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ARTICLE ____
PROMOTIONS FOR
TENURE-EARNING AND TENURED FACULTY

___.1 Policy.

(a) Promotion decisions shall be based on established University promotion criteria as interpreted and clarified by each department/unit in terms more appropriate or specific to the department's discipline(s). Such decisions shall reflect assessments that are not merely a totaling of a faculty member's annual performance evaluations but an assessment of the faculty member's performance since his/her last promotion or since his/her hiring (if there is no previous promotion). In addition, such decisions shall reflect a demonstration of the faculty member's potential for growth and scholarly contributions by means of the faculty member's written statement articulating an agenda for continuing research/scholarship/creative activity. If there has been no previous UNF promotion, the promotion decision shall also include an assessment of the faculty member's applicable accomplishments at other institutions.

(b) Faculty members who have been evaluated as meeting the criteria for promotion pursuant to the procedures contained herein shall be promoted.

(c) Promotion criteria, and the department's interpretations/clarifications of those criteria that the department must adopt and include in its bylaws shall be available in the department/unit and at the college/unit level, as well as provided to the UFF/UNF President. Each faculty member shall be provided a copy of the University promotion criteria and the department's interpretations/clarifications of the criteria under which he/she will be evaluated.

___.2 Promotion Eligibility.

(a) Promotion shall be through the faculty member's department/unit, and faculty members shall carry their rank with them if they change departments.

(b) To be eligible to apply for promotion, a faculty member must have completed the following minimum number of years of full-time academic duties in rank:

- (1) Assistant Professor to Associate Professor — three (3) years at UNF
- (2) Associate Professor to Professor — four (4) years, with no less than two (2) years at UNF.

(c) Credit for the number of years of full-time academic duties in rank shall be determined at the time of appointment by the Provost and Vice President for Academic Affairs and shall be specified in the employment contract.

(1) Full-time service for the purpose of promotion eligibility shall mean employment at 1.0 FTE during at least thirty-nine (39) weeks of any calendar or academic-year contract. Employment for one semester shall constitute one-half year of promotion-earning service.

(2) Part-time service of a faculty member employed at least one semester in

1 any twelve (12) month period shall be accumulated. For example, two (2) semesters of half-time
2 service shall be considered one-half year of service toward the period of promotion-earning
3 service.
4

5 __.3 University Criteria for Promotion. The decision to award promotion to a faculty member
6 shall be a result of his/her meritorious performance and shall be consistent with the University's
7 promotion criteria and the department's interpretations/clarifications of those criteria. These
8 judgments of academic performance are complex. They cannot easily be reduced to a
9 quantitative formula, nor can the considerations that must be applied in each individual case be
10 completely described in general terms.
11

12 (a) The faculty member's accomplishments elsewhere which are applicable to the
13 UNF promotion criteria shall be considered in addition to his/her performance during his/her
14 service at the University.
15

16 (b) Promotion Criteria.

17 (1) The criteria for promotion from Assistant Professor to Associate Professor
18 are the same as the criteria for tenure and are contained in Article __ Tenure. However, a faculty
19 member may be initially employed as an Associate Professor and not be granted tenure. In that
20 event, tenure will be granted only upon satisfaction of the criteria contained in Article __,
21 Tenure.
22

23 (2) Promotion from Associate Professor to Professor requires that the
24 candidate be an outstanding teacher, be an outstanding scholar, and demonstrate continuing
25 meaningful contributions in service.

26 a. Outstanding teaching is evidenced by an overall record of high
27 quality teaching. High quality teaching is demonstrated by evidence of effectiveness in
28 presenting knowledge and skills, in stimulating students' critical thinking and/or creative
29 abilities, and the development or revision of curriculum and course structure.

30 b. Outstanding scholarship is evidenced by an ongoing agenda of
31 inquiry that has resulted in a body of published scholarly or creative works of high quality. This
32 body of works must be significantly greater than the body of works that resulted in the faculty
33 member's promotion from Assistant Professor to Associate Professor.

