

**ARTICLE 6 – APPOINTMENT & PROMOTION**

1

2

3     **6.1 General Principles.** ..... 1

4     **6.2 Employment Contract.**..... 2

5     **6.3 Faculty Appointment and Reappointment Contract Duration.**..... 3

6     **6.4 Reappointment and Promotion Review Eligibility and Requirements.** ..... 4

7     **6.5 Promotion Categories and Eligibility Criteria for Faculty**..... 6

8     **6.6 Reappointment and/or Promotion Materials for Assistant Professors, Associate**

9     **Professors, and Professors.** (*Note: Instructors see Section 6.9*) ..... 7

10    **6.7 Reappointment and/or Promotion Process: Types, Notices, and Committee**

11    **Memberships for Assistant Professors, Associate Professors, and Professors.**..... 9

12    **6.8 Reappointment and Promotion Procedure for Assistant Professors, Associate**

13    **Professors, and Professors.**..... 12

14    **6.9 Reappointment and Promotion for Instructors, ~~and~~ Senior Instructors,**

15    **Distinguished Instructors, and Professors of Practice.**..... 16

16    **6.10 Development of Reappointment and Promotion Criteria for ~~the~~ Instructor**

17    **Ranks, Professors of Practice, Assistant Professors, Associate Professors, and**

18    **Professors.**..... 19

19    **6.11 Non-Reappointment of Faculty** ..... 23

20    **6.12 Assistant Librarians and Wellness Counselors.**..... 24

21    **6.13 Grievability.**..... 27

**Commented [CL1]:** To clean up the document, do we want to remove references to “divisions” throughout the article (and the rest of the CBA) since that position has been eliminated?

**Commented [SP2R1]:** Yes, will work on

23    **6.1 General Principles.**

- 24       (a) The University and UFF recognize that Florida Polytechnic University is a new
- 25       institution, and as such, both parties accept that flexibility is required as we develop
- 26       an excellent faculty through the process of appointment and promotion. The
- 27       University and UFF share the desire to improve the quality of the University in all
- 28       areas, but particularly in the execution of teaching, research, and service by the
- 29       faculty. This article balances a recognition of the University’s unique history,
- 30       newness, and current situation with a shared desire for continuous improvement.
- 31       (b) Faculty are defined as individuals whose primary responsibilities include teaching,
- 32       service, and where applicable, research. Faculty included in this contract are
- 33       designated by ranks of Instructor, Senior Instructor, Distinguished Instructor,
- 34       Professor of Practice, Assistant Professor, Associate Professor, and Professor.
- 35       (c) The University and UFF further recognize that reappointment and promotions are
- 36       an important method by which the University recognizes excellence and rewards
- 37       its employees’ contributions to advancing the mission of the University.

- 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~~ June 30 following the  
78 academic year 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 ~~(3)~~(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 (3<sup>rd</sup>) year after their first promotion~~
- 145 period (6<sup>th</sup> full semester as a Senior Instructor)-final year of their
- 146 contract as described in section 6.9.

147 (3) Distinguished Instructor

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

154 (4) Professor of Practice

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

161 (3)(5) Assistant Professor

162 a. Preliminary Review (see 6.7(a)(1)).

- 163 1. Preliminary Review for reappointment begins at the start of
- 164 the first spring semester following the completion of a
- 165 minimum five (5) full, contiguous semesters at the current
- 166 appointed rank.
- 167 2. Individuals whose employment did not start at the beginning
- 168 of the fall semester will have their Preliminary Review
- 169 delayed to the first spring semester following the completion
- 170 of a minimum of five (5) full, contiguous semesters
- 171 following their initial appointment.
- 172 3. May only be reappointed once and must apply, consistent
- 173 with the start of the process in the fall semester, for
- 174 promotion no later than at the completion of ~~six-five (65)~~
- 175 academic years (fall to spring).
- 176 ~~4. — However, if hired prior to June 1, 2017, such faculty must~~
- 177 ~~apply for promotion to Associate Professor no later than the~~
- 178 ~~last year of their three-year reappointment term.~~

179 b. Promotion

- 180 1. Assistant Professors must be promoted to Associate
- 181 Professor by the end of their second (2<sup>nd</sup>) reappointment
- 182 term, noting Section 6.4(a)(5)a.3 above, in order to receive a
- 183 contract with a duration greater than a single terminal year.
- 184 2. The University may, at its sole discretion, permit a faculty
- 185 member to delay promotion review by granting a maximum

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

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

- a. Preliminary Review (see Section 6.7(a)(1)).
  - 1. Preliminary review for reappointment is only available to Associate Professors as their first review after their initial appointment if their initial appointment is less than six (6) years.
  - 2. Preliminary Review for reappointment begins at the start of the spring semester of the final year of their contract.
- b. Full Review (see Section 6.7(a)(2)).
  - 1. Except as described in Section 6.4(a)(6)a.1, Full Reviews are required for reappointment of Associate Professors and must be completed before the expiration date of a Candidate’s existing contract.
    - (I) If an Associate Professor is reappointed based on a preliminary review, all subsequent reappointment reviews are based upon a Full Review.
  - 2. The Full Review may be used, at the Candidate’s election, to also request promotion to the rank of Professor.
  - 3. Full Reviews are required for reappointment of Associate Professors and must be completed before the expiration date of a Candidate’s existing contract.

