

**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) Every Candidate for reappointment and/or promotion will be fairly evaluated, and  
56 the evaluation process will be maintained to the highest degree of integrity.
- 57 (g) Non-reappointments shall not be made in an arbitrary or capricious manner.

58 **6.2 Employment Contract.**

- 59 (a) All appointments will be made on the University employment contract and signed  
60 by the President or designee, and the employee.
- 61 (b) No appointment or assignment will create any right, interest, or expectancy in any  
62 other appointment or assignment beyond its specific terms, except as provided in  
63 this Agreement.
- 64 (1) No special commitment or conditions offered to new hires shall bind the  
65 University indefinitely.
- 66 (2) A special commitment or condition will be observed unless it is no longer  
67 financially or logistically feasible or circumstances have changed enough  
68 that it is no longer in the legitimate interests of the University.
- 69 (3) If the university decides not to observe a special commitment or condition,  
70 the university will inform the employee in a timely manner. Upon the  
71 employee's request, the university will provide a written justification of its  
72 decision not to observe the special commitment or condition.
- 73 (c) Appointments expire on the date set forth in the faculty member's employment  
74 contract. No further notice of cessation of employment is required, unless otherwise

75 provided in this Agreement.

76 (d) If the University intends to offer a faculty member reappointment, the University  
77 will inform the faculty member by August 15 following the academic year in which  
78 the reappointment review was conducted.

79 (e) Resignation.

80 (1) An employee who wishes to resign has the professional obligation, when  
81 possible, to provide the University with sufficient notice to avoid  
82 scheduling and classroom disruptions or, where the employee does not have  
83 an instructional assignment, a minimum of four (4) weeks' notice.

84 (2) Upon resignation, all consideration for reappointment and promotion will  
85 cease.

### 86 **6.3 Faculty Appointment and Reappointment Contract Duration.**

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

88 (1) Instructor

89 a. Initial Contract duration: two (2) years

90 b. Reappointment Contract duration: two (2) years.

91 c. Promotion Contract duration: Faculty promoted from Instructor to  
92 Senior Instructor shall receive an initial appointment contract  
93 duration of (3) years.

94 (2) Senior Instructor

95 a. Initial contract duration: three (3) years.

96 b. Reappointment contract duration: three (3) years.

97 (3) Distinguished Instructor

98 a. Initial contract duration: three (3) years.

99 b. Reappointment contract duration: three (3) years.

100 (4) Professor of Practice

101 a. Initial contract duration: three (3) years.

102 b. Reappointment contract duration: three (3) years.

103 (3)(5) Assistant Professor.

104 a. Initial Contract Duration: three (3) years.

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

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

109 ~~(4)(6)~~ Associate Professor

- 110 a. Initial Contract Duration: three (3) years, unless the University
- 111 determines that an initial term of four (4) or five (5) years is
- 112 appropriate or warranted. The reason for a longer initial term shall
- 113 be provided to the UFF upon request.
- 114 b. Reappointment Contract Duration:
- 115 1. Three (3) years based upon a Preliminary Review (see
- 116 Section 6.7(a)(1)).
- 117 2. Six (6) years based upon a Full Review (see Section
- 118 6.7(a)(2)).
- 119 c. Promotion Contract Duration: Individuals promoted from Associate
- 120 Professor to Professor shall receive an appointment term of six (6)
- 121 years.

122 ~~(5)(7)~~ Professor

- 123 a. Initial Contract Duration: six (6) years, unless the University
- 124 determines that it is in its best interest to offer an initial contract with
- 125 a three (3) to five (5) year duration.
- 126 b. Reappointment Contract Duration: six (6) years when based upon a
- 127 Full Review (see Section 6.7(a)(2)).

128 **6.4 Reappointment and Promotion Review Eligibility and Requirements.**

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

131 (1) Instructor

- 132 a. Reappointment Cycle: two (2) years. Instructors receive an
- 133 Instructor’s Review during the spring semester of the final year of
- 134 their initial appointment and a biennial instructor’s review
- 135 (occurring every two years) thereafter.
- 136 b. Individuals whose employment did not start at the beginning of the
- 137 fall semester will have their Instructor’s Review delayed to the first
- 138 spring semester following the completion of a minimum of four (4)
- 139 full, contiguous fall and spring semesters following their initial
- 140 appointment.

141 (2) Senior Instructors

- 142 a. Reappointment Cycle: three (3) years after Promotion or initial
- 143 contract – ~~Senior Instructors receive an~~ Instructor’s Review during
- 144 the spring semester of the ~~third (3<sup>rd</sup>) year after their first promotion~~
- 145 ~~period (6<sup>th</sup> full semester as a Senior Instructor).~~ final year of their
- 146 contract as described in section 6.9.

(3) Distinguished Instructor

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

(4) Professor of Practice

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

(3)(5) Assistant Professora. Preliminary Review (see 6.7(a)(1)).

1. Preliminary Review for reappointment begins at the start of the first spring semester following the completion of a minimum five (5) full, contiguous semesters at the current appointed rank.
2. Individuals whose employment did not start at the beginning of the fall semester will have their Preliminary Review delayed to the first spring semester following the completion of a minimum of five (5) full, contiguous semesters following their initial appointment.
3. May only be reappointed once and must apply, consistent with the start of the process in the fall semester, for promotion no later than at the completion of six (6) academic years (fall to spring).
4. However, if hired prior to June 1, 2017, such faculty must apply for promotion to Associate Professor no later than the last year of their three-year reappointment term.

b. Promotion

1. Assistant Professors must be promoted to Associate Professor by the end of their second (2<sup>nd</sup>) reappointment term, noting Section ~~6.4(a)(5)a.3~~~~6.4(a)(3)a.3~~ above, in order to receive a contract with a duration greater than a single terminal year.
2. The University may, at its sole discretion, permit a faculty

