

**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
- 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)~~ Promotion and Evaluation Committees shall only consider evidence ~~should take~~  
56 great care in using student data that directly pertains to the candidate.
- 57 ~~(f)(g)~~ Every Candidate for reappointment and/or promotion will be fairly evaluated, and  
58 the evaluation process will be maintained to the highest degree of integrity.
- 59 ~~(g)(h)~~ Non-reappointments shall not be made in an arbitrary or capricious manner.
- 60 **6.2 Employment Contract.**
- 61 (a) All appointments will be made on the University employment contract and signed  
62 by the President or designee, and the employee.
- 63 (b) No appointment or assignment will create any right, interest, or expectancy in any  
64 other appointment or assignment beyond its specific terms, except as provided in  
65 this Agreement.
- 66 (1) No special commitment or conditions offered to new hires shall bind the  
67 University indefinitely.
- 68 (2) A special commitment or condition will be observed unless it is no longer  
69 financially or logistically feasible or circumstances have changed enough  
70 that it is no longer in the legitimate interests of the University.
- 71 (3) If the university decides not to observe a special commitment or condition,  
72 the university will inform the employee in a timely manner. Upon the  
73 employee's request, the university will provide a written justification of its  
74 decision not to observe the special commitment or condition.

- 75 (c) Appointments expire on the date set forth in the faculty member's employment  
76 contract. No further notice of cessation of employment is required, unless otherwise  
77 provided in this Agreement.
- 78 (d) If the University intends to offer a faculty member reappointment, the University  
79 will inform the faculty member by June 30 following the academic year in which  
80 the reappointment review was conducted.
- 81 (e) Resignation.
- 82 (1) An employee who wishes to resign has the professional obligation, when  
83 possible, to provide the University with sufficient notice to avoid  
84 scheduling and classroom disruptions or, where the employee does not have  
85 an instructional assignment, a minimum of four (4) weeks' notice.
- 86 (2) Upon resignation, all consideration for reappointment and promotion will  
87 cease.

### 88 **6.3 Faculty Appointment and Reappointment Contract Duration.**

- 89 (a) Contract duration for faculty appointments and reappointments are as follows:
- 90 (1) Instructor
- 91 a. Initial Contract duration: two (2) years
- 92 b. Reappointment Contract duration: two (2) years.
- 93 c. Promotion Contract duration: Faculty promoted from Instructor to  
94 Senior Instructor shall receive an initial appointment contract  
95 duration of (3) years.
- 96 (2) Senior Instructor
- 97 a. Initial contract duration: three (3) years.
- 98 b. Reappointment contract duration: three (3) years.
- 99 (3) Distinguished Instructor
- 100 a. Initial contract duration: five (5) years.
- 101 b. Reappointment contract duration: five (5) years.
- 102 (4) Professor of Practice
- 103 a. Initial contract duration: three (3) years.
- 104 b. Reappointment contract duration: three (3) years.
- 105 (5) Assistant Professor
- 106 a. Initial Contract Duration: three (3) years.
- 107 b. Reappointment Contract Duration: three (3) years.

108 c. Promotion Contract duration: Faculty members promoted from  
109 Assistant to Associate Professor shall receive an appointment  
110 Contract duration of six (6) years.

111 (6) Associate Professor

112 a. Initial Contract Duration: three (3) years, unless the University  
113 determines that an initial term of four (4) or five (5) years is  
114 appropriate or warranted. The reason for a longer initial term shall  
115 be provided to the UFF upon request.

116 b. Reappointment Contract Duration:

117 1. Three (3) years based upon a Preliminary Review (see  
118 Section 6.7(a)(1)).

119 2. Six (6) years based upon a Full Review (see Section  
120 6.7(a)(2)).

121 c. Promotion Contract Duration: Individuals promoted from Associate  
122 Professor to Professor shall receive an appointment term of six (6)  
123 years.

124 (7) Professor

125 a. Initial Contract Duration: six (6) years, unless the University  
126 determines that it is in its best interest to offer an initial contract with  
127 a three (3) to five (5) year duration.

128 b. Reappointment Contract Duration: six (6) years when based upon a  
129 Full Review (see Section 6.7(a)(2)).

130 **6.4 Reappointment and Promotion Review Eligibility and Requirements.**

131 (a) Faculty are eligible for Reappointment and Promotion Reviews during the  
132 following periods:

133 (1) Instructor

134 a. Reappointment Cycle: two (2) years. Instructors receive an  
135 Instructor's Review during the spring semester of the final year of  
136 their initial appointment and a biennial instructor's review  
137 (occurring every two years) thereafter.

138 b. Individuals whose employment did not start at the beginning of the  
139 fall semester will have their Instructor's Review delayed to the first  
140 spring semester following the completion of a minimum of four (4)  
141 full, contiguous fall and spring semesters following their initial  
142 appointment.

143 (2) Senior Instructor

144 a. Reappointment Cycle: three (3) years after Promotion or initial  
145 contract, Senior Instructors receive an Instructor's Review during

146 the spring semester of the final year of their contract as described in  
147 section 6.9.

148 (3) Distinguished Instructor

149 a. Reappointment Cycle: five (5) years after Promotion or initial  
150 contract – Distinguished Instructor’s receive an Instructor’s Review  
151 during the spring semester of the final year of their contract as  
152 described in section 6.9.

153 (4) Professor of Practice

154 a. Reappointment Cycle: three (3) years after Promotion or initial  
155 contract – Professors of Practice receive an Instructor’s Review  
156 during the spring semester of the final year of their contract as  
157 described in section 6.9.

158 (5) Assistant Professor

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

160 1. Preliminary Review for reappointment begins at the start of  
161 the first spring semester following the completion of a  
162 minimum of five (5) full, contiguous semesters at the current  
163 appointed rank.

164 2. Individuals whose employment did not start at the beginning  
165 of the fall semester will have their Preliminary Review  
166 delayed to the first spring semester following the completion  
167 of a minimum of five (5) full, contiguous semesters  
168 following their initial appointment.

169 3. May only be reappointed once and must apply, consistent  
170 with the start of the process in the fall semester, for  
171 promotion no later than at the completion of six (6) academic  
172 years (fall to spring).

173 4. .

