

ARTICLE 6 – APPOINTMENT & PROMOTION

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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 June 30 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: five (5) years.
- 99 b. Reappointment contract duration: five (5) years.
- 100 (4) Professor of Practice
- 101 a. Initial contract duration: three (3) years.
- 102 b. Reappointment contract duration: three (3) years.
- 103 (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 (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 (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 Instructor
- 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 final year of their contract as described in
- 145 section 6.9.

- 146 (3) Distinguished Instructor

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

151 (4) Professor of Practice

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

156 (5) Assistant Professor

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

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

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

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

171 4. ~~However, if hired prior to June 1, 2017, such faculty must~~
172 ~~apply for promotion to Associate Professor no later than the~~
173 ~~last year of their three-year reappointment term.~~

174 b. Promotion

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

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

184 3. Other extensions must be formally agreed upon in writing by
185 both the FPU-BOT and UFF-FPU.

186 4. In order to be considered for promotion, a faculty member
187 must have a Full Review as described in Section 6.7(a)(2).

188 (6) Associate Professor

189 a. Preliminary Review (see Section 6.7(a)(1)).

190 1. Preliminary review for reappointment is only available to
191 Associate Professors as their first review after their initial
192 appointment if their initial appointment is less than six (6)
193 years.

194 2. Preliminary Review for reappointment begins at the start of
195 the spring semester of the final year of their contract.

196 b. Full Review (see Section 6.7(a)(2)).

197 1. Except as described in Section ~~6.4(a)(6)a.16.4(a)(4)a.1~~, Full
198 Reviews are required for reappointment of Associate
199 Professors and must be completed before the expiration date
200 of a Candidate’s existing contract.

201 (I) If an Associate Professor is reappointed based on a
202 preliminary review, all subsequent reappointment
203 reviews are based upon a Full Review.

204 ~~2.~~ The Full Review may be used, at the Candidate’s election,
205 to also request promotion to the rank of Professor.

206 ~~2.3.~~ Full Reviews are required for reappointment of Associate
207 Professors and must be completed before the expiration date
208 of a Candidate’s existing contract.

209 (7) Professor

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

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

212 (a) Subject to the requirements set forth herein, faculty holding the rank of Instructor,
213 Assistant Professor and Associate Professor shall be eligible to apply for promotion
214 to the next higher rank.

215 (b) Professional Ranks:

216 (1) Instructor to Senior Instructor.

217 (2) Senior Instructor to Distinguished Instructor.

218 a. Distinguished Instructors are at their highest rank possible and
219 cannot be promoted.

220 (3) Professor of Practice.

- 221 **a.** Professors of Practice are at their highest rank possible and cannot
- 222 be promoted.
- 223 **(4)** Assistant to Associate Professor.
- 224 **(5)** Associate Professor to Professor.
- 225 **(c)** Notice of Intent. Faculty that seek promotion must declare their intent to seek
- 226 promotion in writing to the Provost and their Department Chair, no later than the
- 227 start of the fall semester in the academic year in which they will seek promotion.
- 228 **(d)** Minimum Qualifications.
- 229 **(1)** Faculty (including Instructors) must serve at least five (5) academic years
- 230 at their current (or higher) rank in order to qualify for promotional
- 231 consideration to a higher rank.
- 232 **(2)** At least two (2) of the five (5) immediately preceding academic years must
- 233 be served at the University.
- 234 **(3)** The University, at its discretion, may provide exceptions to these minimum
- 235 qualifications upon request of a faculty member and approval of their Chair,
- 236 ~~Director (when a Director is present),~~ and the Provost or designee.

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

- 237 **(a)** The candidate submits a “dossier” in support of their reappointment or promotion.
- 240 **(b)** The promotion “packet” is the body of material that includes the dossier, letters of
- 241 reference if required, any supplemental information considered by the committees
- 242 or Provost and the candidate’s response to that supplemental information, and
- 243 committee recommendations as specified by the process.
- 244 **(c)** Candidate Prepared Dossier. A Candidate for reappointment or promotion must
- 245 prepare a dossier for consideration, which must include: a personal statement from
- 246 the Candidate and elements that show the Candidate’s demonstrated abilities and
- 247 competencies in teaching, service, and research—including: performance reviews
- 248 received since their last reappointment if applicable (if not, all performance reviews
- 249 received).
- 250 **(d)** Faculty Dossier contents:
- 251 **(1)** The faculty dossier is prepared by the faculty member and, within the
- 252 boundaries of the specified format, must show the candidate’s competencies
- 253 in teaching, service, and research.
- 254 **(2)** Intentional or significant misrepresentations contained in the Candidate’s
- 255 dossier shall serve as just cause for termination pursuant to Article 9 –
- 256 Discipline.
- 257 **(e)** Faculty Dossier format.
- 258 **(1)** The Provost shall develop the format and guidelines for the Candidate

259 Prepared Dossier and send them to the Faculty Representative Council
260 (“FRC”) for review and comment by February 15 of the spring semester in
261 even numbered calendar years.