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

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

- 194 a. Preliminary Review (see Section 6.7(a)(1)).
- 195 1. Preliminary review for reappointment is only available to
- 196 Associate Professors as their first review after their initial
- 197 appointment if their initial appointment is less than six (6)
- 198 years.
- 199 2. Preliminary Review for reappointment begins at the start of
- 200 the spring semester of the final year of their contract.
- 201 b. Full Review (see Section 6.7(a)(2)).
- 202 1. Except as described in Section ~~6.4(a)(6)a.1~~~~6.4(a)(4)a.1~~, Full
- 203 Reviews are required for reappointment of Associate
- 204 Professors and must be completed before the expiration date
- 205 of a Candidate’s existing contract.
- 206 (I) If an Associate Professor is reappointed based on a
- 207 preliminary review, all subsequent reappointment
- 208 reviews are based upon a Full Review.
- 209 2. The Full Review may be used, at the Candidate’s election,
- 210 to also request promotion to the rank of Professor.

~~(5)(7)~~ Professor

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

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

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

222 a. Distinguished Instructors are at their highest rank possible and  
223 cannot be promoted.

224 (3) Professor of Practice.

225 a. Professors of Practice are at their highest rank possible and cannot  
226 be promoted.

227 (2)(4) Assistant to Associate Professor.

228 (3)(5) Associate Professor to Professor.

229 (c) Notice of Intent. Faculty that seek promotion must declare their intent to seek  
230 promotion in writing to the Provost and their Department Chair or Division Director  
231 (if applicable), no later than the start of the fall semester in the academic year in  
232 which they will seek promotion.

233 (d) Minimum Qualifications.

234 (1) Faculty (including Instructors) must serve at least five (5) academic years  
235 at their current (or higher) rank in order to qualify for promotional  
236 consideration to a higher rank.

237 (2) At least two (2) of the five (5) immediately preceding academic years must  
238 be served at the University.

239 (3) The University, at its discretion, may provide exceptions to these minimum  
240 qualifications upon request of a faculty member and approval of their Chair,  
241 Director (when a Director is present), and the Provost or designee.

242 **6.6 Reappointment and/or Promotion Materials for Assistant Professors, Associate**  
243 **Professors, and Professors.** (*Note: Instructors see Section 6.9*)

244 (a) The candidate submits a “dossier” in support of their reappointment or promotion.

245 (b) The promotion “packet” is the body of material that includes the dossier, letters of  
246 reference if required, any supplemental information considered by the committees  
247 or Provost and the candidate’s response to that supplemental information, and  
248 committee recommendations as specified by the process.

249 (c) Candidate Prepared Dossier. A Candidate for reappointment or promotion must  
250 prepare a dossier for consideration, which must include: a personal statement from  
251 the Candidate and elements that show the Candidate’s demonstrated abilities and  
252 competencies in teaching, service, and research—including: performance reviews  
253 received since their last reappointment if applicable (if not, all performance reviews  
254 received), faculty activity reports from two (2) prior years of employment at the  
255 University.

256 (d) Faculty Dossier contents:

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

- 260 (2) Intentional or significant misrepresentations contained in the Candidate's  
261 dossier shall serve as just cause for termination pursuant to Article 9 –  
262 Discipline.
- 263 (e) Faculty Dossier format.
- 264 (1) The Provost shall develop the format and guidelines for the Candidate  
265 Prepared Dossier and send them to the Faculty Representative Council  
266 (“FRC”) for review and comment by February 15 of the spring semester in  
267 even numbered calendar years.
- 268 a. The FRC shall review, within fourteen (14) days of receipt, the  
269 format and guidelines and shall recommend approval or changes to  
270 the Provost.
- 271 b. Should the FRC recommend changes, the Provost shall, within ten  
272 (10) days, either accept the changes or give a written justification  
273 for not accepting the changes.
- 274 (2) The Candidate Prepared Dossier must follow the final format as finalized  
275 by the Provost and faculty are solely responsible for the content within, and  
276 production of, the dossier. Review committees may choose to not consider  
277 a dossier which does not substantially follow the required format.
- 278 (f) Reference Letters.
- 279 (1) Reference letters are required for Promotion Reviews and Full Reviews.
- 280 (2) Reference letters are added to the faculty dossier by the provost’s office and  
281 become a part of the reappointment or promotion packet.
- 282 (3) Letters are not required for promotion to Senior Instructor.
- 283 (4) Reference letters are confidential and will be requested using a template that  
284 instructs the external reviewer regarding the materials supplied, and any  
285 special considerations, including the University’s history, teaching  
286 expectations, and research infrastructure. This template will be developed  
287 according to and as part of the process laid out in Section 6.6(f)(6).
- 288 (5) Requesting Reference Letters.
- 289 a. A minimum of four (4) reference letters must be requested.
- 290 b. The Candidate “nominates” up to four (4) individuals to provide  
291 reference letters.
- 292 c. The Department Evaluation Panel formally requests all external  
293 reference letters, which shall include at a minimum two (2)  
294 individuals nominated by the Candidate, and a minimum of two (2)  
295 letters from individuals not nominated by the Candidate.
- 296 (6) Request for Reference Letter template



- 297                    **a.**     The Provost (or designee) will draft a letter that specifies what  
298                    materials will be provided to the external referee and provide the  
299                    letter to the University Evaluation Committee.
- 300                    **b.**     The University Evaluation Committee will review the draft, make  
301                    appropriate revisions, and provide the final draft of the letter to the  
302                    Department Evaluation Panel for distribution.
- 303                    (7)     The confidential reference letters shall be included for review with  
304                    Candidate's dossier and any supplemental materials.
- 305                    **a.**     A list of the names of all individuals asked to provide a review and  
306                    whether any declined to provide this review, and reason given, if  
307                    any, will also be included in the Packet.