174 b. Promotion

175 1. Assistant Professors must be promoted to Associate  
176 Professor by the end of their second (2<sup>nd</sup>) reappointment  
177 term, noting Section ~~6.4(a)(5)a.3~~~~6.4(a)(3)a.3~~ above, in order  
178 to receive a contract with a duration greater than a single  
179 terminal year.

180 2. The University may, at its sole discretion, permit a faculty  
181 member to delay promotion review by granting a maximum  
182 one (1) year extension at this rank due to a valid request for  
183 FMLA or other appropriate leave.

- 184                           3.     Other extensions must be formally agreed upon in writing by  
185                           both the FPU-BOT and UFF-FPU.
- 186                           4.     In order to be considered for promotion, a faculty member  
187                           must have a Full Review as described in Section 6.7(a)(2).
- 188                   (6)    Associate Professor
- 189                   a.     Preliminary Review (see Section 6.7(a)(1)).
- 190                   1.     Preliminary review for reappointment is only available to  
191                   Associate Professors as their first review after their initial  
192                   appointment if their initial appointment is less than six (6)  
193                   years.
- 194                   2.     Preliminary Review for reappointment begins at the start of  
195                   the spring semester of the final year of their contract.
- 196                   b.     Full Review (see Section 6.7(a)(2)).
- 197                   1.     Except as described in Section ~~6.4(a)(6)a.1~~~~6.4(a)(4)a.1~~, Full  
198                   Reviews are required for reappointment of Associate  
199                   Professors and must be completed before the expiration date  
200                   of a Candidate's existing contract.
- 201                   (I)    If an Associate Professor is reappointed based on a  
202                   preliminary review, all subsequent reappointment  
203                   reviews are based upon a Full Review.
- 204                   2.     The Full Review may be used, at the Candidate's election,  
205                   to also request promotion to the rank of Professor.
- 206                   3.     Full Reviews are required for reappointment of Associate  
207                   Professors and must be completed before the expiration date  
208                   of a Candidate's existing contract.
- 209                   (7)    Professor
- 210                   a.     Reappointment is based upon a Full Review (see Section 6.7(a)(2)).

211   **6.5    Promotion Categories and Eligibility Criteria for Faculty.**

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

- 220 (3) Professor of Practice.
- 221 a. Professors of Practice are at their highest rank possible and cannot
- 222 be promoted.
- 223 (4) Assistant to Associate Professor.
- 224 (5) Associate Professor to Professor.
- 225 (c) Notice of Intent. Faculty that seek promotion must declare their intent to seek
- 226 promotion in writing to the Provost and their Department Chair, no later than the
- 227 start of the fall semester in the academic year in which they will seek promotion.
- 228 (d) Minimum Qualifications.
- 229 (1) Faculty (including Instructors) must serve at least five (5) academic years
- 230 at their current (or higher) rank in order to qualify for promotional
- 231 consideration to a higher rank.
- 232 (2) At least two (2) of the five (5) immediately preceding academic years must
- 233 be served at the University.
- 234 (3) The University, at its discretion, may provide exceptions to these minimum
- 235 qualifications upon request of a faculty member and approval of their Chair,
- 236 and the Provost or designee.
- 237 **6.6 Reappointment and/or Promotion Materials for Assistant Professors, Associate**
- 238 **Professors, and Professors**. (*Note: Instructors see Section 6.9*)
- 239 (a) The candidate submits a “dossier” in support of their reappointment or promotion.
- 240 (b) The promotion “packet” is the body of material that includes the dossier, letters of
- 241 reference if required, any supplemental information considered by the committees
- 242 or Provost and the candidate’s response to that supplemental information, and
- 243 committee recommendations as specified by the process.
- 244 (c) Candidate Prepared Dossier. A Candidate for reappointment or promotion must
- 245 prepare a dossier for consideration, which must include: a personal statement from
- 246 the Candidate and elements that show the Candidate’s demonstrated abilities and
- 247 competencies in teaching, service, and research—including: performance reviews
- 248 received since their last reappointment if applicable (if not, all performance reviews
- 249 received).
- 250 (d) Faculty Dossier contents:
- 251 (1) The faculty dossier is prepared by the faculty member and, within the
- 252 boundaries of the specified format, must show the candidate’s competencies
- 253 in teaching, service, and research.
- 254 (2) Intentional or significant misrepresentations contained in the Candidate’s
- 255 dossier shall serve as just cause for termination pursuant to Article 9 –
- 256 Discipline.
- 257 (e) Faculty Dossier format.

- 258 (1) The Provost shall develop the format and guidelines for the Candidate  
259 Prepared Dossier and send them to the Faculty Representative Council  
260 (“FRC”) for review and comment by February 15 of the spring semester in  
261 even numbered calendar years.
- 262 a. The FRC shall review, within fourteen (14) days of receipt, the  
263 format and guidelines and shall recommend approval or changes to  
264 the Provost.
- 265 b. Should the FRC recommend changes, the Provost shall, within ten  
266 (10) days, either accept the changes or give a written justification  
267 for not accepting the changes.
- 268 (2) The Candidate Prepared Dossier must follow the final format as finalized  
269 by the Provost and faculty are solely responsible for the content within, and  
270 production of, the dossier. Review committees may choose to not consider  
271 a dossier which does not substantially follow the required format (e.g., a  
272 dossier that does not include and clearly identify the relevant sections  
273 specified in the dossier format.
- 274 (f) Reference Letters.
- 275 (1) Reference letters are required for Promotion Reviews and Full Reviews.
- 276 (2) Reference letters are added to the faculty dossier by the provost’s office and  
277 become a part of the reappointment or promotion packet.
- 278 (3) Letters are not required for promotion to Senior Instructor.
- 279 (4) Reference letters are confidential and will be requested using a template that  
280 instructs the external reviewer regarding the materials supplied, and any  
281 special considerations, including the University’s history, teaching  
282 expectations, and research infrastructure. This template will be developed  
283 according to and as part of the process laid out in Section 6.6(f)(6).
- 284 (5) Requesting Reference Letters.
- 285 a. A minimum of four (4) reference letters must be requested.
- 286 b. The Candidate “nominates” up to four (4) individuals to provide  
287 reference letters.
- 288 c. The Department Evaluation Panel formally requests all external  
289 reference letters, which shall include at a minimum two (2)  
290 individuals nominated by the Candidate, and a minimum of two (2)  
291 letters from individuals not nominated by the Candidate.
- 292 (6) Request for Reference Letter template.
- 293 a. The Provost (or designee) will draft a letter that specifies what  
294 materials will be provided to the external referee and provide the  
295 letter to the University Evaluation Committee.



