

## EVALUATION, PROMOTION, AND TENURE POLICIES

### **5.1 Evaluation Procedure** (For in-unit faculty members, refer to the BOT-UFF *Agreement*, Articles 18, 19, 20, and 21)

Evaluations are intended to communicate to a faculty member a qualitative assessment of that faculty member's performance of assigned duties by providing him/her written constructive feedback that will assist in improving the faculty member's performance and expertise. All faculty members are evaluated annually by the appropriate chair or director with the following exceptions:

- a) faculty members on visiting appointments,
- b) faculty members who have resigned, and
- c) faculty members who have been issued notice of non-reappointment or termination for just cause.

### **5.2 University Required Student Evaluations** (For in-unit faculty members, refer to the BOT-UNF *Agreement*, Article 18.3)

Each faculty member shall distribute the approved student survey instrument(s) in every Summer term, except as noted below, and every Fall and Spring semester for every class during the final three (3) weeks of scheduled instruction. However, courses involving individual instruction such as independent studies (DIS), internships, and practica shall be excluded from this form of evaluation, but an alternative assessment mechanism may be utilized. Study abroad courses for which these assessments are not appropriate shall be excluded from this form of evaluation, and an alternative assessment mechanism shall be utilized.

If an in-unit faculty member has been assigned or reassigned a course fewer than five (5) weeks prior to the first class session, the faculty member has the option of whether to administer student evaluations for that course. Additional information is found in Articles 17.1(c)(3) and 18.3 of the BOT-UFF *Agreement*.

### **5.3 Promotion and Tenure Policies and Procedures** (For in-unit faculty members, refer to BOT-UFF *Agreement*, Articles 19, 20, and 21)

Awarding promotion and tenure is the University's major means for recognizing and protecting professional excellence in the academic disciplines. Criteria, guidelines and other relevant information for promotion are found in Article 20 of the *Agreement* for tenured and tenure-earning faculty and Article 21 for library faculty. Article 19 of the *Agreement* contains the criteria, guidelines and other relevant information for tenure.

In the case of administrative faculty members who may be eligible for tenure consideration, the following teaching conditions shall be met: 33.3 semester credit hours of regularly scheduled classes if the faculty member's rank is below professor or 20 hours of regularly scheduled classes if the faculty member's rank is professor.

Administrators who seek tenure and promotion must do so on the basis of their teaching, scholarship, and service contributions, rather than on the basis of their administrative duties.