308   **6.7   Reappointment and/or Promotion Process: Types, Notices, and Committee**  
309   **Memberships for Assistant Professors, Associate Professors, and Professors.**

- 310                    (a)     Types of Review Processes.
- 311                    (1)     Preliminary Review.
- 312                    **a.**     A review that does not include external letters and is only conducted  
313                    by the Department Evaluation Panel (as described below in Section  
314                    6.7(c)).
- 315                    **b.**     Results of this review are provided directly to the Provost for  
316                    consideration.
- 317                    (2)     Full Review.
- 318                    **a.**     A review that includes external letters and is conducted by the  
319                    Department Evaluation Panel, then the University Evaluation  
320                    Committee (as described below in Section 6.7(d)).
- 321                    **b.**     Results of the reviews are then provided to the Provost for  
322                    consideration, except in Sections ~~6.7(d)(2)d~~ &  
323                    ~~6.8(c)(5)a~~6.8(e)(5)a, in which the results of the reviews are directly  
324                    provided to the President for consideration.
- 325                    (b)     Notice of Review Requirement
- 326                    (1)     Individuals that require a Preliminary Review (as specified in Section  
327                    6.7(a)(1)), due to their appointment expiring in the coming year, will be  
328                    notified of the requirement for review no later than December 10, prior to  
329                    the spring semester in which their review must be completed.
- 330                    (2)     Before the start of the fall semester in the year when an individual must seek  
331                    reappointment, the University will provide notice to professors who:
- 332                    **a.**     must apply for promotion from Assistant to Associate Professor to  
333                    maintain their appointment, or;
- 334                    **b.**     must participate in a Full Review to renew their appointment.

- 335 (3) Notice from the University will provide information relevant to the  
336 applicable reappointment/promotion process including instructions and  
337 deadlines (the “Notice”).
- 338 (4) Within fifteen (15) days of receiving the Notice, eligible professors will  
339 inform the University of their election to apply for promotion or proceed  
340 with reappointment.
- 341 (5) Candidates for reappointment or promotion shall provide the University  
342 with their dossier by the deadline set forth in the Notice referenced herein.

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

- 344 (1) DEP Chair.
- 345 a. The Department Chair serves as the chair of the DEP if the  
346 Department Chair holds the appropriate faculty appointment rank.
- 347 b. If the Department Chair does not hold the appropriate rank, the  
348 Provost will appoint a chair for the DEP.

349 (2) DEP Membership.

- 350 a. For reviews of Assistant and Associate Professors, the DEP shall  
351 consist of faculty of a higher rank than the Candidate within the  
352 Candidate’s division, or if no division is present, within the  
353 Candidate’s department. When there are an insufficient number of  
354 faculty to meet the minimum requirements for a DEP, the process  
355 below will be used to form a DEP.
- 356 b. There must be a minimum of five (5) qualified (appropriately  
357 ranked) individuals serving on the DEP.
- 358 1. If the number of individuals available to serve on the DEP is  
359 less than five (5), the Provost and DEP Chair will each select  
360 a faculty member or, if necessary, two (2) faculty members  
361 of appropriate rank from another unit at the University to  
362 serve on the DEP.
- 363 c. Individuals that are in the terminal year of their employment  
364 contract (as a result of non-reappointment, resignation, or layoff) or  
365 those who received “Needs Improvement” or “Deficient” (or  
366 “Unsatisfactory”) in their most recent performance evaluation are  
367 not eligible to serve on the DEP, regardless of any pending  
368 grievance to challenge such evaluation (See Section 11.11(a)).
- 369 d. A faculty member who is a Candidate for Reappointment may serve  
370 on the DEP only with the approval of the Provost and DEP Chair.

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

- 372 (1) UEC Membership.

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

378 1. Individuals that are in their terminal year of employment (as  
379 a result of non-reappointment, resignation, or layoff), or  
380 those who received “Needs Improvement”, “Unsatisfactory”  
381 or “Deficient” in their most recent performance evaluation,  
382 are not eligible to serve on the UEC, regardless of any  
383 pending grievance to challenge such evaluation (See Section  
384 11.11(a)).

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

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

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

393 (2) Number of UEC Members.

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

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

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

402 d. If, during the review of an individual with rank Professor, if the  
403 faculty member’s unit does not have a minimum of four (4)  
404 individuals with the rank of Professor, the UEC will be the sole  
405 reviewing committee for that faculty member.

406 e. The UEC must operate in executive session and in total  
407 confidentiality.

408 **6.8 Reappointment and Promotion Procedure for Assistant Professors, Associate**  
409 **Professors, and Professors.**

410 (a) General Rules.

411 (1) Previously Promoted. If the University previously promoted the Candidate,

412 the promotion assessment shall be based on the Candidate’s performance  
413 since the Candidate’s last promotion.

414 (2) Not Previously Promoted.

415 a. If the University has not previously promoted the Candidate, the  
416 promotion assessment is cumulative and must include consideration  
417 of the Candidate’s achievements prior to employment at the  
418 University.

419 b. However, the Candidate’s promotion assessment must also establish  
420 that the Candidate has continued to progress and achieve in the  
421 categories and criteria used for reappointment and/or promotion  
422 while employed at the University.

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

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

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

428 (4) Department Inputs.

429 a. If the DEP includes no members from the candidate’s department,  
430 the DEP will request input from the department chair before  
431 finalizing its recommendation.

432 b. If the Department chair is the candidate and no member from the  
433 chair’s department is a member of the DEP, the Provost or designee  
434 shall select a member of the chair’s department to provide input to  
435 the DEP before the DEP finalizes their recommendation.

436 (b) DEP Review and Recommendation.

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

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

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

444 a. If supplemental materials and/or other information is used as part of  
445 the review, the Candidate will be informed of the use of this  
446 information and provided a minimum of five (5) days, but no longer  
447 than ten (10) days, to respond to the information.