34 c. Making continuing meaningful contributions in service is
35 evidenced by a record of active participation in University governance through committees and
36 otherwise, as well as a record of active service to one's professional discipline and the broader
37 public which may occur at the local, state, national, and international levels.

38 (c) Department/Unit Interpretations/Clarifications of University Promotion Criteria.
39 Judgments of academic performance are complex. They cannot easily be reduced to a
40 quantitative formula, nor can the considerations that must be applied in each individual case be
41 completely described in general terms or by numbers alone, separate from necessary qualitative
42 assessments. On the other hand, faculty members seeking promotion must have available to
43 them a description of what tangible accomplishments would normally qualify a candidate for
44 promotion, assuming that the accomplishments are of the quality described in the criteria noted
45 above.

1 (1) In order to provide guidance to faculty members regarding the
2 expectations for achieving promotion, each department/unit shall adopt
3 interpretations/clarifications of the University's promotion criteria for tenured and tenure-earning
4 faculty in terms more appropriate or specific to the department's discipline(s).

5 a. These interpretations/clarifications must indicate
6 1. the breadth and depth of accomplishments in teaching,
7 research/scholarship/creative activity, and professional service that would normally qualify a
8 candidate for promotion assuming that the accomplishments were of outstanding quality;
9 2. appropriate combinations of such accomplishments that
10 would normally qualify a candidate for promotion assuming that the accomplishments were of
11 outstanding quality; and
12 3. how the breadth and depth of the appropriate
13 accomplishments will be evaluated.

14 b. With respect to research/scholarship/creative activity, each
15 department shall develop interpretations/clarifications of the standard of "outstanding" that are
16 consistent with the University's publicly articulated mission. These interpretations/clarifications
17 must also

18 1. address the relative value of different categories of
19 research/scholarly/creative activity and the outlets in which candidates might be reasonably
20 expected to publish, exhibit, or perform; and
21 2. provide a general range of the number of publications,
22 exhibitions, or performances that candidates might be reasonably expected to publish, exhibit, or
23 perform in the various outlets that the department/unit specifies in 1. above. It should be
24 understood that merely having accomplishments within the qualifying general range without the
25 required standard of "outstanding" shall not guarantee that the faculty member will receive
26 promotion. Conversely, a faculty member may qualify for promotion with accomplishments that
27 fall below the qualifying range but are of extraordinary quality.

28 c. Such interpretations/clarifications must be consistent with the
29 promotion criteria described in this article and in this Agreement, and shall be included in the
30 department's bylaws as adopted pursuant to the bylaws provisions of this Agreement.

31 d. The promotion decision shall also take into account the following:
32 1. annual assignments and annual performance evaluations;
33 2. no fewer than two letters of external evaluation addressing
34 the candidate's research/scholarly/creative activity, along with the curriculum vitae of the
35 evaluators. The candidate shall submit a list of between five and seven names to the chair, who
36 shall be responsible for choosing the individuals who will be requested to submit letters of
37 evaluation. If two people from the list submitted by the candidate do not agree to serve as
38 evaluators, the candidate shall submit additional names, as necessary, until two people have
39 agreed to serve.

40 3. the contributions the faculty member has made to the
41 academic unit (program, department/unit, college/unit, and University), based upon his entire
42 record of performance in teaching, research/scholarship/creative activity, and service over the
43 period since his/her promotion (or if there has been no previous UNF promotion, over the faculty
44 member's entire period of service at UNF).

45 4. the faculty member's written statement articulating an

1 agenda for continuing research/scholarship/creative activity.

2 5. whether the faculty member has engaged in a pattern of
3 behavior that disrupts or obstructs the orderly and effective functioning of the department,
4 college, or University. Documentation of such disruptive or obstructive behavior must be made
5 in a timely manner and placed in the faculty member's evaluation file. This section shall not be
6 construed or used to limit the faculty member's right to exercise his/her academic freedom.