- 334                   **b.**     The University Evaluation Committee will review the draft, make
- 335                               appropriate revisions, and provide the final draft of the letter to the
- 336                               Department Evaluation Panel for distribution.
- 337                   **(7)**    The confidential reference letters shall be included for review with
- 338                               Candidate’s dossier and any supplemental materials.
- 339                   **a.**     A list of the names of all individuals asked to provide a review and
- 340                               whether any declined to provide this review, and reason given, if
- 341                               any, will also be included in the Packet.

342 **6.7    Reappointment and/or Promotion Process: Types, Notices, and Committee**  
 343 **Memberships for Assistant Professors, Associate Professors, and Professors.**

- 344                   **(a)**    Types of Review Processes.
- 345                   **(1)**    Preliminary Review.
- 346                   **a.**     A review that does not include external letters and is only conducted
- 347                               by the Department Evaluation Panel (as described below in Section
- 348                               6.7(c)).
- 349                   **b.**     Results of this review are provided directly to the Provost for
- 350                               consideration.
- 351                   **(2)**    Full Review.
- 352                   **a.**     A review that includes external letters and is conducted by the
- 353                               Department Evaluation Panel, then the University Evaluation
- 354                               Committee (as described below in Section 6.7(d)).
- 355                   **b.**     Results of the reviews are then provided to the Provost for
- 356                               consideration, except in Sections ~~6.7(d)(2)~~~~6.7(d)(2)d~~ &
- 357                               ~~6.8(c)(5)~~~~6.8(e)(5)a~~, in which the results of the reviews are directly
- 358                               provided to the President for consideration.

- 359                   **(b)**    Notice of Review Requirement
- 360                   **(1)**    Individuals that require a Preliminary Review (as specified in Section
- 361                               6.7(a)(1)), due to their appointment expiring in the coming year, will be
- 362                               notified of the requirement for review no later than December 10, prior to
- 363                               the spring semester in which their review must be completed.
- 364                   **(2)**    By the day after final grades are due prior to the academic year when an
- 365                               individual must seek reappointment, the University will provide notice to
- 366                               professors who:
- 367                   **a.**     must apply for promotion from Assistant to Associate Professor to
- 368                               maintain their appointment, or;
- 369                   **b.**     must participate in a Full Review to renew their appointment.
- 370                   **(3)**    The format and guidelines for the Candidate Prepared Dossier, the
- 371                               Promotion or Reappointment Criteria, and deadlines will be provided to the

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372 candidate within two weeks of their formal notification that must participate  
373 in a Full Review.

374 (4) Within fifteen (15) days of receiving the Notice referenced in 6.7 (b) (3),  
375 eligible professors will inform the University of their election to apply for  
376 promotion or proceed with reappointment.

377 (5) Candidates for reappointment or promotion shall provide the University  
378 with their dossier by the deadline set forth in the Notice referenced in 6.7  
379 (b) (3). Such deadline shall not be earlier than September 10.

380 (c) Department Evaluation Panel (“DEP”) Membership

381 (1) DEP Chair.

382 a. The Department Chair serves as the chair of the DEP if the  
383 Department Chair holds the appropriate faculty appointment rank.

384 b. If the Department Chair does not hold the appropriate rank, the  
385 Provost will appoint a chair for the DEP.

386 (2) DEP Membership.

387 a. For reviews of Assistant and Associate Professors, the DEP shall  
388 consist of faculty of a higher rank than the Candidate within the  
389 Candidate’s department. When there is an insufficient number of  
390 faculty to meet the minimum requirements for a DEP, the process  
391 below will be used to form a DEP.

392 b. There must be a minimum of five (5) qualified (appropriately  
393 ranked) individuals serving on the DEP.

394 1. If the number of individuals available to serve on the DEP is  
395 less than five (5), the Provost and DEP Chair will each select  
396 a faculty member or, if necessary, two (2) faculty members  
397 of appropriate rank from another unit at the University to  
398 serve on the DEP.

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

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

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

408 (1) UEC Membership.

- 409                   **a.**     The UEC is appointed by the Provost from those holding the rank  
410                   “Professor” from a nomination pool provided by the Faculty  
411                   Representative Council; however, if there are fewer than eight (8)  
412                   qualified individuals at the University, all such qualified individuals  
413                   shall be deemed in the nomination pool.
- 414                   **1.**     Individuals that are in their terminal year of employment (as  
415                   a result of non-reappointment, resignation, or layoff), or  
416                   those who received “Needs Improvement”, “Unsatisfactory”  
417                   or “Deficient” in their most recent performance evaluation,  
418                   are not eligible to serve on the UEC, regardless of any  
419                   pending grievance to challenge such evaluation (See Section  
420                   11.11(a)).
- 421                   **2.**     In years where an individual is up for reappointment review,  
422                   he or she may not participate in the UEC.
- 423                   **b.**     Term duration will be staggered to have a “normal” term of three (3)  
424                   years in length and with overlap in UEC membership so that  
425                   institutional knowledge for the committee is maintained.
- 426                   **c.**     If fewer than four (4) individuals are eligible to staff the UEC, the  
427                   UEC will be chaired by the Provost with all eligible faculty serving  
428                   as members.
- 429                   **(2)**    Number of UEC Members.
- 430                   **a.**     If fewer than ten (10) individuals with the rank Professor are on staff  
431                   at the University, the UEC will consist of four (4) to six (6)  
432                   individuals at the discretion of the University.
- 433                   **b.**     With ten (10) to twenty (20) Full Professors on staff, the UEC will  
434                   consist of five (5) to seven (7) individuals at the discretion of the  
435                   University.
- 436                   **c.**     With more than twenty (20) Full Professors on staff, the UEC will  
437                   consist of seven (7) members.
- 438                   **d.**     If, during the review of an individual with rank Professor, if the  
439                   faculty member’s unit does not have a minimum of four (4)  
440                   individuals with the rank of Professor, the UEC will be the sole  
441                   reviewing committee for that faculty member.
- 442                   **e.**     The UEC must operate in executive session and in total  
443                   confidentiality.