262 a. The FRC shall review, within fourteen (14) days of receipt, the
263 format and guidelines and shall recommend approval or changes to
264 the Provost.

265 b. Should the FRC recommend changes, the Provost shall, within ten
266 (10) days, either accept the changes or give a written justification
267 for not accepting the changes.

268 (2) The Candidate Prepared Dossier must follow the final format as finalized
269 by the Provost and faculty are solely responsible for the content within, and
270 production of, the dossier. Review committees may choose to not consider
271 a dossier which does not substantially follow the required format (e.g., a
272 dossier that does not include and clearly identify the sections specified in
273 the dossier format relevant sections and subsections).

274 (f) Reference Letters.

275 (1) Reference letters are required for Promotion Reviews and Full Reviews.

276 (2) Reference letters are added to the faculty dossier by the provost’s office and
277 become a part of the reappointment or promotion packet.

278 (3) Letters are not required for promotion to Senior Instructor.

279 (4) Reference letters are confidential and will be requested using a template that
280 instructs the external reviewer regarding the materials supplied, and any
281 special considerations, including the University’s history, teaching
282 expectations, and research infrastructure. This template will be developed
283 according to and as part of the process laid out in Section 6.6(f)(6).

284 (5) Requesting Reference Letters.

285 a. A minimum of four (4) reference letters must be requested.

286 b. The Candidate “nominates” up to four (4) individuals to provide
287 reference letters.

288 c. The Department Evaluation Panel formally requests all external
289 reference letters, which shall include at a minimum two (2)
290 individuals nominated by the Candidate, and a minimum of two (2)
291 letters from individuals not nominated by the Candidate.

292 (6) Request for Reference Letter template.

293 a. The Provost (or designee) will draft a letter that specifies what
294 materials will be provided to the external referee and provide the
295 letter to the University Evaluation Committee.

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

304 **6.7 Reappointment and/or Promotion Process: Types, Notices, and Committee**
 305 **Memberships for Assistant Professors, Associate Professors, and Professors.**

- 306 **(a) Types of Review Processes.**
- 307 **(1) Preliminary Review.**
- 308 **a.** A review that does not include external letters and is only conducted
- 309 by the Department Evaluation Panel (as described below in Section
- 310 6.7(c)).
- 311 **b.** Results of this review are provided directly to the Provost for
- 312 consideration.

- 313 **(2) Full Review.**
- 314 **a.** A review that includes external letters and is conducted by the
- 315 Department Evaluation Panel, then the University Evaluation
- 316 Committee (as described below in Section 6.7(d)).
- 317 **b.** Results of the reviews are then provided to the Provost for
- 318 consideration, except in Sections ~~6.7(d)(2)d~~ &
- 319 ~~6.8(c)(5)a~~ ~~6.8(e)(5)a~~, in which the results of the reviews are directly
- 320 provided to the President for consideration.

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- 321 **(b) Notice of Review Requirement**
- 322 **(1)** Individuals that require a Preliminary Review (as specified in Section
- 323 6.7(a)(1)), due to their appointment expiring in the coming year, will be
- 324 notified of the requirement for review no later than December 10, prior to
- 325 the spring semester in which their review must be completed.
- 326 **(2)** By the day after final grades are due prior to the academic year when an
- 327 individual must seek reappointment, the University will provide notice to
- 328 professors who:
- 329 **a.** must apply for promotion from Assistant to Associate Professor to
- 330 maintain their appointment, or;
- 331 **b.** must participate in a Full Review to renew their appointment.
- 332 **(3)** The format and guidelines for the Candidate Prepared Dossier, the
- 333 Promotion or Reappointment Criteria, and deadlines will be provided to the

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

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

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

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

343 (1) DEP Chair.

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

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

348 (2) DEP Membership.

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

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

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

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

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

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

370 (1) UEC Membership.

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

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

- 383 **2.** In years where an individual is up for reappointment review,
- 384 he or she may not participate in the UEC.

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

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

- 391 **(2) Number of UEC Members.**
- 392 **a.** If fewer than ten (10) individuals with the rank Professor are on staff
- 393 at the University, the UEC will consist of four (4) to six (6)
- 394 individuals at the discretion of the University.

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

- 398 **c.** With more than twenty (20) Full Professors on staff, the UEC will
- 399 consist of seven (7) members.