Formatted: Heading 8, Indent: Left: 3"

~~(5)(7)~~ Professor

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

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

- (a) Subject to the requirements set forth herein, faculty holding the rank of Instructor, Assistant Professor and Associate Professor shall be eligible to apply for promotion to the next higher rank.
- (b) Professional Ranks:
  - (1) Instructor to Senior Instructor.

- 222 ~~a. Senior Instructors are at their highest rank possible and cannot be~~
- 223 ~~promoted to Assistant Professor.~~
- 224 (2) Senior Instructor to Distinguished Instructor.
- 225 a. Distinguished Instructors are at their highest rank possible and
- 226 cannot be promoted.
- 227 (3) Professor of Practice.
- 228 a. Professors of Practice are at their highest rank possible and cannot
- 229 be promoted.
- 230 ~~(2)(4) Assistant to Associate Professor.~~
- 231 ~~(3)(5) Associate Professor to Professor.~~
- 232 (c) Notice of Intent. Faculty that seek promotion must declare their intent to seek
- 233 promotion in writing to the Provost and their Department Chair or Division Director
- 234 (if applicable), no later than the start of the fall semester in the academic year in
- 235 which they will seek promotion.
- 236 (d) Minimum Qualifications.
- 237 (1) Faculty (including Instructors) must serve at least five (5) academic years
- 238 at their current (or higher) rank in order to qualify for promotional
- 239 consideration to a higher rank.
- 240 (2) At least two (2) of the five (5) immediately preceding academic years must
- 241 be served at the University.
- 242 (3) The University, at its discretion, may provide exceptions to these minimum
- 243 qualifications upon request of a faculty member and approval of their Chair,
- 244 ~~Director (when a Director is present), and the Provost or designee.~~

Formatted: Highlight

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

- 247 (a) The candidate submits a “dossier” in support of their reappointment or promotion.
- 248 (b) The promotion “packet” is the body of material that includes the dossier, letters of
- 249 reference if required, any supplemental information considered by the committees
- 250 or Provost and the candidate’s response to that supplemental information, and
- 251 committee recommendations as specified by the process.
- 252 (c) Candidate Prepared Dossier. A Candidate for reappointment or promotion must
- 253 prepare a dossier for consideration, which must include: a personal statement from
- 254 the Candidate and elements that show the Candidate’s demonstrated abilities and
- 255 competencies in teaching, service, and research—including: performance reviews
- 256 received since their last reappointment if applicable (if not, all performance reviews
- 257 received), ~~faculty activity reports from two (2) prior years of employment at the~~
- 258 ~~University.~~
- 259 (d) Faculty Dossier contents:

Commented [CL3]: This requirement seems unnecessarily redundant. It’s not clear what it adds.

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

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

266 (e) Faculty Dossier format.

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

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

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

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

283 (f) Reference Letters.

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

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

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

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

293 (5) Requesting Reference Letters.

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

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

Commented [CL4]: This issue seemed to cause a good deal of consternation for faculty members.



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

301 (6) Request for Reference Letter template

302 a. The Provost (or designee) will draft a letter that specifies what  
303 materials will be provided to the external referee and provide the  
304 letter to the University Evaluation Committee.

305 b. The University Evaluation Committee will review the draft, make  
306 appropriate revisions, and provide the final draft of the letter to the  
307 Department Evaluation Panel for distribution.

308 (7) The confidential reference letters shall be included for review with  
309 Candidate’s dossier and any supplemental materials.

310 a. A list of the names of all individuals asked to provide a review and  
311 whether any declined to provide this review, and reason given, if  
312 any, will also be included in the Packet.

313 **6.7 Reappointment and/or Promotion Process: Types, Notices, and Committee**  
314 **Memberships for Assistant Professors, Associate Professors, and Professors.**

315 (a) Types of Review Processes.

316 (1) Preliminary Review.

317 a. A review that does not include external letters and is only conducted  
318 by the Department Evaluation Panel (as described below in Section  
319 6.7(c)).

320 b. Results of this review are provided directly to the Provost for  
321 consideration.

322 (2) Full Review.

323 a. A review that includes external letters and is conducted by the  
324 Department Evaluation Panel, then the University Evaluation  
325 Committee (as described below in Section 6.7(d)).

326 b. Results of the reviews are then provided to the Provost for  
327 consideration, except in Sections 6.7(d)(2)d & 6.8(c)(5)a, in which  
328 the results of the reviews are directly provided to the President for  
329 consideration.

330 (b) Notice of Review Requirement

331 (1) Individuals that require a Preliminary Review (as specified in Section  
332 6.7(a)(1)), due to their appointment expiring in the coming year, will be  
333 notified of the requirement for review no later than December 10, prior to  
334 the spring semester in which their review must be completed.