444   **6.8**    **Reappointment and Promotion Procedure for Assistant Professors, Associate**  
445            **Professors, and Professors.**

446            **(a)**    General Rules.

447                    **(1)**

448 Previously Promoted. The promotion assessment shall be based primarily  
449 on the Candidate's performance since the Candidate's last promotion and  
450 must include the candidate's achievements since they were promoted.  
451 However, in assessing promotion to Professor, consideration of prior to  
452 promotion activity shall also be included in the evaluation.

453  
454 (2) Not Previously Promoted.  
455 a. If the University has not previously promoted the Candidate, the  
456 promotion assessment is cumulative and must include consideration  
457 of the Candidate's achievements prior to employment at the  
458 University.

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

463 (3) Reference Letters for Promotion and Full Reviews.  
464 a. A single negative reference may not be the sole basis for not  
465 reappointing a candidate or for not promoting a Candidate.  
466 b. Promotion and reappointment decisions shall not be based solely on  
467 the reference letters received.

468 (4) Department Inputs.  
469 a. If the DEP includes no members from the candidate's department,  
470 the DEP will request input from the department chair before  
471 finalizing its recommendation.  
472 b. If the Department chair is the candidate and no member from the  
473 chair's department is a member of the DEP, the Provost or designee  
474 shall select a member of the chair's department to provide input to  
475 the DEP before the DEP finalizes their recommendation.

476 (b) DEP Review and Recommendation.

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

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

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

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

486 information and provided a minimum of seven (7) days to respond  
487 to the information.

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

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

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

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

500 (c) UEC Report and Recommendation.

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

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

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

510 a. If supplemental materials and/or other information is used as part of  
511 the review at any time during the process, the Candidate will be  
512 informed of the use of this information and provided a minimum of  
513 seven (7) days to respond to the information.

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

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

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

520 (5) The UEC will prepare a report and recommendation that is addressed to the  
521 Provost. The UEC report is added to the Candidate's packet.

- 522                    **a.**     If the Provost chairs the UEC, the Provost will not make a  
523                    recommendation, but will supply a candidate's Packet, and both the  
524                    UEC and DEP reports to the President for a final decision.
- 525                    **(6)**     All UEC reports, recommendations, and work product constitute faculty  
526                    evaluative information and/or limited-access records, pursuant to Florida  
527                    Polytechnic University Rule 6C13-6.008.
- 528                    **(d)**     **Provost's Review and Recommendation.**
- 529                    **(1)**     The Provost shall review all procedural and substantive matters for  
530                    completeness in order to ensure that the DEP and/or UEC have met their  
531                    responsibilities in this Article.
- 532                    **a.**     If procedural errors or inconsistencies are present in the process, the  
533                    Provost will send materials back to the appropriate part of the  
534                    process for correction before making a recommendation regarding  
535                    the candidate.
- 536                    **b.**     In rare instances, the Provost may acquire and review supplemental  
537                    materials and/or other information as appropriate for completeness  
538                    and accuracy of the Candidate's packet.
- 539                                    **1.**     As with the procedures used by the DEP and the UEC, any  
540                                    supplemental materials and/or other information must be  
541                                    disclosed to the Candidate with the same response rights and  
542                                    times as provided in the DEP and UEC review.
- 543                                    **2.**     If applicable, the supplemental materials and/or other  
544                                    information and the Candidate's response(s) will be  
545                                    appended to the Candidate's packet.
- 546                    **(2)**     After a careful review of the reports and recommendations of the DEP and  
547                    UEC (if applicable), and the Candidate's packet, the Provost, in his or her  
548                    best judgment, shall make a positive or negative recommendation in writing  
549                    as to the Candidate's reappointment or promotion.
- 550                    **a.**     The Provost's recommendation, if positive, is provided to the  
551                    President consistent with Section 6.8(e).
- 552                    **b.**     If the Provost's recommendation is negative, the decision and  
553                    written justification are provided to the Candidate. Unless  
554                    overturned on appeal by the President, negative recommendations  
555                    from the Provost are terminal.
- 556                    **c.**     The process for appealing a negative recommendation from the  
557                    Provost is as follows:
- 558                                    **1.**     Within ten (10) days of the Provost's written justification  
559                                    being provided the Candidate may submit a written appeal  
560                                    to the Office of the President ([president@floridapoly.edu](mailto:president@floridapoly.edu)).

- 561 (I) Failure to appeal a negative recommendation within  
562 the ten (10) day time frame renders the  
563 recommendation final and subject to no further  
564 review or grievance.
- 565 2. Upon receipt of the Candidate’s appeal, the President will  
566 review the Provost’s negative recommendation, the UEC  
567 and DEP committee reports, and the Candidate’s packet.
- 568 3. The scope of the President’s appellate review is limited to  
569 correcting errors of judgment or process.
- 570 4. Within twenty (20) days of receipt of the Candidate’s appeal,  
571 the President will render a decision either granting or  
572 denying the appeal on its merits.
- 573 (3) The Provost’s recommendation, Provost’s written justification, and the  
574 President’s decision as a result of the appeal process constitute faculty  
575 evaluative information and/or limited-access records, pursuant to Florida  
576 Polytechnic University Rule 6C13-6.008.
- 577 (e) **President’s Review and Authority.** The President shall have the sole authority to  
578 grant a Candidate’s reappointment or promotion and will act upon the request for  
579 reappointment or promotion provided by the Provost.
- 580 (1) The granting of reappointment or promotion shall be based on the  
581 University’s criteria, clarifications produced by the Candidate’s unit or  
582 department, the reports and recommendations of the DEP and UEC, any  
583 documents relied upon by the DEP and UEC in creating their reports and  
584 recommendations, the Candidate’s packet, and the written recommendation  
585 of the Provost.
- 586 (2) The President will consider the items listed above, noting that the committee  
587 reports have provided a strong review of the candidate and, in his or her best  
588 judgment, either:
- 589 a. grant reappointment or promotion, via written notice, within the  
590 terms of this contract, or;
- 591 b. deny the request for reappointment or promotion.
- 592 (3) If the President’s final decision on reappointment or promotion is negative,  
593 the President shall provide written justification to the Candidate within  
594 twenty (20) days of the decision.
- 595 (4) The President’s written notice of granting reappointment or promotion  
596 (6.8(e)(2)a) and written justification denying the request for reappointment  
597 or promotion (6.8(e)(3)), constitute faculty evaluative information and/or  
598 limited-access records, pursuant to Florida Polytechnic University Rule  
599 6C13-6.008.

