943 provide the following materials in their reappointment “packet.”
- 944 **1.** A personal statement addressing how the candidate fulfills
- 945 the responsibilities of the position and advances the mission
- 946 of the unit and the University.
- 947 **2.** The candidate’s previous performance reviews (including
- 948 self-evaluations) and other evaluations since initial hire at
- 949 the University.
- 950 **3.** An updated curriculum vitae.
- 951 **4.** If other materials are used as part of the review, the candidate
- 952 will be informed of this information, and provided a
- 953 minimum of five (5) days to respond to the information.
- 954 **(5) Promotion Process.**
- 955 **a.** Dates for Promotion notification and submission of materials to
- 956 Supervisor will coincide with those for Faculty.
- 957 **b. Considerations for Promotion include:**
- 958 **1.** A review of goals, objectives, and accomplishments
- 959 achieved over the total review period.
- 960 **2.** Specific goals, tasks, or assignments derived from annual or
- 961 periodic evaluations.
- 962 **3.** Candidate’s likelihood for continued success and
- 963 appropriate contribution on institutional initiatives.
- 964 **4.** Any additional criteria established via the process for
- 965 University Criteria for Reappointment and Promotion
- 966 established for faculty positions.
- 967 **c. Promotion Decisions**
- 968 **1.** May include inputs from relevant campus stakeholders, such
- 969 as students, faculty, and other staff.
- 970 **2.** Must be considered by the supervisor, the Provost, and the
- 971 Vice Provost of Student Affairs.
- 972 **3.** Upon request, the Provost will provide a written justification
- 973 for the promotion decision.
- 974 **(d) Non-Reappointment.**
- 975 **(1)** Employees on multi-year appointments cannot be terminated during the
- 976 contract period except for just cause, layoff, or termination of the funding

- 977 source in the case of soft money appointments.
- 978 (2) Non-Reappointment at Reappointment or Promotion Review: If an
- 979 employee has participated in a reappointment or promotion review and is
- 980 not provided with an offer of reappointment or promotion, that employee
- 981 shall receive a terminal, 6-month contract that supersedes any existing
- 982 contracts.
- 983 (3) Non-reappointed employees are not eligible to receive any salary increases
- 984 or bonuses during the notice period.
- 985 (4) Non-reappointed employees are not eligible to serve on departmental or
- 986 university committees without prior approval of the Provost.
- 987 (5) Payout option.
- 988 a. At the time of or following issuance of a notice of non-
- 989 reappointment to any employee, the University may elect in its
- 990 discretion to pay the employee for all or a portion of the remaining
- 991 term of the terminal contract, as may be allowed under Florida law.
- 992 b. If the University elects this option, it will pay the employee an
- 993 amount, less withholding, equal to the salary for that portion of the
- 994 remaining term of the contract which the University is paying out,
- 995 and the employee’s employment will terminate immediately.

996 **6.13 Grievability**

- 997 (a) The University’s decision to not offer reappointment or promotion to an employee
- 998 shall not be considered a disciplinary action.
- 999 (b) The decision to not offer reappointment or promotion is grievable according to
- 1000 Article 11 - Grievance and Arbitration Procedure, as an employee may contest the
- 1001 decision solely because of an alleged violation of a specific term of the Agreement
- 1002 or because of an alleged violation of the employee’s constitutional rights.
- 1003 (c) For the purposes of a grievance about a faculty reappointment or promotion
- 1004 decision, the scope of materials relied upon the denial of a candidate’s
- 1005 reappointment or promotion is limited to the Candidate’s packet, the DEP report
- 1006 and recommendation, the UEC report and recommendation, and the Provost’s
- 1007 recommendation. The University may not subsequently introduce new grounds for
- 1008 that denial during the grievance process nor may it assert that there are other,
- 1009 unwritten grounds for that denial.
- 1010 (d) The remedy for any grievance filed under this provision, if successful, shall not
- 1011 include an award of reappointment or promotion.
- 1012 (e) Such grievances must be filed within thirty (30) days of the Candidate’s receipt of
- 1013 the denial of promotion or reappointment from the President as described in
- 1014 6.8(e)(3) or the President’s denial of an appeal as described in Section 6.8(d)(2)c.4.
- 1015 (f) Reports and recommendations from the DEP, UEC, and Provost shall be available

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for arbitration proceedings consistent with the requirements described in Florida
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