- 335 (2) ~~Before the start of the fall semester in By May 1~~ The day after final grades  
 336 are due prior to the academic year when an individual must seek  
 337 reappointment, the University will provide notice to professors who:
  - 338 a. must apply for promotion from Assistant to Associate Professor to  
 339 maintain their appointment, or;
  - 340 b. must participate in a Full Review to renew their appointment.
- 341 (3) ~~The Notice referenced in 6.7 (b) (3) Notice from the University will provide~~  
 342 ~~information relevant to the applicable reappointment/promotion process~~  
 343 ~~including instructions for the format and guidelines for the Candidate~~  
 344 ~~Prepared Dossier, the Promotion or Reappointment Criteria, and deadlines~~  
 345 ~~(the "Notice") will be provided to the candidate within two weeks of their~~  
 346 ~~formal notification that they must participate in a Full Review.~~
- 347 (4) Within fifteen (15) days of receiving the Notice referenced in 6.7 (b) (3),  
 348 eligible professors will inform the University of their election to apply for  
 349 promotion or proceed with reappointment.
- 350 (5) Candidates for reappointment or promotion shall provide the University  
 351 with their dossier by the deadline set forth in the Notice referenced in 6.7  
 352 (b) (3) refereneed herein. Such deadline shall not be earlier than  
 353 OctoberSeptember -10.

**Commented [CL5]:** 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.

**Commented [CL6]:** Revised in an effort to reduce conflation between the reappointment dossier and activity report formats.

(c) Department Evaluation Panel ("DEP") Membership

- 355 (1) DEP Chair.
  - 356 a. The Department Chair serves as the chair of the DEP if the  
 357 Department Chair holds the appropriate faculty appointment rank.
  - 358 b. If the Department Chair does not hold the appropriate rank, the  
 359 Provost will appoint a chair for the DEP.
- 360 (2) DEP Membership.
  - 361 a. For reviews of Assistant and Associate Professors, the DEP shall  
 362 consist of faculty of a higher rank than the Candidate within ~~the~~  
 363 ~~Candidate's division, or if no division is present, within~~ the  
 364 Candidate's department. When there are an insufficient number of  
 365 faculty to meet the minimum requirements for a DEP, the process  
 366 below will be used to form a DEP.
  - 367 b. There must be a minimum of five (5) qualified (appropriately  
 368 ranked) individuals serving on the DEP.
    - 369 1. If the number of individuals available to serve on the DEP is  
 370 less than five (5), the Provost and DEP Chair will each select  
 371 a faculty member or, if necessary, two (2) faculty members  
 372 of appropriate rank from another unit at the University to  
 373 serve on the DEP.

**Formatted: Highlight**

**Formatted: Highlight**

**Formatted: Highlight**

374 c. Individuals that are in the terminal year of their employment  
375 contract (as a result of non-reappointment, resignation, or layoff) or  
376 those who received “Needs Improvement” or “Deficient” (or  
377 “Unsatisfactory”) in their most recent performance evaluation are  
378 not eligible to serve on the DEP, regardless of any pending  
379 grievance to challenge such evaluation (See Section 11.11(a)).

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

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

383 (1) UEC Membership.

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

389 1. Individuals that are in their terminal year of employment (as  
390 a result of non-reappointment, resignation, or layoff), or  
391 those who received “Needs Improvement”, “Unsatisfactory”  
392 or “Deficient” in their most recent performance evaluation,  
393 are not eligible to serve on the UEC, regardless of any  
394 pending grievance to challenge such evaluation (See Section  
395 11.11(a)).

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

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

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

404 (2) Number of UEC Members.

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

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

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

- 413 d. If, during the review of an individual with rank Professor, if the
- 414 faculty member’s unit does not have a minimum of four (4)
- 415 individuals with the rank of Professor, the UEC will be the sole
- 416 reviewing committee for that faculty member.
- 417 e. The UEC must operate in executive session and in total
- 418 confidentiality.

419 **6.8 Reappointment and Promotion Procedure for Assistant Professors, Associate**  
 420 **Professors, and Professors.**

421 (a) General Rules.

422 (1) Previously Promoted. ~~If the University previously promoted the Candidate,~~  
 423 ~~the promotion assessment should be based on the Candidate’s performance since the Candidate’s last promotion.~~  
 424 ~~However, in assessing promotion to Professor, consideration of a~~  
 425 ~~consideration of a candidate’s entire career would be appropriate. The promotion~~  
 426 ~~assessment shall be based on the Candidate’s performance since the~~  
 427 ~~Candidate’s last promotion and must include the candidate’s achievements~~  
 428 ~~since they were promoted. However in assessing promotion to Professor,~~  
 429 ~~consideration of prior to promotion activity can be included in the~~  
 430 ~~evaluation.~~  
 431

Commented [CL7]: This differentiation seems appropriate.

432 (2) Not Previously Promoted.

- 433 a. If the University has not previously promoted the Candidate, the
- 434 promotion assessment is cumulative and must include consideration
- 435 of the Candidate’s achievements prior to employment at the
- 436 University.
- 437 b. However, the Candidate’s promotion assessment must also establish
- 438 that the Candidate has continued to progress and achieve in the
- 439 categories and criteria used for reappointment and/or promotion
- 440 while employed at the University.

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

- 442 a. A single negative reference may not be the sole basis for not
- 443 reappointing a candidate or for not promoting a Candidate.
- 444 b. Promotion and reappointment decisions shall not be based solely on
- 445 the reference letters received.

446 (4) Department Inputs.