- 600 (f) If a Candidate does not receive a promotion following formal consideration by full  
601 review, the Candidate may not reapply for promotion until after the completion of  
602 two (2) additional academic years. This clause shall not unreasonably deny a  
603 Candidate their terminal promotion consideration to Associate Professor.
- 604 (g) The Candidate being considered for promotion may withdraw from consideration  
605 provided that the withdrawal is made before the UEC begins its consideration of  
606 the Candidate. Such withdrawal shall be without prejudice and will not render the  
607 Candidate ineligible for the next promotional cycle.
- 608 (h) Promotion Date.
- 609 (1) Promotions for professors that are granted shall be effective on August 15  
610 following the decision date.
- 611 (2) An individual may use their new title effective upon written notification of  
612 their promotion.

613 **6.9 Reappointment and Promotion for Instructors, Senior Instructors, Distinguished**  
614 **Instructors, and Professors of Practice.**

- 615 (a) Reappointment & Promotion Materials:
- 616 (1) Reappointment Materials: Instructors must submit the following materials  
617 to be considered for reappointment:
- 618 a. Candidate personal statement  
619 b. Updated, current curriculum vitae  
620 c. Last two (2) faculty activity reports  
621 d. Last two (2) reviews from department chair
- 622 (2) Promotion (Instructor to Senior Instructor) Materials: Instructors must  
623 submit the following materials to be considered for Promotion to Senior  
624 Instructor:
- 625 a. Candidate personal statement  
626 b. Updated, current curriculum vitae  
627 c. Teaching portfolio  
628 d. Last two (2) faculty activity reports  
629 e. Last two (2) reviews from department chair
- 630 (3) Reappointment of Senior Instructor: Senior Instructors must submit the  
631 following materials to be considered for reappointment:
- 632 a. Candidate personal statement to include update of activity since  
633 promotion or last reappointment  
634 b. Updated Curriculum Vitae



- 635                   c.     Last three (3) faculty activity reports
- 636                   d.     Last three (3) reviews from department chair
- 637                   **(4)**   Promotion (Senior Instructor to Distinguished Instructor) Materials: Senior  
638                   Instructors must submit the following materials to be considered for  
639                   Promotion to Distinguished Instructor:
- 640                   a.     Candidate personal statement
- 641                   b.     Updated, current curriculum vitae
- 642                   c.     Teaching portfolio
- 643                   d.     Last three (3) faculty activity reports
- 644                   e.     Last three (3) reviews from department chair
- 645                   **(5)**   Reappointment of Distinguished Instructor: Distinguished Instructors must  
646                   submit the following materials to be considered for reappointment:
- 647                   a.     Candidate personal statement to include update of activity since  
648                   promotion or last reappointment
- 649                   b.     Updated Curriculum Vitae
- 650                   c.     Last five (5) faculty activity reports
- 651                   d.     Last five (5) reviews from department chair
- 652                   **(6)**   Reappointment of Professor of Practice: Professors of Practice must submit  
653                   the following materials to be considered for reappointment:
- 654                   a.     Candidate personal statement to include update of activity since  
655                   promotion or last appointment
- 656                   b.     Updated Curriculum Vitae
- 657                   c.     Last three (3) faculty activity reports
- 658                   d.     Last three (3) reviews from department chair
- 659                   e.     Other materials relevant to this faculty members contributions to the  
660                   University
- 661                   **(b)**   Reappointment and Promotion: Types, Notices, and Criteria
- 662                   **(1)**   Types:
- 663                   a.     Faculty at the instructor level undergo reappointment reviews and  
664                   promotion review (if eligible and by choice of the candidate).
- 665                   b.     Instructors are not required to seek promotion, nor may they be  
666                   penalized for not seeking promotion.
- 667                   c.     Once promoted, Senior Instructors likewise undergo reappointment  
668                   reviews, as do Distinguished Instructors.

- 669 (2) Notice of Reappointment requirement will take place consistent with the  
670 notification requirement for other faculty.
- 671 (3) Criteria for Instructor, Senior Instructor, Distinguished Instructor and  
672 Professor of Practice reappointment and promotion will be developed  
673 through the process outlined below in Section 6.10.
- 674 (c) Review Panel and Committees for Instructor-Level rank Reappointments and  
675 Promotion (ranks are Instructor, Senior Instructor, and Distinguished Instructor).
- 676 (1) Instructor-DEP: Shall consist of the department DEP and one (1) out-of-  
677 department Distinguished Instructor or Senior Instructor chosen by the  
678 Provost. If there is no out-of-department Senior Instructor, the Provost will  
679 appoint one out of department faculty member with the rank Associate  
680 professor or higher to serve on the instructor DEP.
- 681 (2) Instructor-UEC: Shall consist of the UEC plus one (1) Distinguished  
682 Instructor or Senior Instructor. If there is no individual with the rank Senior  
683 Instructor, the Provost will choose one (1) Associate Professor from outside  
684 the Instructor's department.
- 685 (d) Reappointment and/or Promotion Process, the Instructor Review.
- 686 (1) The Instructor-DEP and Instructor-UEC follow the same process as they do  
687 for other faculty, except there is no outside letter requirement for Instructor  
688 promotion, Senior Instructor promotion or Senior Instructor reappointment,  
689 or Distinguished Instructor reappointment.
- 690 (2) For reappointment reviews of Instructors and Senior Instructors, the  
691 Instructor-DEP provides its report directly to the Provost.
- 692 (3) Every third (3<sup>rd</sup>) reappointment review for Instructors, Senior Instructors,  
693 and Distinguished Instructors requires an evaluation by the Instructor-UEC.
- 694 (4) Promotion reviews for Instructors and Senior Instructors require an  
695 evaluation by the Instructor-UEC.
- 696 (5) Provost Review and Recommendation.
- 697 a. Both Instructor-DEP and Instructor-UEC reviews for Instructors  
698 and Senior Instructors culminate in either a positive or negative  
699 recommendation by the Provost as described in Section 6.8(d)(2).
- 700 b. These processes shall be consistent with that outlined for other  
701 faculty in Section 6.8(d).
- 702 (6) President's Review and Authority. Actions on reappointments and  
703 promotions by the President and Provost will be acted upon in the same  
704 manner as described in Section 6.8(e).
- 705 (e) Reappointment Process, Professor of Practice Review.
- 706 (1) The Professor of Practice reappointment process follows the same process