448 (4) For Preliminary Reviews, the DEP will prepare and provide a report that is  
449 added to the candidate’s packet. The DEP recommendation is presented to

- 450 the Provost directly. Within this report, the DEP may choose to highlight  
451 areas of concern and comment on the candidates progression towards on-  
452 time promotion.
- 453 (5) For Full Reviews, the DEP will prepare and provide a report that is added  
454 to the candidate's packet. The DEP recommendation is presented to the  
455 UEC.
- 456 (6) The DEP must operate in executive session and in total confidentiality.
- 457 (7) All DEP reports, recommendations, and work product constitute faculty  
458 evaluative information and/or limited-access records, pursuant to Florida  
459 Polytechnic University Rule 6C13-6.008.
- 460 (c) UEC Report and Recommendation.
- 461 (1) If conducted, the DEP will add its report to the Candidate's packet which  
462 includes the dossier, letters of recommendations, a table listing review  
463 requests, the DEP report and recommendation, and any supplemental  
464 materials and Candidate responses which were used as part of the decision  
465 in the review.
- 466 (2) The UEC will use the candidate's packet to consider the reappointment or  
467 promotion request.
- 468 (3) The UEC may acquire and review supplemental materials and/or other  
469 information as appropriate.
- 470 a. If supplemental materials and/or other information is used as part of  
471 the review at any time during the process, the Candidate will be  
472 informed of the use of this information and provided a minimum of  
473 five (5) days, but no longer than ten (10) days, to respond to the  
474 information.
- 475 (4) Reference letters are to be used as an input to the overall evaluation by the  
476 committee.
- 477 a. A single negative reference may not be the sole basis for not  
478 reappointing a candidate or for not promoting a Candidate.
- 479 b. Promotion and reappointment decisions shall not be based solely on  
480 the reference letters received.
- 481 (5) The UEC will prepare a report and recommendation that is addressed to the  
482 Provost. The UEC report is added to the Candidate's packet.
- 483 a. If the Provost chairs the UEC, the Provost will not make a  
484 recommendation, but will supply a candidate's Packet, and both the  
485 UEC and DEP reports to the President for a final decision.
- 486 (6) All UEC reports, recommendations, and work product constitute faculty  
487 evaluative information and/or limited-access records, pursuant to Florida

488 Polytechnic University Rule 6C13-6.008.

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

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

493 **a.** If procedural errors or inconsistencies are present in the process, the  
494 Provost will send materials back to the appropriate part of the  
495 process for correction before making a recommendation regarding  
496 the candidate.

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

500 **1.** As with the procedures used by the DEP and the UEC, any  
501 supplemental materials and/or other information must be  
502 disclosed to the Candidate with the same response rights and  
503 times as provided in the DEP and UEC review.

504 **2.** If applicable, the supplemental materials and/or other  
505 information and the Candidate’s response(s) will be  
506 appended to the Candidate’s packet.

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

511 **a.** The Provost’s recommendation, if positive, is provided to the  
512 President consistent with Section 6.8(e).

513 **b.** If the Provost’s recommendation is negative, the decision and  
514 written justification are provided to the Candidate. Unless  
515 overturned on appeal by the President, negative recommendations  
516 from the Provost are terminal.

517 **c.** The process for appealing a negative recommendation from the  
518 Provost is as follows:

519 **1.** Within ten (10) days of the Provost’s written justification  
520 being provided the Candidate may submit a written appeal  
521 to the Office of the President ([president@floridapoly.edu](mailto:president@floridapoly.edu)).

522 **(I)** Failure to appeal a negative recommendation within  
523 the ten (10) day time frame renders the  
524 recommendation final and subject to no further  
525 review or grievance.

526 **2.** Upon receipt of the Candidate’s appeal, the President will

527 review the Provost’s negative recommendation, the UEC  
528 and DEP committee reports, and the Candidate’s packet.

529 3. The scope of the President’s appellate review is limited to  
530 the correcting errors of judgment or process.

531 4. Within twenty (20) days of receipt of the Candidate’s appeal,  
532 the President will render a decision either granting or  
533 denying the appeal on its merits.

534 (3) The Provost’s recommendation, Provost’s written justification, and the  
535 President’s decision as a result of the appeal process constitute faculty  
536 evaluative information and/or limited-access records, pursuant to Florida  
537 Polytechnic University Rule 6C13-6.008.

538 (e) **President’s Review and Authority.** The President shall have the sole authority to  
539 grant a Candidate’s reappointment or promotion and will act upon the request for  
540 reappointment or promotion provided by the Provost.

541 (1) The granting of reappointment or promotion shall be based on the  
542 University’s criteria, clarifications produced by the Candidate’s unit or  
543 department, the reports and recommendations of the DEP and UEC, any  
544 documents relied upon by the DEP and UEC in creating their reports and  
545 recommendations, the Candidate’s packet, and the written recommendation  
546 of the Provost.

547 (2) The President will consider the items listed above, noting that the committee  
548 reports have provided a strong review of the candidate and, in his or her best  
549 judgment, either:

550 a. grant reappointment or promotion, via written notice, within the  
551 terms of this contract, or;

552 b. deny the request for reappointment or promotion.

553 (3) If the President’s final decision on reappointment or promotion is negative,  
554 the President shall provide written justification to the Candidate within  
555 twenty (20) days of the decision. .

556 (4) The President’s written notice of granting reappointment or promotion  
557 (6.8(e)(2)a) and written justification denying the request for reappointment  
558 or promotion (6.8(e)(3)), constitute faculty evaluative information and/or  
559 limited-access records, pursuant to Florida Polytechnic University Rule  
560 6C13-6.008.

561 (f) If a Candidate does not receive a promotion following formal consideration by full  
562 review, the Candidate may not reapply for promotion until after the completion of  
563 two (2) additional academic years. This clause shall not unreasonably deny a  
564 Candidate their terminal promotion consideration to Associate Professor.

565 (g) The Candidate being considered for promotion may withdraw from consideration

566 provided that the withdrawal is made before the UEC begins its consideration of  
567 the Candidate. Such withdrawal shall be without prejudice and will not render the  
568 Candidate ineligible for the next promotional cycle.