- 447 a. If the DEP includes no members from the candidate’s department,
- 448 the DEP will request input from the **department chair** before
- 449 finalizing its recommendation.
- 450 b. If the **Department chair** is the candidate and no member from the
- 451 chair’s department is a member of the DEP, the Provost or designee

Formatted: Highlight

Formatted: Highlight

452 shall select a member of the chair’s department to provide input to  
453 the DEP before the DEP finalizes their recommendation.

454 (b) DEP Review and Recommendation.

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

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

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

462 a. If supplemental materials and/or other information is used as part of  
463 the review, the Candidate will be informed of the use of this  
464 information and provided a minimum of ~~five~~ seven (7) days, ~~but~~  
465 no longer than ten (10) days, to respond to the information.

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

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

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

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

478 (c) UEC Report and Recommendation.

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

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

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

488 a. If supplemental materials and/or other information is used as part of  
489 the review at any time during the process, the Candidate will be

**Commented [CL8]:** At least a week seems appropriate, given that the scenario could very well arise in the middle of a semester.

490 informed of the use of this information and provided a minimum of  
491 ~~five seven (57) days, but no longer than ten fourteen (1014) days,~~ to  
492 respond to the information.

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

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

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

499 (5) The UEC will prepare a report and recommendation that is addressed to the  
500 Provost. The UEC report is added to the Candidate’s packet.

501 a. If the Provost chairs the UEC, the Provost will not make a  
502 recommendation, but will supply a candidate’s Packet, and both the  
503 UEC and DEP reports to the President for a final decision.

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

507 (d) **Provost’s Review and Recommendation.**

508 (1) The Provost shall review all procedural and substantive matters for  
509 completeness in order to ensure that the DEP and/or UEC have met their  
510 responsibilities in this Article.

511 a. If procedural errors or inconsistencies are present in the process, the  
512 Provost will send materials back to the appropriate part of the  
513 process for correction before making a recommendation regarding  
514 the candidate.

515 b. In rare instances, the Provost may acquire and review supplemental  
516 materials and/or other information as appropriate for completeness  
517 and accuracy of the Candidate’s packet.

518 1. As with the procedures used by the DEP and the UEC, any  
519 supplemental materials and/or other information must be  
520 disclosed to the Candidate with the same response rights and  
521 times as provided in the DEP and UEC review.

522 2. If applicable, the supplemental materials and/or other  
523 information and the Candidate’s response(s) will be  
524 appended to the Candidate’s packet.

525 (2) After a careful review of the reports and recommendations of the DEP and  
526 UEC (if applicable), and the Candidate’s packet, the Provost, in his or her  
527 best judgment, shall make a positive or negative recommendation in writing  
528 as to the Candidate’s reappointment or promotion.

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

- 568                   a.     grant reappointment or promotion, via written notice, within the
- 569                   terms of this contract, or;
- 570                   b.     deny the request for reappointment or promotion.
- 571                   (3)    If the President’s final decision on reappointment or promotion is negative,
- 572                   the President shall provide written justification to the Candidate within
- 573                   twenty (20) days of the decision. -
- 574                   (4)    The President’s written notice of granting reappointment or promotion
- 575                   (6.8(e)(2)a) and written justification denying the request for reappointment
- 576                   or promotion (6.8(e)(3)), constitute faculty evaluative information and/or
- 577                   limited-access records, pursuant to Florida Polytechnic University Rule
- 578                   6C13-6.008.
- 579                   (f)    If a Candidate does not receive a promotion following formal consideration by full
- 580                   review, the Candidate may not reapply for promotion until after the completion of
- 581                   two (2) additional academic years. This clause shall not unreasonably deny a
- 582                   Candidate their terminal promotion consideration to Associate Professor.
- 583                   (g)    The Candidate being considered for promotion may withdraw from consideration
- 584                   provided that the withdrawal is made before the UEC begins its consideration of
- 585                   the Candidate. Such withdrawal shall be without prejudice and will not render the
- 586                   Candidate ineligible for the next promotional cycle.
- 587                   (h)    Promotion Date.
- 588                   (1)    Promotions for professors that are granted shall be effective on August 15
- 589                   following the decision date.
- 590                   (2)    An individual may use their new title effective upon written notification of
- 591                   their promotion.

592 **6.9 Reappointment and Promotion for Instructors, ~~and Senior Instructors, Distinguished~~**

593 **Instructors, and Professors of Practice.**

- 594                   (a)    Reappointment & Promotion Materials:
- 595                   (1)    Reappointment Materials: Instructors must submit the following materials
- 596                   to be considered for reappointment:
- 597                   a.     Candidate personal statement
- 598                   b.     Updated, current curriculum vitae
- 599                   c.     Last two (2) faculty activity reports
- 600                   d.     Last two (2) reviews from department chair
- 601                   (2)    Promotion (Instructor to Senior Instructor) Materials:– Instructors must
- 602                   submit the following materials to be considered for Promotion to Senior
- 603                   Instructor:
- 604                   a.     Candidate personal statement

