

ARTICLE __ (8/4)
APPOINTMENT

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4 __.1 Policy. It shall be the policy of the University Administration to fill appointment
5 vacancies with the best possible candidates. Therefore, consistent with its commitment to
6 ensuring a qualified and diverse faculty, the deans and chairs along with other members of the
7 University administration, working with the faculty, shall approve the standards, qualifications,
8 competencies, and criteria used in recruitment and selection of new faculty.
9

10 __.2 Procedure.

11 (a) The University Administration shall authorize advertisements for appointment
12 vacancies through appropriate professional channels. A statement indicating that the salaries of
13 University faculty are public record and that such information is available in the UNF library
14 shall be included on the UNF vacancy announcement website.
15

16 (b) Faculty Search Committees shall be established for all non-visiting appointments,
17 not including the position classification of laboratory lecturer. These faculty search committees
18 shall be composed mostly of faculty from the appropriate unit or units. Furthermore, these
19 faculty search committees shall not include department chairs or deans but may include an
20 assistant or associate dean based upon his/her disciplinary expertise in the field in which the
21 appointment will be made. The committees shall receive applications, screen candidates, and
22 make recommendations for these appointment vacancies under the established standards,
23 qualifications, competencies, and criteria. University Administration welcomes applications
24 from all qualified individuals.
25

26 (c) Committee Recommendations for Appointment. After the screening and
27 interview process has been completed, the Faculty Search Committee shall recommend for
28 possible appointment those candidates, if any, it deems most qualified in meeting the established
29 standards, qualifications, competencies, and criteria.
30

31 (d) Hiring Administrator's Decision.

32 (1) If a Faculty Search Committee cannot make a recommendation as per
33 Section __.2(c) above, then the hiring administrator may ask the Committee to consider
34 additional candidates from the remaining pool of candidates.

35 (2) Prior to making a recommendation to hire a candidate to fill a bargaining
36 unit vacancy, the Chair or the Director of the Library shall meet with the faculty members in the
37 department /library to discuss the recommendations of the faculty search committee and shall
38 make the faculty's views known to the hiring administrator.

39 (3) After receiving input from the faculty, the University Administration shall
40 appoint the candidate it deems most qualified based upon the candidates' qualifications, and
41 competencies, and the approved standards and criteria.
42

43 __.3 Employment Contracts. All appointments shall be made on a University employment
44 contract signed by the President or designee and the faculty member. The University
45 employment contract shall contain the following elements:

- 1 (a) Date
2
3 (b) Classification title/rank and code
4
5 (c) Appointment status
6
7 (d) College and department, or other employment unit
8
9 (e) Length of the appointment
10
11 (f) Percent of full-time effort (FTE) assigned
12
13 (g) Salary rate
14
15 (h) A statement that the position is (1) tenured, (2) non-tenure earning, or (3) tenure-
16 earning. If years of service at another institution are being credited towards tenure, a statement
17 setting out the number of years to be credited towards tenure or promotion shall be included.
18
19 (i) A statement informing the faculty member of his/her obligation to report all
20 compensated outside activity and any non-compensated activity that the faculty member should
21 reasonably perceive to be a conflict of interest.
22
23 (j) A statement of any special conditions of employment detailed in the letter of
24 offer. If a condition of employment outlined in the letter of offer is not reflected in the
25 employment contract, such special condition shall be operative and the employment contract
26 shall be revised accordingly.
27
28 (k) A statement that the appointment is subject to the Constitution and law of the
29 State of Florida and the United States, the rules of the University, and the provisions of this
30 faculty collective bargaining Agreement.
31
32 (l) The following statement if the appointment is not subject to notice of non-
33 reappointment: “Your employment under this contract will cease on the date indicated. No
34 further notice of cessation of employment is required.”
35
36 (m) The statement: “The faculty collective bargaining agreement prohibits
37 discrimination against any faculty member based upon race, color, gender, religious creed,
38 national origin, age, veteran status, disability, political affiliation, marital status, or faculty rights
39 related to union activity as granted under Chapter 447, Florida Statutes. A claim of such
40 discrimination against the University may be presented as a grievance pursuant to the provisions
41 of the Grievance and Arbitration article.”
42
43 (n) A statement that the faculty member’s signature on the employment contract shall
44 not be deemed a waiver of the right to process a grievance with respect to compliance with
45 provisions of the Agreement.

1
2 (o) A statement that the salaries of faculty members in the department and the salaries
3 of faculty in the same rank are a matter of public record and are available for review in the
4 department office and in the library.

5
6 (p) The statement: “If you have not been provided with a copy of the faculty
7 Collective Bargaining Agreement, notify your supervisor and you will be given one.”

8
9 .4 Appointments.

10 (a) Salary Rate Calculation and Payment. The biweekly salary rate of faculty serving
11 on calendar-year appointments shall be calculated by dividing the calendar-year salary rate by
12 the actual number of pay periods in the calendar year.

13
14 (b) The academic year faculty contract shall normally be for thirty-nine (39)
15 consecutive weeks and shall begin on the same date. However, the University Administration
16 and the UFF recognize that there are exceptions to this provision and agree that the full
17 academic-year salary rate associated with such appointments shall be paid across the
18 appointment period.