569 (h) Promotion Date.

570 (1) Promotions for professors that are granted shall be effective on August 15  
571 following the decision date.

572 (2) An individual may use their new title effective upon written notification of  
573 their promotion.

574 **6.9 Reappointment and Promotion for Instructors, ~~and~~ Senior Instructors, Distinguished**  
575 **Instructors, and Professors of Practice.**

576 (a) Reappointment & Promotion Materials:

577 (1) Reappointment Materials: Instructors must submit the following materials  
578 to be considered for reappointment:

- 579 a. Candidate personal statement
- 580 b. Updated, current curriculum vitae
- 581 c. Last two (2) faculty activity reports
- 582 d. Last two (2) reviews from department chair

583 (2) Promotion (Instructor to Senior Instructor) Materials:– Instructors must  
584 submit the following materials to be considered for Promotion to Senior  
585 Instructor:

- 586 a. Candidate personal statement
- 587 b. Updated, current curriculum vitae
- 588 c. Teaching portfolio
- 589 d. Last two (2) faculty activity reports
- 590 e. Last two (2) reviews from department chair

591 (3) Reappointment of Senior Instructors: Senior Instructors must submit the  
592 following materials to be considered for reappointment:

- 593 a. Candidate personal statement to include update of activity since  
594 promotion or last reappointment
- 595 b. Updated Curriculum Vitae
- 596 c. Last three (3) faculty activity reports
- 597 d. Last three (3) reviews from department chair

598 (4) Promotion (Senior Instructor to Distinguished Instructor) Materials: Senior  
599 Instructors must submit the following materials to be considered for  
600 Promotion to Distinguished Instructor:



- 601 a. Candidate personal statement
- 602 b. Updated, current curriculum vitae
- 603 c. Teaching portfolio
- 604 d. Last three (3) faculty activity reports
- 605 e. Last three (3) reviews from department chair
- 606 (5) Reappointment of Distinguished Instructor: Distinguished Instructors must
- 607 submit the following materials to be considered for reappointment:
- 608 a. Candidate personal statement to include update of activity since
- 609 promotion or last reappointment
- 610 b. Updated Curriculum Vitae
- 611 c. Last three (3) faculty activity reports
- 612 d. Last three (3) reviews from department chair
- 613 (6) Reappointment of Professor of Practice: Professors of Practice must submit
- 614 the following materials to be considered for reappointment:
- 615 a. Candidate personal statement to include update of activity since
- 616 promotion or last appointment
- 617 b. Updated Curriculum Vitae
- 618 c. Last three (3) faculty activity reports
- 619 d. Last three (3) reviews from department chair
- 620 d.e. Other materials relevant to this faculty members contributions to the
- 621 University
- 622 **(b) Reappointment and Promotion: Types, Notices, and Criteria**
- 623 **(1) Types:**
- 624 **a. Faculty at the instructor level undergo reappointment reviews and**
- 625 **promotion review (if eligible and by choice of the candidate).**
- 626 **b. Instructors are not required to seek promotion, nor may they be**
- 627 **penalized for not seeking promotion.**
- 628 **c. Once promoted, Senior Instructors likewise undergo reappointment**
- 629 **reviews, as do Distinguished Instructors.**
- 630 **(2) Notice of Reappointment or Promotion eligibility or requirement will take**
- 631 **place consistent with the notification requirement for other faculty.**
- 632 **(3) Criteria for Instructor, ~~and~~ Senior Instructor, Distinguished Instructor and**
- 633 **Professor of Practice reappointment and promotion will be developed**
- 634 **through the process outlined below in Section 6.10.**

- 635 (c) Review Panel and Committees for Instructor-Level rank Reappointments and  
636 Promotion (ranks are Instructor, Senior Instructor, and Distinguished Instructor).
- 637 (1) Instructor-DEP: Shall consist of the department DEP plus one (1) Assistant  
638 Professor chosen by the Department Chair and one (1) out-of-department  
639 Distinguished Instructor, Senior Instructor, Instructor, or Assistant  
640 Professor chosen by the Provost.
- 641 (2) Instructor-UEC: Shall consist of the UEC plus one (1) Distinguished  
642 Instructor or Senior Instructor. If there is no individual with the rank Senior  
643 Instructor, the Provost will choose one (1) Associate Professor from outside  
644 the Instructor's department.
- 645 (d) Reappointment and/or Promotion Process, the Instructor Review.
- 646 (1) The Instructor-DEP and Instructor-UEC follow the same process as they do  
647 for other faculty, except there is no outside letter requirement for Instructor  
648 promotion, ~~—or—~~ Senior Instructor promotion or Senior Instructor  
649 reappointment, or Distinguished Instructor reappointment.
- 650 (2) For reappointment reviews of Instructors and Senior Instructors, the  
651 Instructor-DEP provides its report directly to the Provost.
- 652 (3) Every third (3<sup>rd</sup>) reappointment review for Instructors, ~~and—~~ Senior  
653 Instructors, and Distinguished Instructors requires an evaluation by the  
654 Instructor-UEC.
- 655 (4) Promotion reviews for Instructors and Senior Instructors require an  
656 evaluation by the Instructor-UEC.
- 657 (5) Provost Review and Recommendation.
- 658 a. Both Instructor-DEP and Instructor-UEC reviews for Instructors  
659 and Senior Instructors culminate in either a positive or negative  
660 recommendation by the Provost as described in Section 6.8(d)(2).
- 661 b. These processes shall be consistent with that outlined for other  
662 faculty in Section 6.8(d).
- 663 (6) President's Review and Authority. Actions on reappointments and  
664 promotions by the President and Provost will be acted upon in the same  
665 manner as described in Section 6.8(e).
- 666 (e) Reappointment Process, Professor of Practice Review.
- 667 (1) The Professor of Practice reappointment process follows the same process  
668 as that for Distinguished Instructor.
- 669 (2) Every third (3<sup>rd</sup>) reappointment review for Professors of Practice requires  
670 an evaluation by the Instructor-~~EU~~UEC.
- 671 (3) Provost Review and Recommendation.