Formatted: Highlight



- 605                   b.     Updated, current curriculum vitae
- 606                   c.     Teaching portfolio
- 607                   d.     Last two (2) faculty activity reports
- 608                   e.     Last two (2) reviews from department chair
- 609           (3)   Reappointment of Senior Instructors: Senior Instructors must submit the
- 610                   following materials to be considered for reappointment:
- 611                   a.     Candidate personal statement to include update of activity since
- 612                   promotion or last reappointment
- 613                   b.     Updated Curriculum Vitae
- 614                   c.     Last three (3) faculty activity reports
- 615                   d.     Last three (3) reviews from department chair
- 616           (4)   Promotion (Senior Instructor to Distinguished Instructor) Materials: Senior
- 617                   Instructors must submit the following materials to be considered for
- 618                   Promotion to Distinguished Instructor:
- 619                   a.     Candidate personal statement
- 620                   b.     Updated, current curriculum vitae
- 621                   c.     Teaching portfolio
- 622                   d.     Last three (3) faculty activity reports
- 623                   e.     Last three (3) reviews from department chair
- 624           (5)   Reappointment of Distinguished Instructor: Distinguished Instructors must
- 625                   submit the following materials to be considered for reappointment:
- 626                   a.     Candidate personal statement to include update of activity since
- 627                   promotion or last reappointment
- 628                   b.     Updated Curriculum Vitae
- 629                   c.     Last ~~three~~five (35) faculty activity reports
- 630                   d.     Last ~~three~~five (35) reviews from department chair
- 631           (6)   Reappointment of Professor of Practice: Professors of Practice must submit
- 632                   the following materials to be considered for reappointment:
- 633                   a.     Candidate personal statement to include update of activity since
- 634                   promotion or last appointment
- 635                   b.     Updated Curriculum Vitae
- 636                   c.     Last three (3) faculty activity reports
- 637                   d.     Last three (3) reviews from department chair

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

638 ~~d.e.~~ Other materials relevant to this faculty members contributions to the  
639 University

640 (b) Reappointment and Promotion: Types, Notices, and Criteria

641 (1) Types:

642 a. Faculty at the instructor level undergo reappointment reviews and  
643 promotion review (if eligible and by choice of the candidate).

644 b. Instructors are not required to seek promotion, nor may they be  
645 penalized for not seeking promotion.

646 c. Once promoted, Senior Instructors likewise undergo reappointment  
647 reviews, as do Distinguished Instructors.

648 (2) Notice of Reappointment ~~or Promotion eligibility or~~ requirement will take  
649 place consistent with the notification requirement for other faculty.

650 (3) Criteria for Instructor, ~~and~~ Senior Instructor, Distinguished Instructor and  
651 Professor of Practice reappointment and promotion will be developed  
652 through the process outlined below in Section 6.10.

653 (c) Review Panel and Committees for Instructor-Level rank Reappointments and  
654 Promotion (ranks are Instructor, Senior Instructor, and Distinguished Instructor).

655 (1) Instructor-DEP: Shall consist of the department DEP ~~plus one (1) Assistant~~  
656 ~~Professor chosen by the Department Chair~~ and one (1) out-of-department  
657 Distinguished Instructor, or Senior Instructor, ~~Instructor, or Assistant~~  
658 ~~Professor~~ chosen by the Provost. ~~If there is no out-of-department Senior~~  
659 ~~Instructor, the department DEP alone will consider the reappointment or~~  
660 ~~promotion~~ Provost will appoint one out of department faculty member with  
661 rank Associate professor or higher to serve on the instructor DEP.

662 (2) Instructor-UEC: Shall consist of the UEC plus one (1) Distinguished  
663 Instructor or Senior Instructor. If there is no individual with the rank Senior  
664 Instructor, the Provost will choose one (1) Associate Professor from outside  
665 the Instructor's department.

666 (d) Reappointment and/or Promotion Process, the Instructor Review.

667 (1) The Instructor-DEP and Instructor-UEC follow the same process as they do  
668 for other faculty, except there is no outside letter requirement for Instructor  
669 promotion, ~~—or—Senior Instructor~~ promotion or Senior Instructor  
670 reappointment, or Distinguished Instructor reappointment.

671 (2) For reappointment reviews of Instructors and Senior Instructors, the  
672 Instructor-DEP provides its report directly to the Provost.

673 (3) Every third (3<sup>rd</sup>) reappointment review for Instructors, ~~and~~ Senior  
674 Instructors, and Distinguished Instructors requires an evaluation by the  
675 Instructor-UEC.

**Commented [CL9]:** 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.

- 676 (4) Promotion reviews for Instructors and Senior Instructors require an
- 677 evaluation by the Instructor-UEC.
- 678 (5) Provost Review and Recommendation.
- 679 a. Both Instructor-DEP and Instructor-UEC reviews for Instructors
- 680 and Senior Instructors culminate in either a positive or negative
- 681 recommendation by the Provost as described in Section 6.8(d)(2).
- 682 b. These processes shall be consistent with that outlined for other
- 683 faculty in Section 6.8(d).
- 684 (6) President’s Review and Authority. Actions on reappointments and
- 685 promotions by the President and Provost will be acted upon in the same
- 686 manner as described in Section 6.8(e).