7 (2) Promotion criteria, and the department/unit's interpretations/clarifications
8 of the University promotion criteria, included in its bylaws, shall be available in the
9 department/unit office and at the college/unit level, as well as provided to the UFF/UNF Chapter
10 President.

11
12 __.4 Changes in University Promotion Criteria or the Department/Unit's
13 Interpretations/Clarifications of University Promotion Criteria.

14
15 (a) Each department/unit shall periodically review its interpretations/clarifications of
16 the University promotion criteria. Changes to such department/unit interpretations/clarifications
17 shall be developed and approved according to the Bylaws article.

18
19 (b) Changes in University promotion criteria or in the department/unit's
20 interpretations/clarifications of those criteria shall not become effective until one (1) year
21 following adoption of the changes, unless mutually agreed in writing by the University President
22 or designee and the UFF/UNF President. The date of adoption shall be the date on which the
23 University President or designee approves the changes.

24
25 (c) Faculty members shall be evaluated for promotion under the criteria that exist as
26 of the deadline by which the faculty member is required to notify the chair/comparable
27 supervisor that he/she is a candidate for promotion. However, if new or changed University
28 promotion criteria or department/unit interpretations/clarifications have been adopted within
29 three (3) years preceding the deadline, the faculty member may elect to be evaluated under the
30 promotion criteria that existed prior to such addition or change. The election must be made not
31 later than the deadline by which the faculty member is required to notify the chair/comparable
32 supervisor that he/she is a candidate for promotion.

33
34 __.5 Progress Toward Promotion. Each tenure-earning faculty member who holds the rank of
35 Assistant Professor shall be apprised annually in writing by his/her chair regarding the faculty
36 member's progress toward promotion. In addition, any faculty member holding the rank of
37 Associate Professor may request an appraisal in writing by his/her chair regarding the faculty
38 member's progress toward promotion. The faculty member may make such request not more
39 frequently than once per year. Except as modified below, the tenure appraisal process provided
40 in Section __.7(a) of the Tenure article shall serve this purpose for tenure-earning faculty.

41
42 (a) The dean shall review and approve the promotion appraisal.

43
44 (b) The promotion appraisal shall be included as a separate component of the annual
45 evaluation and is intended to provide assistance and counseling to the faculty member to help

1 him/her achieve promotion.

2
3 (c) The chair's appraisal shall specify whether the faculty member is making
4 appropriate and satisfactory progress toward achieving promotion according to the department's
5 interpretations/clarifications of the University's promotion criteria. The appraisal shall mention
6 any deficiency in the faculty member's performance that the chair believes may adversely affect
7 the faculty member's ability to achieve promotion.

8
9 (d) If the appraisal identifies a deficiency in the faculty member's performance or in
10 the faculty member's rate of progress, the chair shall make timely relevant recommendation(s)
11 for improvement.

12
13 (e) The faculty member may request, in writing, a meeting with an administrator at
14 the next higher level to discuss concerns regarding the promotion appraisal that were not
15 resolved in previous discussions with the evaluator.

16
17 (f) The chair's appraisals are not binding upon the University.

18
19 __.6 Initiation of the Promotion Process. The Procedures for the initiation of the promotion
20 process shall be the same as the procedures for the initiation of the tenure process, described in
21 Section __.8 of the Tenure article, substituting the word "promotion" for the word "tenure," as
22 applicable.

23
24 __.7 Promotion Review and Recommendation Procedures.

25
26 (a) With the exception of paragraph (b) below, and the provisions addressing the
27 President's role in the promotion process, stated in paragraph (c) below, the provisions
28 pertaining to promotion review and recommendation procedures shall be the same as those
29 pertaining to tenure review and recommendation procedures, described in Section __.9 (a) – (e),
30 and (g) – (h) of the Tenure article, substituting the word "promotion" for the word "tenure", as
31 applicable.