672 a. Reviews for Professors of Practice culminate in either a positive or  
673 negative recommendation by the Provost as described in Section  
674 6.8(d)(2).

675 b. These processes shall be consistent with that outlined for other  
676 faculty in Section 6.8(e).

677 ~~(6)(4)~~ President’s Review and Authority. Actions on reappointments by the  
678 President and Provost will be acted upon in the same manner as described  
679 in Section 6.8(e).

680 **6.10 Development of Reappointment and Promotion Criteria for the Instructor Ranks,**  
681 **Professors of Practice, Assistant Professors, Associate Professors, and Professors.**

682 (a) The awarding of reappointment or promotion shall be based on written criteria,  
683 which are established by the University and developed by each department in  
684 accordance to this Article.

685 (b) University Criteria. No later than January 15 of every even-numbered calendar  
686 year, the University shall establish the general criteria for the granting of promotion  
687 or reappointment, and provide that criteria to each department’s Division Director,  
688 or Chair if no Division Director is present. If a category of reappointment or  
689 promotion criteria is not in place for an upcoming review cycle where a candidate  
690 may request reappointment or promotion, the criteria will be developed to support  
691 that cycle.

692 (1) Promotion and reappointment criteria shall consider the performance of the  
693 work that the professor has been assigned (as reflected in FARE forms),  
694 criteria for each rank as set forth in the most recent, BOT-approved Faculty  
695 Handbook, and the faculty member’s responsibilities as a member of the  
696 University and department community.

697 (2) The University criteria shall broadly recognize and consist of the following:

698 a. Instruction, including regular classroom and laboratory teaching,  
699 classroom development, effective development/application of new  
700 instructional methods, directing thesis or dissertation committees,  
701 and other instructional activities;

702 b. Research or other creative activities relevant to the department  
703 mission, including scholarly publications, support and advising of  
704 graduate students; and

705 c. Service to professional societies and contributions to the University  
706 and department.

707 (3) The criteria shall also include, but are not limited to:

708 a. a demonstrated record of scholarly activity, teaching, and as  
709 appropriate, course and/or curriculum development commensurate  
710 with the University’s mission and relevant academic discipline(s);

- 711                   **b.**     evidence of a positive and growing reputation in his/her chosen sub-  
 712   field within the department’s mission, and;
- 713                   **c.**     promise of continued successful performance.
- 714                   **(4)**    The Provost will formally request input from the FRC as to the University  
 715   criteria before providing the finalized University criteria to each  
 716   department’s Division Director, or Chair if no Division Director is present.
- 717                   **(c)**    Department Clarifications of University Criteria. The department clarifications,  
 718   described in this section shall provide context for the broader University criteria  
 719   and:
  - 720   **(1)**    be consistent with university requirements and faculty work assignments;
  - 721   **(2)**    be detailed enough that a reasonable professor should be informed about the  
 722   expectations for performance or accomplishments which are necessary to  
 723   earn reappointment or promotion, assuming that the accomplishments are  
 724   of sufficient quality, quantity, and consistency, and;
  - 725   **(3)**    identify some representative examples of the achievements or performance  
 726   characteristics which, if the requirement or distinction were met, are  
 727   appropriate comparisons for reappointment or promotion.
- 728                   **(d)**    Criteria and Department-Specific Clarification Review Process. Criteria and  
 729   department-specific clarifications shall be developed and approved on a bi-annual  
 730   cycle according to the following procedures:
  - 731   **(1)**    Department Committee Formation and Membership.
    - 732   **a.**     The Committee shall consist of:
      - 733   **1.**     the Vice Provost of Academic Affairs (or Provost-designee);
      - 734   **2.**     Department Chair (or if Division/Department Director is  
 735   present, Division director, or designee) of each respective  
 736   department, and;
      - 737   **3.**     two (2) faculty members from the department, at least one  
 738   (1) holding the most senior rank in the department, subject  
 739   to the limitations below in 6.10(d)(1)c).
    - 740   **b.**     In years during which the clarifications are reviewed, department  
 741   faculty shall select their two (2) representative faculty members  
 742   during the first week of the fall semester
    - 743   **c.**     Exceptions to Department Committee Membership.
      - 744   **1.**     The Department Committee requires senior-ranking  
 745   membership, followed by overall membership. If a  
 746   department has three (3) or more senior-ranking faculty  
 747   members, a senior-ranking faculty member that will be  
 748   reviewed in the next academic year’s review cycle may not

- 749 serve on the Department Committee.
- 750 **2.** Similarly, if a department has more than ten (10) faculty
- 751 members, a junior-ranking faculty member that will be
- 752 reviewed for reappointment in the next academic year’s
- 753 review cycle may not serve on the departmental committee.
- 754 **3.** Faculty members that have resigned, received a notice of
- 755 non-reappointment or notice of layoff, instructors, and
- 756 visiting/adjunct faculty are not eligible to serve on the
- 757 Department Committee or participate in the Department
- 758 Committee selection process.
- 759 **(I)** However, Instructors who have served in a full-time
- 760 capacity for at least the most recent five (5)
- 761 consecutive years are eligible to serve on or
- 762 participate in the Department Committee selection
- 763 process as it relates to the development of
- 764 department-specific clarifications for instructors.

**(2)** Development of Department-Specific Clarifications.

- 766 **a.** The Provost shall provide a framework for department-specific
- 767 clarifications and formally charge the Department Committee to
- 768 develop and maintain written clarifications of the University’s
- 769 reappointment and promotion criteria in terms aligned with the
- 770 department’s discipline(s) and assigned duties, and consistent with
- 771 University standards as established in the most recent BOT-
- 772 approved version of the Faculty Handbook.
- 773 **b.** Upon receiving the University criteria and clarification framework,
- 774 the Department Committee shall convene to develop clarifications
- 775 of the University criteria consistent with the department disciplines
- 776 in accordance with the procedures outlined herein.
- 777 **c.** The Department Committee shall complete its review and finalize
- 778 the department clarifications within fifteen (15) days of receiving
- 779 the University’s criteria.