- 687 (e) Reappointment Process, Professor of Practice Review.
- 688 (1) The Professor of Practice reappointment process follows the same process
- 689 as that for Distinguished Instructor.
- 690 (2) Every third (3<sup>rd</sup>) reappointment review for Professors of Practice requires
- 691 an evaluation by the Instructor-UEC.
- 692 (3) Provost Review and Recommendation.
- 693 a. Reviews for Professors of Practice culminate in either a positive or
- 694 negative recommendation by the Provost as described in Section
- 695 6.8(d)(2).
- 696 b. These processes shall be consistent with that outlined for other
- 697 faculty in Section 6.8(e).
- 698 ~~(6)~~(4) President’s Review and Authority. Actions on reappointments by the
- 699 President and Provost will be acted upon in the same manner as described
- 700 in Section 6.8(e).

701 **6.10 Development of Reappointment and Promotion Criteria for the Instructor Ranks,**

702 **Professors of Practice, Assistant Professors, Associate Professors, and Professors.**

- 703 (a) The awarding of reappointment or promotion shall be based on written criteria,
- 704 which are established by the University and developed by each department in
- 705 accordance to this Article.
- 706 (b) University Criteria. No later than January 15 of every even-numbered calendar
- 707 year, the University shall establish the general criteria for the granting of promotion
- 708 or reappointment, and provide that criteria to each department’s ~~Division Director,~~
- 709 ~~or Chair if no Division Director is present.~~ If a category of reappointment or
- 710 promotion criteria is not in place for an upcoming review cycle where a candidate
- 711 may request reappointment or promotion, the criteria will be developed to support
- 712 that cycle.
- 713 (1) Promotion and reappointment criteria shall consider the performance of the

714 work that the professor has been assigned (as reflected in FARE forms),  
715 criteria for each rank as set forth in the most recent, BOT-approved Faculty  
716 Handbook, and the faculty member’s responsibilities as a member of the  
717 University and department community.

- 718 (2) The University criteria shall broadly recognize and consist of the following:
  - 719 a. Instruction, including regular classroom and laboratory teaching,
  - 720 classroom development, effective development/application of new
  - 721 instructional methods, directing thesis or dissertation committees,
  - 722 and other instructional activities;
  - 723 b. Research or other creative activities relevant to the department
  - 724 mission, including scholarly publications, support and advising of
  - 725 graduate students; and
  - 726 c. Service to professional societies and contributions to the University
  - 727 and department.

- 728 (3) The criteria shall also include, but are not limited to:
  - 729 a. a demonstrated record of scholarly activity, teaching, and as
  - 730 appropriate, course and/or curriculum development commensurate
  - 731 with the University’s mission and relevant academic discipline(s);
  - 732 b. evidence of a positive and growing reputation in his/her chosen sub-
  - 733 field within the department’s mission, and;
  - 734 c. promise of continued successful performance.

- 735 (4) The Provost will formally request input from the FRC as to the University
- 736 criteria before providing the finalized University criteria to each
- 737 department’s ~~Division Director, or Chair if no Division Director is present.~~

738 (c) Department Clarifications of University Criteria. The department clarifications,  
739 described in this section shall provide context for the broader University criteria  
740 and:

- 741 (1) be consistent with university requirements and faculty work assignments;
- 742 (2) be detailed enough that a reasonable professor should be informed about the
- 743 expectations for performance or accomplishments which are necessary to
- 744 earn reappointment or promotion, assuming that the accomplishments are
- 745 of sufficient quality, quantity, and consistency, and;
- 746 (3) identify some representative examples of the achievements or performance
- 747 characteristics which, if the requirement or distinction were met, are
- 748 appropriate comparisons for reappointment or promotion.

749 (d) Criteria and Department-Specific Clarification Review Process. Criteria and  
750 department-specific clarifications shall be developed and approved on a bi-annual  
751 cycle according to the following procedures:

- 752 (1) Department Committee Formation and Membership.
- 753 a. The Committee shall consist of:
- 754 1. the Vice Provost of Academic Affairs (or Provost-designee);
- 755 2. Department Chair ~~(or if Division/Department Director is~~
- 756 ~~present, Division director, or designee)~~ of each respective
- 757 department, and;
- 758 3. two (2) faculty members from the department, at least one
- 759 (1) holding the most senior rank in the department, subject
- 760 to the limitations below in 6.10(d)(1)c).
- 761 b. In years during which the clarifications are reviewed, department
- 762 faculty shall select their two (2) representative faculty members
- 763 during the first week of the fall semester
- 764 c. Exceptions to Department Committee Membership.
- 765 1. The Department Committee requires senior-ranking
- 766 membership, followed by overall membership. If a
- 767 department has three (3) or more senior-ranking faculty
- 768 members, a senior-ranking faculty member that will be
- 769 reviewed in the next academic year’s review cycle may not
- 770 serve on the Department Committee.
- 771 2. Similarly, if a department has more than ten (10) faculty
- 772 members, a junior-ranking faculty member that will be
- 773 reviewed for reappointment in the next academic year’s
- 774 review cycle may not serve on the departmental committee.
- 775 3. Faculty members that have resigned, received a notice of
- 776 non-reappointment or notice of layoff, instructors, and
- 777 visiting/adjunct faculty are not eligible to serve on the
- 778 Department Committee or participate in the Department
- 779 Committee selection process.
- 780 (I) However, Instructors who have served in a full-time
- 781 capacity for at least the most recent five (5)
- 782 consecutive years are eligible to serve on or
- 783 participate in the Department Committee selection
- 784 process as it relates to the development of
- 785 department-specific clarifications for instructors.