32
33 (b) ~~In the case of promotion from Associate Professor to Professor, a department~~
34 ~~and a University Promotion Committee shall be established in the same manner as~~
35 ~~provided for the University Promotion and Tenure Committee provided in Article~~
36 ~~Tenure. On the Department Promotion and Tenure Committee and the University~~
37 ~~Promotion and Tenure Committee only faculty members holding the rank of Professor shall~~
38 ~~serve as members of these Committees vote on the cases of promotion to Professor.~~ If there
39 are fewer than three (3) faculty members holding the rank of Professor in a department, the Dean
40 shall appoint ~~the remaining members of sufficient additional Professors to~~ the Committee
41 from ~~among the~~ a list of College faculty holding the rank of Professor ~~submitted by the~~
42 ~~tenured faculty of the department. The submitted list shall consist of three (3) times the~~
43 ~~number of faculty as vacant positions on the Committee.~~

44
45 (c) President. After reviewing each candidate's promotion dossier and considering

1 the written assessments and recommendations of the Department Promotion **and Tenure**
2 Committee, the Chair, the Dean, the University Promotion and Tenure Committee ~~(or the~~
3 ~~University Promotion Committee, in the case of promotions to Professor)~~, and the Provost,
4 and the candidate's written responses, if any, the President shall make a final decision whether to
5 award promotion. The President or designee shall notify the faculty member in writing as soon
6 as possible, but no later than ten (10) days after the date of the decision. A copy of the
7 President's decision shall also be sent to the Provost, the Dean, the Chair, the Chair of the
8 University Promotion and Tenure Committee ~~(or the University Promotion Committee, in the~~
9 ~~case of promotions to Professor)~~, who shall share it with the other members of the Committee,
10 and the Chair of the Department Promotion Committee, who shall share it with the other
11 members of the Committee.

12
13 **(d) Following the submission of both the Provost's final assessments and**
14 **recommendations to the President and the President's final decisions, the Provost shall**
15 **make a report to the faculty at large delineating the positive or negative recommendations**
16 **for tenure in comparison to those forwarded by the University Promotion and Tenure**
17 **Committee and the number of withdrawals from the tenure process. The Provost shall also**
18 **provide a report to the UFF delineating the positive or negative recommendations for**
19 **tenure in comparison to those forwarded by the University Promotion and Tenure**
20 **Committee, by rank and college, and the number of withdrawals from the tenure process**
21 **by rank and college.**

22
23 __.8 Promotion Decision.

24
25 (a) The President shall award promotion. The President or designee shall notify the
26 faculty member in writing of the decision as soon as possible, but no later than ten (10) days
27 after the date of the decision.

28
29 (b) If a faculty member is denied a promotion and makes a written request to the
30 President within twenty (20) days after receipt of notification of denial, the President or designee
31 shall provide the faculty member with a written explanation of the reasons why promotion was
32 not granted. The written explanation shall be provided within twenty (20) days of the faculty
33 member's request.

34
35 (c) Within thirty-five (35) days after the promotion decisions, the promotion dossiers
36 shall be returned to the faculty members. However, if a grievance has been filed, a copy of the
37 promotion dossier shall be provided to the grievant, and the Provost shall retain the original
38 promotion dossier until final disposition of the grievance.

39
40 (d) Allegations of procedural deficiencies shall be subject to the grievance procedure;
41 however, the final decision of the President as to promotion is not subject to an arbitrator's
42 decision.

43

1 __.9 Withdrawal From the Process.

2

3 (a) A candidate for promotion may withdraw, without prejudice, at any stage in the
4 process **before March 15 or** before the Provost submits his/her final assessment and
5 recommendation to the President, **whichever is later**.

6

7 (b) If a candidate withdraws from consideration, the promotion dossier (including all
8 assessments and recommendations) shall be returned to the candidate.

9

10 __.10 Promotion Salary Increase. The University Administration shall increase the annual base
11 salary rate of each faculty member recommended for promotion by twelve and one-half (12.5)
12 percent, effective at the beginning of his/her respective annual appointment.