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

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

- 788                   **b.**     If a majority of a department’s faculty vote in favor of the proposed  
789                   department clarifications, the department clarifications are  
790                   forwarded to the Provost for review and approval.
- 791                   **c.**     If the majority of a department’s professors do not vote in favor of  
792                   the proposed department clarifications, the Department Committee,  
793                   shall reconsider the proposed clarifications prior to conducting a  
794                   second vote.
- 795                   **1.**     The Department Committee shall have five (5) days to  
796                   reconsider the proposed clarifications and conduct a second  
797                   vote within five (5) days of finalizing the second round of  
798                   department clarifications.
- 799                   **2.**     If the second vote is also unsuccessful, the proposed  
800                   clarifications shall be forwarded to the Provost for approval,  
801                   noting the lack of department faculty support.
- 802                   **3.**     If a vote does not occur within five (5) days of the  
803                   Committee finalizing the department clarifications, the  
804                   department clarifications shall be forwarded to the Provost  
805                   for review, noting that no vote occurred.
- 806                   **(4)**    Provost Review. Within ten (10) days of receipt, the Provost shall review  
807                   the proposed department clarifications to ensure compliance with this  
808                   Agreement, the mission and goals of the University, and University  
809                   standards as established in the most recent, BOT-approved version of the  
810                   Faculty Handbook.
- 811                   **a.**     The Provost will either approve the proposed department  
812                   clarifications, or return them to the Committee for reconsideration.
- 813                   **b.**     In the event the Provost returns the proposed department  
814                   clarifications to the Committee for reconsideration, he/she shall  
815                   provide objections to any such provision in writing.
- 816                   **(5)**    Committee Reconsideration. The Department Committee shall reconsider  
817                   the Provost’s written objections and within ten (10) days after receiving  
818                   them, shall resubmit the proposed written clarifications to the Provost,  
819                   incorporating all, some, or none of the objections, along with a written  
820                   explanation and justification for the resubmitted language.
- 821                   **(6)**    Provost Reconsideration, Revision and Adoption. The Provost shall  
822                   reconsider the department clarifications and issue final revisions or  
823                   approvals with a final adoption of the criteria within seven (7) days after  
824                   receiving the revised department clarifications.
- 825                   **(e)**    Changes in Criteria for Reappointment and Promotion for Professors.
- 826                   **(1)**    Following the Provost’s approval adoption of the final criteria, the  
827                   University may modify the approved University criteria for reappointment

828 and promotion so long as the UFF has been notified of the proposed changes  
829 and been offered an opportunity to discuss such changes in consultation  
830 with the President or designee.

831 (2) Changes to discipline-specific departmental clarifications may only be  
832 considered if changes to the University criteria have been made as described  
833 in (e)(1). Such changes to discipline-specific criteria shall be developed and  
834 approved according to the process outlined in 6.10(d)(2).

835 (f) **Access to Criteria.** The Reappointment and Promotion criteria shall be available  
836 on the Provost's webpage (<https://floridapoly.edu/provost/>) and/or at the written  
837 request of any faculty member.

### 838 **6.11 Non-Reappointment of Faculty**

839 (a) Faculty members on multi-year appointments cannot be terminated during the  
840 contract period except for just cause, layoff, or termination of the funding source in  
841 the case of soft money appointments.

842 (b) **Reappointment or Promotion Review.** If a faculty member has participated in a  
843 reappointment or promotion review and is not provided with an offer of  
844 reappointment or promotion,

845 (1) a faculty member with a remaining contract term of more than one (1) year  
846 will be provided written notice of non-reappointment, advising that the  
847 existing contract will not be renewed with no right to continued  
848 employment, or;

849 (2) a faculty member with a remaining contract term of less than one (1) year  
850 will be provided a notice of non-reappointment that the existing contract  
851 will not be renewed, and the University shall offer a terminal contract which  
852 supersedes the existing contract and expires one (1) year from the date of  
853 the written notice, with no right to continued employment.

854 (c) If a professor chooses not to participate in a reappointment review, or in the case of  
855 an Assistant Professor, chooses not to participate in the promotion process, the  
856 professor will be administratively non-reappointed and the professor's employment  
857 shall end on the last date of the professor's existing contract.

858 (d) Non-reappointed employees are not eligible to receive any salary increases or  
859 bonuses during the notice period.

860 (e) Non-reappointed employees are not eligible to serve on departmental or university  
861 committees without prior approval of the Provost.

862 (f) **Payout option.**

863 (1) At the time of or following issuance of a notice of non-reappointment to any  
864 employee, the University may elect in its discretion to pay the employee for  
865 all or a portion of the remaining term of the contract, as may be allowed  
866 under Florida law.

867 (2) If the University elects this option, it will pay the employee an amount, less  
868 withholding, equal to the salary for that portion of the remaining term of the  
869 contract which the University is paying out, and the employee’s  
870 employment will terminate immediately.

871 **6.12 Assistant Librarians and Wellness Counselors.**

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

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

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

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

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

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

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

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

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

885 1. The University will review the Assistant Librarian II and  
886 Wellness Counselor II during the second full spring term  
887 after initial promotion and thereafter in the spring of the third  
888 year of the reappointment contract.

889 (b) Reappointment Review Requirements & Process

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

892 a. The Employee Self-Review Worksheet provided by Human  
893 Resources;

894 b. The candidate’s previous performance reviews;

895 c. An updated curriculum vitae;

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

899 (2) Reappointment Process.

900 a. Dates for reappointment notification and submission of materials to  
901 Supervisor will coincide with those for Faculty.