Formatted: Highlight

- 786 (2) Development of Department-Specific Clarifications.
- 787 a. The Provost shall provide a framework for department-specific
- 788 clarifications and formally charge the Department Committee to
- 789 develop and maintain written clarifications of the University’s
- 790 reappointment and promotion criteria in terms aligned with the

791 department’s discipline(s) and assigned duties, and consistent with  
792 University standards as established in the most recent BOT-  
793 approved version of the Faculty Handbook.

794 **b.** Upon receiving the University criteria and clarification framework,  
795 the Department Committee shall convene to develop clarifications  
796 of the University criteria consistent with the department disciplines  
797 in accordance with the procedures outlined herein.

798 **c.** The Department Committee shall complete its review and finalize  
799 the department clarifications within fifteen (15) days of receiving  
800 the University’s criteria.

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

804 **a.** Faculty that are in their terminal year of employment (as a result of  
805 non-reappointment, resignation, or layoff), visiting/adjunct faculty,  
806 and instructors are not eligible to vote on the clarifications.  
807 Instructors and Senior Instructors, however, are eligible to vote on  
808 the department-specific clarifications for instructors.

809 **b.** If a majority of a department’s faculty vote in favor of the proposed  
810 department clarifications, the department clarifications are  
811 forwarded to the Provost for review and approval.

812 **c.** If the majority of a department’s professors do not vote in favor of  
813 the proposed department clarifications, the Department Committee,  
814 shall reconsider the proposed clarifications prior to conducting a  
815 second vote.

816 **1.** The Department Committee shall have five (5) days to  
817 reconsider the proposed clarifications and conduct a second  
818 vote within five (5) days of finalizing the second round of  
819 department clarifications.

820 **2.** If the second vote is also unsuccessful, the proposed  
821 clarifications shall be forwarded to the Provost for approval,  
822 noting the lack of department faculty support.

823 **3.** If a vote does not occur within five (5) days of the  
824 Committee finalizing the department clarifications, the  
825 department clarifications shall be forwarded to the Provost  
826 for review, noting that no vote occurred.

827 **(4)** Provost Review. Within ten (10) days of receipt, the Provost shall review  
828 the proposed department clarifications to ensure compliance with this  
829 Agreement, the mission and goals of the University, and University  
830 standards as established in the most recent, BOT-approved version of the

- 831 Faculty Handbook.
- 832 a. The Provost will either approve the proposed department  
833 clarifications, or return them to the Committee for reconsideration.
- 834 b. In the event the Provost returns the proposed department  
835 clarifications to the Committee for reconsideration, he/she shall  
836 provide objections to any such provision in writing.
- 837 (5) Committee Reconsideration. The Department Committee shall reconsider  
838 the Provost’s written objections and within ten (10) days after receiving  
839 them, shall resubmit the proposed written clarifications to the Provost,  
840 incorporating all, some, or none of the objections, along with a written  
841 explanation and justification for the resubmitted language.
- 842 (6) Provost Reconsideration, Revision and Adoption. The Provost shall  
843 reconsider the department clarifications and issue final revisions or  
844 approvals with a final adoption of the criteria within seven (7) days after  
845 receiving the revised department clarifications.
- 846 (e) Changes in Criteria for Reappointment and Promotion for Professors.
- 847 (1) Following the Provost’s approval adoption of the final criteria, the  
848 University may modify the approved University criteria for reappointment  
849 and promotion so long as the UFF has been notified of the proposed changes  
850 and been offered an opportunity to discuss such changes in consultation  
851 with the President or designee.
- 852 (2) Changes to discipline-specific departmental clarifications may only be  
853 considered if changes to the University criteria have been made as described  
854 in (e)(1). Such changes to discipline-specific criteria shall be developed and  
855 approved according to the process outlined in 6.10(d)(2).
- 856 (f) Access to Criteria. The Reappointment and Promotion criteria shall be available  
857 on the Provost’s webpage (<https://floridapoly.edu/provost/>) and/or at the written  
858 request of any faculty member.
- 859 **6.11 Non-Reappointment of Faculty**
- 860 (a) Faculty members on multi-year appointments cannot be terminated during the  
861 contract period except for just cause, layoff, or termination of the funding source in  
862 the case of soft money appointments.
- 863 (b) Reappointment or Promotion Review. If a faculty member has participated in a  
864 reappointment or promotion review and is not provided with an offer of  
865 reappointment or promotion,
- 866 (1) a faculty member with a remaining contract term of more than one (1) year  
867 will be provided written notice of non-reappointment, advising that the  
868 existing contract will not be renewed with no right to continued  
869 employment, or;