19
20 (c) Change in Appointments.

21 (1) Faculty members shall serve on either an academic-year or a calendar-year
22 appointment.

23 (2) A faculty member serving on a calendar-year appointment may request an
24 academic-year appointment. Similarly, a faculty member serving on an academic-year
25 appointment may request a calendar-year appointment. The President or designee shall carefully
26 consider such requests. If the requested change is denied, the President or designee shall provide
27 written notice of the reasons for the denial.

28 (3) If approved by the President or representative, and assuming that the
29 assigned responsibilities remain substantially the same, a faculty member’s base salary shall be
30 adjusted by 81.8 percent when changing from a calendar-year appointment to an academic-year
31 appointment, or by 122.2 percent when changing from an academic-year appointment to a
32 calendar-year appointment. For the purpose of calculating the base salary, any stipend must be
33 eliminated before salary adjustments are made.

34 (4) The University Administration shall establish a written policy, which shall
35 be available in the Office of Academic Affairs, for adjusting to an academic-year salary the
36 calendar-year salary of faculty members who are entering the bargaining unit from
37 administrative duties and who have had no previous bargaining unit salary to adjust back to as
38 described in paragraph (3) above.

39
40 .5 Visiting Appointments.

41 (a) A visiting appointment shall be made only to a person having appropriate
42 professional qualifications. Under normal circumstances, the individual is employed as a visiting
43 faculty member for a period of only one academic year.

44

1 (b) Visiting appointments may be extended past the normal one-year period, provided
2 that the appointment is a temporary ~~position~~ **appointment** for which a search **for a full-time**
3 **faculty position is either is ~~planned or~~ in process or planned to commence in the near**
4 **future**, or the appointment is to substitute for a faculty member on sabbatical or approved leave.
5

6 (c) **Before approving any request to extend the employment of a visiting faculty**
7 **member, the Chair must consult with the faculty members in the department and make the**
8 **faculty's view on the extended appointment known to the hiring administrator. Any**
9 **request to extend the employment of a visiting faculty member more than one year must**
10 **have the approval of the Provost or designee. The Provost or designee shall promptly**
11 **notify the UFF regarding any such extensions and UFF shall have the right to consult on**
12 **such extensions under the provisions of the consultation article.**
13

14 (d) Regardless of rank, no faculty member with a visiting appointment shall be given
15 a regular appointment without following the search procedures set forth in this article.
16

17 __.6 Part-time (Adjunct) Appointments. Part-time (adjunct) instructional appointments are for
18 one academic term at a time and are ordinarily paid on a per course basis. The use of part-time,
19 non-unit, non-salaried instructional faculty (adjuncts) at the University shall, upon the request of
20 the UFF Chapter representatives, be a subject of consultation under the provisions of the
21 Consultation article.
22

23 __.7 Multi-Year Appointments.—

24 (a) A multi-year appointment shall be offered for a period of two to five academic or
25 calendar years. The criteria and procedures shall be maintained in the college or department
26 bylaws. An initial or successive multi-year appointment may be offered only for the following:

- 27 (1) Instructors and Lecturers;
28 (2) Assistant Librarians, Associate Librarians, Librarians, Curators or
29 Counselor/Advisors; or
30 (3) Individuals who have held the rank of full professor for at least five (5)
31 years at **another** institution of higher education. No more than six (6) such individuals shall
32 hold multi-year appointments at the same time.

33 (4) Individuals who have officially retired from universities or other
34 organizations who meet the required standards, qualifications, competencies, and criteria.
35

36 (b) Criteria and Procedures. The deans and chairs, along with other members of the
37 University Administration working with the faculty, shall develop the criteria and procedures for
38 an initial or successive multi-year appointment in each department or college offering multi-year
39 appointments.

40 (1) The criteria used to determine in which instances to offer an initial or
41 successive appointment shall include consideration of the basis for the initial multi-year
42 appointment, annual evaluations of performance, professional growth, extent and currency of
43 professional qualifications, contribution to the mission of the department or program, staffing
44 needs, funding source alternatives, and continuing program considerations.

1 (2) These written criteria and procedures shall be implemented upon a two-
2 thirds approval of faculty eligible to vote in departmental governance.

3 (3) The faculty member ~~will~~ shall be advised in the penultimate year of the
4 appointment that to be considered for a successive multi-year appointment, the faculty member
5 must submit a request and written documentation to his/her Chair or supervisor, pursuant to
6 written procedures established by the appropriate department's bylaws. Prior to making a
7 recommendation on this issue, the Chair or the Director of the Library shall consult with the
8 faculty members in the department/library and shall make the faculty's views known to the
9 hiring administrator. The University Administration shall endeavor to notify the faculty member
10 in writing by July 1, but in no event later than the beginning of the final year of the faculty
11 member's current appointment, of its decision to offer or not offer a successive appointment.
12

13 (c) Faculty members who are under multi-year contracts cannot be terminated during
14 the contract period except for just cause or layoff.