- 707 as that for Distinguished Instructor.
- 708 (2) Every third (3<sup>rd</sup>) reappointment review for Professors of Practice requires
- 709 an evaluation by the Instructor-UEC.
- 710 (3) Provost Review and Recommendation.
- 711 a. Reviews for Professors of Practice culminate in either a positive or
- 712 negative recommendation by the Provost as described in Section
- 713 6.8(d)(2).
- 714 b. These processes shall be consistent with that outlined for other
- 715 faculty in Section 6.8(e).
- 716 (4) President's Review and Authority. Actions on reappointments by the
- 717 President and Provost will be acted upon in the same manner as described
- 718 in Section 6.8(e).

719 **6.10 Development of Reappointment and Promotion Criteria for the Instructor Rank,**

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

- 721 (a) The awarding of reappointment or promotion shall be based on written criteria,
- 722 which are established by the University and developed by each department in
- 723 accordance to this Article.
- 724 (b) University Criteria. No later than January 15 of every even-numbered calendar
- 725 year, the University shall establish the general criteria for the granting of promotion
- 726 or reappointment, and provide that criteria to each department's Chair. If a category
- 727 of reappointment or promotion criteria is not in place for an upcoming review cycle
- 728 where a candidate may request reappointment or promotion, the criteria will be
- 729 developed to support that cycle.
- 730 (1) Promotion and reappointment criteria shall consider the performance of the
- 731 work that the professor has been assigned (as reflected in FARE forms),
- 732 criteria for each rank as set forth in the most recent, BOT-approved Faculty
- 733 Handbook, and the faculty member's responsibilities as a member of the
- 734 University and department community.
- 735 (2) The University criteria shall broadly recognize and consist of the following:
- 736 a. Instruction, including regular classroom and laboratory teaching,
- 737 classroom development, effective development/application of new
- 738 instructional methods, directing thesis or dissertation committees,
- 739 and other instructional activities;
- 740 b. Research or other creative activities relevant to the department
- 741 mission, including scholarly publications, support and advising of
- 742 graduate students; and
- 743 c. Service to professional societies and contributions to the University
- 744 and department.

- 745 (3) The criteria shall also include, but are not limited to:
- 746 a. a demonstrated record of scholarly activity, teaching, and as
- 747 appropriate, course and/or curriculum development commensurate
- 748 with the University’s mission and relevant academic discipline(s);
- 749 b. evidence of a positive and growing reputation in his/her chosen sub-
- 750 field within the department’s mission, and;
- 751 c. promise of continued successful performance.
- 752 (4) The Provost will formally request input from the FRC as to the University
- 753 criteria before providing the finalized University criteria to each
- 754 department’s Chair.
- 755 (c) Department Clarifications of University Criteria. The department clarifications,
- 756 described in this section shall provide context for the broader University criteria
- 757 and:
- 758 (1) be consistent with university requirements and faculty work assignments;
- 759 (2) be detailed enough that a reasonable professor should be informed about the
- 760 expectations for performance or accomplishments which are necessary to
- 761 earn reappointment or promotion, assuming that the accomplishments are
- 762 of sufficient quality, quantity, and consistency, and;
- 763 (3) identify some representative examples of the achievements or performance
- 764 characteristics which, if the requirement or distinction were met, are
- 765 appropriate comparisons for reappointment or promotion.
- 766 (d) Criteria and Department-Specific Clarification Review Process. Criteria and
- 767 department-specific clarifications shall be developed and approved on a bi-annual
- 768 cycle according to the following procedures:
- 769 (1) Department Committee Formation and Membership.
- 770 a. The Committee shall consist of:
- 771 1. the Vice Provost of Academic Affairs (or Provost-designee);
- 772 2. Department Chair of each respective department, and;
- 773 3. two (2) faculty members from the department, at least one
- 774 (1) holding the most senior rank in the department, subject
- 775 to the limitations below in 6.10(d)(1)c).
- 776 b. In years during which the clarifications are reviewed, department
- 777 faculty shall select their two (2) representative faculty members
- 778 during the first week of the fall semester.
- 779 c. Exceptions to Department Committee Membership.
- 780 1. The Department Committee requires senior-ranking
- 781 membership, followed by overall membership. If a

782 department has three (3) or more senior-ranking faculty  
783 members, a senior-ranking faculty member that will be  
784 reviewed in the next academic year’s review cycle may not  
785 serve on the Department Committee.

786 2. Similarly, if a department has more than ten (10) faculty  
787 members, a junior-ranking faculty member that will be  
788 reviewed for reappointment in the next academic year’s  
789 review cycle may not serve on the departmental committee.

790 3. Faculty members that have resigned, received a notice of  
791 non-reappointment or notice of layoff, instructors, and  
792 visiting/adjunct faculty are not eligible to serve on the  
793 Department Committee or participate in the Department  
794 Committee selection process.

795 (I) However, Instructors who have served in a full-time  
796 capacity for at least the most recent five (5)  
797 consecutive years are eligible to serve on or  
798 participate in the Department Committee selection  
799 process as it relates to the development of  
800 department-specific clarifications for instructors.

801 (2) Development of Department-Specific Clarifications.

802 a. The Provost shall provide a framework for department-specific  
803 clarifications and formally charge the Department Committee to  
804 develop and maintain written clarifications of the University’s  
805 reappointment and promotion criteria in terms aligned with the  
806 department’s discipline(s) and assigned duties, and consistent with  
807 University standards as established in the most recent BOT-  
808 approved version of the Faculty Handbook.

809 b. Upon receiving the University criteria and clarification framework,  
810 the Department Committee shall convene to develop clarifications  
811 of the University criteria consistent with the department disciplines  
812 in accordance with the procedures outlined herein.

813 c. The Department Committee shall complete its review and finalize  
814 the department clarifications within fifteen (15) days of receiving  
815 the University’s criteria.