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

- 404 **e.** The UEC must operate in executive session and in total
- 405 confidentiality.

406 **6.8 Reappointment and Promotion Procedure for Assistant Professors, Associate**

407 **Professors, and Professors.**

408 **(a) General Rules.**

409 **(1) ~~If the University previously promoted the Candidate, the promotion~~**

410 ~~assessment should consider the . The promotion assessment shall be based~~
411 ~~on the Candidate's performance since the Candidate's last promotion.~~
412 ~~However, in assessing promotion to Professor, consideration the~~
413 ~~Candidate's entire career can shall be included in the evaluation considered.~~

Commented [CWL1]: When I accepted all the changes, the final wording seemed confusing, so I've revised it; there's no attempt a substantive changes here.

414
415
416 Previously Promoted. The promotion assessment shall be based on the
417 Candidate's performance since the Candidate's last promotion and must
418 include the candidate's achievements since they were promoted. However,
419 in assessing promotion to Professor, consideration of prior to promotion
420 activity can be included in the evaluation.

Commented [TP2]: This highlighted section captures the intent.

- 421
422 (2) Not Previously Promoted.
- 423 a. If the University has not previously promoted the Candidate, the
 - 424 promotion assessment is cumulative and must include consideration
 - 425 of the Candidate's achievements prior to employment at the
 - 426 University.
 - 427 b. However, the Candidate's promotion assessment must also establish
 - 428 that the Candidate has continued to progress and achieve in the
 - 429 categories and criteria used for reappointment and/or promotion
 - 430 while employed at the University.

- 431 (3) Reference Letters for Promotion and Full Reviews.
- 432 a. A single negative reference may not be the sole basis for not
 - 433 reappointing a candidate or for not promoting a Candidate.
 - 434 b. Promotion and reappointment decisions shall not be based solely on
 - 435 the reference letters received.

- 436 (4) Department Inputs.
- 437 a. If the DEP includes no members from the candidate's department,
 - 438 the DEP will request input from the department chair before
 - 439 finalizing its recommendation.
 - 440 b. If the Department chair is the candidate and no member from the
 - 441 chair's department is a member of the DEP, the Provost or designee
 - 442 shall select a member of the chair's department to provide input to
 - 443 the DEP before the DEP finalizes their recommendation.

- 444 (b) DEP Review and Recommendation.
- 445 (1) The University shall provide the Packet (as described in Section 6.6) to the
 - 446 DEP for review.
 - 447 (2) For Full Reviews, the DEP will meet to select individuals that will receive
 - 448 requests for reference letters for the candidate. This meeting should be early

- 449 in the process to allow time for the receipt of the letters.
- 450 (3) The DEP may acquire and review supplemental materials and/or other
451 information as appropriate.
- 452 a. If supplemental materials and/or other information is used as part of
453 the review, the Candidate will be informed of the use of this
454 information and provided a minimum of seven (7) days to respond
455 to the information.
- 456 (4) For Preliminary Reviews, the DEP will prepare and provide a report that is
457 added to the candidate's packet. The DEP recommendation is presented to
458 the Provost directly. Within this report, the DEP may choose to highlight
459 areas of concern and comment on the candidate's progression towards on-
460 time promotion.
- 461 (5) For Full Reviews, the DEP will prepare and provide a report that is added
462 to the candidate's packet. The DEP recommendation is presented to the
463 UEC.
- 464 (6) The DEP must operate in executive session and in total confidentiality.
- 465 (7) All DEP reports, recommendations, and work product constitute faculty
466 evaluative information and/or limited-access records, pursuant to Florida
467 Polytechnic University Rule 6C13-6.008.
- 468 (c) UEC Report and Recommendation.
- 469 (1) If conducted, the DEP will add its report to the Candidate's packet which
470 includes the dossier, letters of recommendations, a table listing review
471 requests, the DEP report and recommendation, and any supplemental
472 materials and Candidate responses which were used as part of the decision
473 in the review.
- 474 (2) The UEC will use the candidate's packet to consider the reappointment or
475 promotion request.
- 476 (3) The UEC may acquire and review supplemental materials and/or other
477 information as appropriate.
- 478 a. If supplemental materials and/or other information is used as part of
479 the review at any time during the process, the Candidate will be
480 informed of the use of this information and provided a minimum of
481 seven (7) days to respond to the information.
- 482 (4) Reference letters are to be used as an input to the overall evaluation by the
483 committee.
- 484 a. A single negative reference may not be the sole basis for not
485 reappointing a candidate or for not promoting a Candidate.