902 b. Considerations for reappointment include:



- 903                           1.     A review of goals, objectives, and accomplishments
- 904    achieved over the total review period.
- 905                           2.     Specific goals, tasks, or assignments derived from annual or
- 906    periodic evaluations.
- 907                           3.     Candidate’s likelihood for continued success.
- 908                           4.     Any additional criteria established via the process for
- 909    University Criteria for Reappointment and Promotion
- 910    established for faculty positions.
- 911                           c.     Decisions must be considered by the supervisor, the Provost, and the
- 912    Vice Provost of Student Affairs.
- 913                           d.     Upon request, the Provost will provide a written justification for the
- 914    reappointment decision.

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

- 916                   (1)    Employees designated as Assistant Librarian I and Wellness Counselor I
- 917    are not obligated to seek promotion, nor will they be penalized for not doing
- 918    so.
- 919                   (2)    Available Ranks for Promotion
- 920    a.     Assistant Librarian I to Assistant Librarian II
- 921    b.     Wellness Counselor I to Wellness Counselor II
- 922                   (3)    Eligibility for Promotion.
- 923    a.     Minimum Duration of Employment: Employees must have served
- 924    at least 5 successful academic years at their current rank in a full-
- 925    time capacity, with an overall evaluation rating of “Meets
- 926    Expectation” for each of those years, in order to qualify for
- 927    consideration of the next highest rank.
- 928    b.     Minimum Requirements: Employees must have been in a position
- 929    of continued employment and not have been given notice of non-
- 930    reappointment or termination, and not initially hired at a rank higher.
- 931                   (4)    Promotion Review Requirements & Process.
- 932    a.     Candidate Required Materials: Candidates for reappointment must
- 933    provide the following materials in their reappointment “packet.”
- 934    1.     A personal statement addressing how the candidate fulfills
- 935    the responsibilities of the position and advances the mission
- 936    of the unit and the University.
- 937    2.     The candidate’s previous performance reviews (including
- 938    self-evaluations) and other evaluations since initial hire at

- 939 the University.
- 940 3. An updated curriculum vitae.
- 941 4. If other materials are used as part of the review, the candidate
- 942 will be informed of this information, and provided a
- 943 minimum of five (5) days to respond to the information.
- 944 (5) Promotion Process.
- 945 a. Dates for Promotion notification and submission of materials to
- 946 Supervisor will coincide with those for Faculty.
- 947 b. Considerations for Promotion include:
- 948 1. A review of goals, objectives, and accomplishments
- 949 achieved over the total review period.
- 950 2. Specific goals, tasks, or assignments derived from annual or
- 951 periodic evaluations.
- 952 3. Candidate’s likelihood for continued success and
- 953 appropriate contribution on institutional initiatives.
- 954 4. Any additional criteria established via the process for
- 955 University Criteria for Reappointment and Promotion
- 956 established for faculty positions.
- 957 c. Promotion Decisions
- 958 1. May include inputs from relevant campus stakeholders, such
- 959 as students, faculty, and other staff.
- 960 2. Must be considered by the supervisor, the Provost, and the
- 961 Vice Provost of Student Affairs.
- 962 3. Upon request, the Provost will provide a written justification
- 963 for the promotion decision.
- 964 (d) Non-Reappointment.
- 965 (1) Employees on multi-year appointments cannot be terminated during the
- 966 contract period except for just cause, layoff, or termination of the funding
- 967 source in the case of soft money appointments.
- 968 (2) Non-Reappointment at Reappointment or Promotion Review: If an
- 969 employee has participated in a reappointment or promotion review and is
- 970 not provided with an offer of reappointment or promotion, that employee
- 971 shall receive a terminal, 6-month contract that supersedes any existing
- 972 contracts.
- 973 (3) Non-reappointed employees are not eligible to receive any salary increases
- 974 or bonuses during the notice period.

975 (4) Non-reappointed employees are not eligible to serve on departmental or  
976 university committees without prior approval of the Provost.

977 (5) Payout option.

978 a. At the time of or following issuance of a notice of non-  
979 reappointment to any employee, the University may elect in its  
980 discretion to pay the employee for all or a portion of the remaining  
981 term of the terminal contract, as may be allowed under Florida law.

982 b. If the University elects this option, it will pay the employee an  
983 amount, less withholding, equal to the salary for that portion of the  
984 remaining term of the contract which the University is paying out,  
985 and the employee’s employment will terminate immediately.

986 **6.13 Grievability.**

987 (a) The University’s decision to not offer reappointment or promotion to an employee  
988 shall not be considered a disciplinary action.

989 (b) The decision to not offer reappointment or promotion is grievable according to  
990 Article 11 - Grievance and Arbitration Procedure, as an employee may contest the  
991 decision solely because of an alleged violation of a specific term of the Agreement  
992 or because of an alleged violation of the employee’s constitutional rights.

993 (c) For the purposes of a grievance about a faculty reappointment or promotion  
994 decision, the scope of materials relied upon the denial of a candidate’s  
995 reappointment or promotion is limited to the Candidate’s packet, the DEP report  
996 and recommendation, the UEC report and recommendation, and the Provost’s  
997 recommendation. The University may not subsequently introduce new grounds for  
998 that denial during the grievance process nor may it assert that there are other,  
999 unwritten grounds for that denial.

1000 (d) The remedy for any grievance filed under this provision, if successful, shall not  
1001 include an award of reappointment or promotion.

1002 (e) Such grievances must be filed within thirty (30) days of the Candidate’s receipt of  
1003 the denial of promotion or reappointment from the President as described in  
1004 6.8(e)(3) or the President’s denial of an appeal as described in Section 6.8(d)(2)c.4.

1005 (f) Reports and recommendations from the DEP, UEC, and Provost shall be available  
1006 for arbitration proceedings consistent with the requirements described in Florida  
1007 Polytechnic University Rule 6C13-6.008.