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

819 a. Faculty that are in their terminal year of employment (as a result of  
820 non-reappointment, resignation, or layoff), visiting/adjunct faculty,  
821 and instructors are not eligible to vote on the clarifications.

- 822 Instructors and Senior Instructors, however, are eligible to vote on  
823 the department-specific clarifications for instructors.
- 824 **b.** If a majority of a department’s faculty vote in favor of the proposed  
825 department clarifications, the department clarifications are  
826 forwarded to the Provost for review and approval.
- 827 **c.** If the majority of a department’s professors do not vote in favor of  
828 the proposed department clarifications, the Department Committee  
829 shall reconsider the proposed clarifications prior to conducting a  
830 second vote.
- 831 **1.** The Department Committee shall have five (5) days to  
832 reconsider the proposed clarifications and conduct a second  
833 vote within five (5) days of finalizing the second round of  
834 department clarifications.
- 835 **2.** If the second vote is also unsuccessful, the proposed  
836 clarifications shall be forwarded to the Provost for approval,  
837 noting the lack of department faculty support.
- 838 **3.** If a vote does not occur within five (5) days of the  
839 Committee finalizing the department clarifications, the  
840 department clarifications shall be forwarded to the Provost  
841 for review, noting that no vote occurred.
- 842 **(4)** Provost Review. Within ten (10) days of receipt, the Provost shall review  
843 the proposed department clarifications to ensure compliance with this  
844 Agreement, the mission and goals of the University, and University  
845 standards as established in the most recent, BOT-approved version of the  
846 Faculty Handbook.
- 847 **a.** The Provost will either approve the proposed department  
848 clarifications, or return them to the Committee for reconsideration.
- 849 **b.** In the event the Provost returns the proposed department  
850 clarifications to the Committee for reconsideration, he/she shall  
851 provide objections to any such provision in writing.
- 852 **(5)** Committee Reconsideration. The Department Committee shall reconsider  
853 the Provost’s written objections and within ten (10) days after receiving  
854 them, shall resubmit the proposed written clarifications to the Provost,  
855 incorporating all, some, or none of the objections, along with a written  
856 explanation and justification for the resubmitted language.
- 857 **(6)** Provost Reconsideration, Revision and Adoption. The Provost shall  
858 reconsider the department clarifications and issue final revisions or  
859 approvals with a final adoption of the criteria within seven (7) days after  
860 receiving the revised department clarifications.
- 861 **(e)** Changes in Criteria for Reappointment and Promotion for Professors.

- 862 (1) Following the Provost's approval adoption of the final criteria, the  
863 University may modify the approved University criteria for reappointment  
864 and promotion so long as the UFF has been notified of the proposed changes  
865 and been offered an opportunity to discuss such changes in consultation  
866 with the President or designee.
- 867 (2) Changes to discipline-specific departmental clarifications may only be  
868 considered if changes to the University criteria have been made as described  
869 in (e)(1). Such changes to discipline-specific criteria shall be developed and  
870 approved according to the process outlined in 6.10(d)(2).
- 871 (f) **Access to Criteria.** The Reappointment and Promotion criteria shall be available  
872 on the Provost's webpage (<https://floridapoly.edu/provost/>) and/or at the written  
873 request of any faculty member.
- 874 **6.11 Non-Reappointment of Faculty**
- 875 (a) Faculty members on multi-year appointments cannot be terminated during the  
876 contract period except for just cause, layoff, or termination of the funding source in  
877 the case of soft money appointments.
- 878 (b) **Reappointment or Promotion Review.** If a faculty member has participated in a  
879 reappointment or promotion review and is not provided with an offer of  
880 reappointment or promotion,
- 881 (1) a faculty member with a remaining contract term of more than one (1) year  
882 will be provided written notice of non-reappointment, advising that the  
883 existing contract will not be renewed with no right to continued  
884 employment, or;
- 885 (2) a faculty member with a remaining contract term of less than one (1) year  
886 will be provided a notice of non-reappointment that the existing contract  
887 will not be renewed, and the University shall offer a terminal contract which  
888 supersedes the existing contract and expires one (1) year from the date of  
889 the written notice, with no right to continued employment.
- 890 (c) If a professor chooses not to participate in a reappointment review, or in the case of  
891 an Assistant Professor, chooses not to participate in the promotion process, the  
892 professor will be administratively non-reappointed and the professor's employment  
893 shall end on the last date of the professor's existing contract.
- 894 (d) Non-reappointed employees are not eligible to receive any salary increases or  
895 bonuses during the notice period.
- 896 (e) Non-reappointed employees are not eligible to serve on departmental or university  
897 committees without prior approval of the Provost.
- 898 (f) **Payout option.**
- 899 (1) At the time of or following issuance of a notice of non-reappointment to any  
900 employee, the University may elect in its discretion to pay the employee for

901 all or a portion of the remaining term of the contract, as may be allowed  
902 under Florida law.

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

907 **6.12 Assistant Librarians and Wellness Counselors.**

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

909 (1) Assistant Librarian I & Wellness Counselor I.

910 a. Initial Contract Duration: two (2) years

911 b. Reappointment Contract Duration: two (2) years

912 c. Reappointment Cycle: two (2) years.

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

918 (2) Assistant Librarian II and Wellness Counselor II.

919 a. Initial Contract Duration: two (2) years

920 b. Reappointment Contract Duration: three (3) years

921 1. The University will review the Assistant Librarian II and  
922 Wellness Counselor II during the second full spring term  
923 after initial promotion and thereafter in the spring of the third  
924 year of the reappointment contract.

925 (b) Reappointment Review Requirements & Process

926 (1) Candidate Required Materials: Candidates for reappointment must provide  
927 the following materials in their reappointment "packet."

928 a. The Employee Self-Review Worksheet provided by Human  
929 Resources;

930 b. The candidate's previous performance reviews;

931 c. An updated curriculum vitae;

932 d. If other materials are used as part of the review, the candidate will  
933 be informed of this information, and provided a minimum of five (5)  
934 days to respond to the information.

935 (2) Reappointment Process.