- 870 (2) a faculty member with a remaining contract term of less than one (1) year
- 871 will be provided a notice of non-reappointment that the existing contract
- 872 will not be renewed, and the University shall offer a terminal contract which
- 873 supersedes the existing contract and expires one (1) year from the date of
- 874 the written notice, with no right to continued employment.
- 875 (c) If a professor chooses not to participate in a reappointment review, or in the case of
- 876 an Assistant Professor, chooses not to participate in the promotion process, the
- 877 professor will be administratively non-reappointed and the professor’s employment
- 878 shall end on the last date of the professor’s existing contract.
- 879 (d) Non-reappointed employees are not eligible to receive any salary increases or
- 880 bonuses during the notice period.
- 881 (e) Non-reappointed employees are not eligible to serve on departmental or university
- 882 committees without prior approval of the Provost.
- 883 (f) Payout option.
- 884 (1) At the time of or following issuance of a notice of non-reappointment to any
- 885 employee, the University may elect in its discretion to pay the employee for
- 886 all or a portion of the remaining term of the contract, as may be allowed
- 887 under Florida law.
- 888 (2) If the University elects this option, it will pay the employee an amount, less
- 889 withholding, equal to the salary for that portion of the remaining term of the
- 890 contract which the University is paying out, and the employee’s
- 891 employment will terminate immediately.

892 **6.12 Assistant Librarians and Wellness Counselors.**

- 893 (a) Contract duration for appointments and reappointments are as follows:
- 894 (1) Assistant Librarian I & Wellness Counselor I.
- 895 a. Initial Contract Duration: two (2) years
- 896 b. Reappointment Contract Duration: two (2) years
- 897 c. Reappointment Cycle: two (2) years.
- 898 1. The University will review the Assistant Librarian I and
- 899 Wellness Counselor I during the second full spring term of
- 900 employment (or the first spring after four complete terms
- 901 depending on hire date) and thereafter in the fourth (4<sup>th</sup>)
- 902 semester of each contract cycle.
- 903 (2) Assistant Librarian II and Wellness Counselor II.
- 904 a. Initial Contract Duration: two (2) years
- 905 b. Reappointment Contract Duration: three (3) years
- 906 1. The University will review the Assistant Librarian II and



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

910 (b) Reappointment Review Requirements & Process

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

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

920 (2) Reappointment Process.

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

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

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

940 (2) Available Ranks for Promotion

- 941 a. Assistant Librarian I to Assistant Librarian II



- 978                   c.     Promotion Decisions
- 979                   1.     May include inputs from relevant campus stakeholders, such
- 980                   as students, faculty, and other staff.
- 981                   2.     Must be considered by the supervisor, the Provost, and the
- 982                   Vice Provost of Student Affairs.
- 983                   3.     Upon request, the Provost will provide a written justification
- 984                   for the promotion decision.

- 985     (d)   Non-Reappointment.
- 986           (1)   Employees on multi-year appointments cannot be terminated during the
- 987           contract period except for just cause, layoff, or termination of the funding
- 988           source in the case of soft money appointments.
- 989           (2)   Non-Reappointment at Reappointment or Promotion Review: If an
- 990           employee has participated in a reappointment or promotion review and is
- 991           not provided with an offer of reappointment or promotion, that employee
- 992           shall receive a terminal, 6-month contract that supersedes any existing
- 993           contracts.
- 994           (3)   Non-reappointed employees are not eligible to receive any salary increases
- 995           or bonuses during the notice period.
- 996           (4)   Non-reappointed employees are not eligible to serve on departmental or
- 997           university committees without prior approval of the Provost.
- 998           (5)   Payout option.
- 999           a.     At the time of or following issuance of a notice of non-
- 1000           reappointment to any employee, the University may elect in its
- 1001           discretion to pay the employee for all or a portion of the remaining
- 1002           term of the terminal contract, as may be allowed under Florida law.
- 1003           b.     If the University elects this option, it will pay the employee an
- 1004           amount, less withholding, equal to the salary for that portion of the
- 1005           remaining term of the contract which the University is paying out,
- 1006           and the employee’s employment will terminate immediately.

1007   **6.13   Grievability.**

- 1008           (a)   The University’s decision to not offer reappointment or promotion to an employee
- 1009           shall not be considered a disciplinary action.
- 1010           (b)   The decision to not offer reappointment or promotion is grievable according to
- 1011           Article 11 - Grievance and Arbitration Procedure, as an employee may contest the
- 1012           decision solely because of an alleged violation of a specific term of the Agreement
- 1013           or because of an alleged violation of the employee’s constitutional rights.
- 1014           (c)   For the purposes of a grievance about a faculty reappointment or promotion
- 1015           decision, the scope of materials relied upon the denial of a candidate’s

- 1016 reappointment or promotion is limited to the Candidate’s packet, the DEP report  
1017 and recommendation, the UEC report and recommendation, and the Provost’s  
1018 recommendation. The University may not subsequently introduce new grounds for  
1019 that denial during the grievance process nor may it assert that there are other,  
1020 unwritten grounds for that denial.
- 1021 **(d)** The remedy for any grievance filed under this provision, if successful, shall not  
1022 include an award of reappointment or promotion.
- 1023 **(e)** Such grievances must be filed within thirty (30) days of the Candidate’s receipt of  
1024 the denial of promotion or reappointment from the President as described in  
1025 6.8(e)(3) or the President’s denial of an appeal as described in Section 6.8(d)(2)c.4.
- 1026 **(f)** Reports and recommendations from the DEP, UEC, and Provost shall be available  
1027 for arbitration proceedings consistent with the requirements described in Florida  
1028 Polytechnic University Rule 6C13-6.008.