- 936                   **a.**     Dates for reappointment notification and submission of materials to  
937                   Supervisor will coincide with those for Faculty.
- 938                   **b.**     Considerations for reappointment include:
- 939                         **1.**     A review of goals, objectives, and accomplishments  
940                         achieved over the total review period.
- 941                         **2.**     Specific goals, tasks, or assignments derived from annual or  
942                         periodic evaluations.
- 943                         **3.**     Candidate’s likelihood for continued success.
- 944                         **4.**     Any additional criteria established via the process for  
945                         University Criteria for Reappointment and Promotion  
946                         established for faculty positions.
- 947                   **c.**     Decisions must be considered by the supervisor, the Provost, and the  
948                   Vice Provost of Student Affairs.
- 949                   **d.**     Upon request, the Provost will provide a written justification for the  
950                   reappointment decision.
- 951           (c)     Promotion Procedure for Assistant Librarians & Wellness Counselors:
- 952                   **(1)**     Employees designated as Assistant Librarian I and Wellness Counselor I  
953                   are not obligated to seek promotion, nor will they be penalized for not doing  
954                   so.
- 955                   **(2)**     Available Ranks for Promotion
- 956                         **a.**     Assistant Librarian I to Assistant Librarian II
- 957                         **b.**     Wellness Counselor I to Wellness Counselor II
- 958                   **(3)**     Eligibility for Promotion.
- 959                         **a.**     Minimum Duration of Employment: Employees must have served  
960                         at least 5 successful academic years at their current rank in a full-  
961                         time capacity, with an overall evaluation rating of “Meets  
962                         Expectation” for each of those years, in order to qualify for  
963                         consideration of the next highest rank.
- 964                         **b.**     Minimum Requirements: Employees must have been in a position  
965                         of continued employment and not have been given notice of non-  
966                         reappointment or termination, and not initially hired at a rank higher.
- 967                   **(4)**     Promotion Review Requirements & Process.
- 968                         **a.**     Candidate Required Materials: Candidates for reappointment must  
969                         provide the following materials in their reappointment “packet.”
- 970                                 **1.**     A personal statement addressing how the candidate fulfills  
971                                 the responsibilities of the position and advances the mission

- 972 of the unit and the University.
- 973 2. The candidate’s previous performance reviews (including
- 974 self-evaluations) and other evaluations since initial hire at
- 975 the University.
- 976 3. An updated curriculum vitae.
- 977 4. If other materials are used as part of the review, the candidate
- 978 will be informed of this information, and provided a
- 979 minimum of five (5) days to respond to the information.

(5) Promotion Process.

- 981 a. Dates for Promotion notification and submission of materials to
- 982 Supervisor will coincide with those for Faculty.
- 983 b. Considerations for Promotion include:
- 984 1. A review of goals, objectives, and accomplishments
- 985 achieved over the total review period.
- 986 2. Specific goals, tasks, or assignments derived from annual or
- 987 periodic evaluations.
- 988 3. Candidate’s likelihood for continued success and
- 989 appropriate contribution on institutional initiatives.
- 990 4. Any additional criteria established via the process for
- 991 University Criteria for Reappointment and Promotion
- 992 established for faculty positions.
- 993 c. Promotion Decisions
- 994 1. May include inputs from relevant campus stakeholders, such
- 995 as students, faculty, and other staff.
- 996 2. Must be considered by the supervisor, the Provost, and the
- 997 Vice Provost of Student Affairs.
- 998 3. Upon request, the Provost will provide a written justification
- 999 for the promotion decision.

(d) Non-Reappointment.

- 1001 (1) Employees on multi-year appointments cannot be terminated during the
- 1002 contract period except for just cause, layoff, or termination of the funding
- 1003 source in the case of soft money appointments.
- 1004 (2) Non-Reappointment at Reappointment or Promotion Review: If an
- 1005 employee has participated in a reappointment or promotion review and is
- 1006 not provided with an offer of reappointment or promotion, that employee
- 1007 shall receive a terminal, 6-month contract that supersedes any existing

- 1008 contracts.
- 1009 (3) Non-reappointed employees are not eligible to receive any salary increases  
1010 or bonuses during the notice period.
- 1011 (4) Non-reappointed employees are not eligible to serve on departmental or  
1012 university committees without prior approval of the Provost.
- 1013 (5) Payout option.
- 1014 a. At the time of or following issuance of a notice of non-  
1015 reappointment to any employee, the University may elect in its  
1016 discretion to pay the employee for all or a portion of the remaining  
1017 term of the terminal contract, as may be allowed under Florida law.
- 1018 b. If the University elects this option, it will pay the employee an  
1019 amount, less withholding, equal to the salary for that portion of the  
1020 remaining term of the contract which the University is paying out,  
1021 and the employee’s employment will terminate immediately.

1022 **6.13 Grievability.**

- 1023 (a) The University’s decision not to offer reappointment or promotion to an employee  
1024 shall not be considered a disciplinary action.
- 1025 (b) The decision to not offer reappointment or promotion is grievable according to  
1026 Article 11 - Grievance and Arbitration Procedure, as an employee may contest the  
1027 decision solely because of an alleged violation of a specific term of the Agreement  
1028 or because of an alleged violation of the employee’s constitutional rights.
- 1029 (c) For the purposes of a grievance about a faculty reappointment or promotion  
1030 decision, the scope of materials relied upon the denial of a candidate’s  
1031 reappointment or promotion is limited to the Candidate’s packet, the DEP report  
1032 and recommendation, the UEC report and recommendation, and the Provost’s  
1033 recommendation. The University may not subsequently introduce new grounds for  
1034 that denial during the grievance process nor may it assert that there are other,  
1035 unwritten grounds for that denial.
- 1036 (d) The remedy for any grievance filed under this provision, if successful, shall not  
1037 include an award of reappointment or promotion.
- 1038 (e) Such grievances must be filed within thirty (30) days of the Candidate’s receipt of  
1039 the denial of promotion or reappointment from the President as described in  
1040 6.8(e)(3) or the President’s denial of an appeal as described in Section 6.8(d)(2)c.4.

- 1041            **(f)**    Reports and recommendations from the DEP, UEC, and Provost shall be available
- 1042                            for arbitration proceedings consistent with the requirements described in Florida
- 1043            **(g)**    Polytechnic University Rule 6C13-6.008.

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For the University

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For the UFF

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David Fugett  
Chief Negotiator

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Wylie Lenz  
Chief Negotiator

Date \_\_\_\_\_

Date \_\_\_\_\_