- 486 **b.** Promotion and reappointment decisions shall not be based solely on
487 the reference letters received.
- 488 **(5)** The UEC will prepare a report and recommendation that is addressed to the
489 Provost. The UEC report is added to the Candidate’s packet.
- 490 **a.** If the Provost chairs the UEC, the Provost will not make a
491 recommendation, but will supply a candidate’s Packet, and both the
492 UEC and DEP reports to the President for a final decision.
- 493 **(6)** All UEC reports, recommendations, and work product constitute faculty
494 evaluative information and/or limited-access records, pursuant to Florida
495 Polytechnic University Rule 6C13-6.008.
- 496 **(d) Provost’s Review and Recommendation.**
- 497 **(1)** The Provost shall review all procedural and substantive matters for
498 completeness in order to ensure that the DEP and/or UEC have met their
499 responsibilities in this Article.
- 500 **a.** If procedural errors or inconsistencies are present in the process, the
501 Provost will send materials back to the appropriate part of the
502 process for correction before making a recommendation regarding
503 the candidate.
- 504 **b.** In rare instances, the Provost may acquire and review supplemental
505 materials and/or other information as appropriate for completeness
506 and accuracy of the Candidate’s packet.
- 507 **1.** As with the procedures used by the DEP and the UEC, any
508 supplemental materials and/or other information must be
509 disclosed to the Candidate with the same response rights and
510 times as provided in the DEP and UEC review.
- 511 **2.** If applicable, the supplemental materials and/or other
512 information and the Candidate’s response(s) will be
513 appended to the Candidate’s packet.
- 514 **(2)** After a careful review of the reports and recommendations of the DEP and
515 UEC (if applicable), and the Candidate’s packet, the Provost, in his or her
516 best judgment, shall make a positive or negative recommendation in writing
517 as to the Candidate’s reappointment or promotion.
- 518 **a.** The Provost’s recommendation, if positive, is provided to the
519 President consistent with Section 6.8(e).
- 520 **b.** If the Provost’s recommendation is negative, the decision and
521 written justification are provided to the Candidate. Unless
522 overturned on appeal by the President, negative recommendations
523 from the Provost are terminal.

- 524 c. The process for appealing a negative recommendation from the
525 Provost is as follows:
 - 526 1. Within ten (10) days of the Provost’s written justification
527 being provided the Candidate may submit a written appeal
528 to the Office of the President (president@floridapoly.edu).
 - 529 (I) Failure to appeal a negative recommendation within
530 the ten (10) day time frame renders the
531 recommendation final and subject to no further
532 review or grievance.
 - 533 2. Upon receipt of the Candidate’s appeal, the President will
534 review the Provost’s negative recommendation, the UEC
535 and DEP committee reports, and the Candidate’s packet.
 - 536 3. The scope of the President’s appellate review is limited to
537 correcting errors of judgment or process.
 - 538 4. Within twenty (20) days of receipt of the Candidate’s appeal,
539 the President will render a decision either granting or
540 denying the appeal on its merits.
- 541 (3) The Provost’s recommendation, Provost’s written justification, and the
542 President’s decision as a result of the appeal process constitute faculty
543 evaluative information and/or limited-access records, pursuant to Florida
544 Polytechnic University Rule 6C13-6.008.
- 545 (e) **President’s Review and Authority.** The President shall have the sole authority to
546 grant a Candidate’s reappointment or promotion and will act upon the request for
547 reappointment or promotion provided by the Provost.
 - 548 (1) The granting of reappointment or promotion shall be based on the
549 University’s criteria, clarifications produced by the Candidate’s unit or
550 department, the reports and recommendations of the DEP and UEC, any
551 documents relied upon by the DEP and UEC in creating their reports and
552 recommendations, the Candidate’s packet, and the written recommendation
553 of the Provost.
 - 554 (2) The President will consider the items listed above, noting that the committee
555 reports have provided a strong review of the candidate and, in his or her best
556 judgment, either:
 - 557 a. grant reappointment or promotion, via written notice, within the
558 terms of this contract, or;
 - 559 b. deny the request for reappointment or promotion.
 - 560 (3) If the President’s final decision on reappointment or promotion is negative,
561 the President shall provide written justification to the Candidate within
562 twenty (20) days of the decision.

- 563 (4) The President’s written notice of granting reappointment or promotion
- 564 (6.8(e)(2)a) and written justification denying the request for reappointment
- 565 or promotion (6.8(e)(3)), constitute faculty evaluative information and/or
- 566 limited-access records, pursuant to Florida Polytechnic University Rule
- 567 6C13-6.008.
- 568 (f) If a Candidate does not receive a promotion following formal consideration by full
- 569 review, the Candidate may not reapply for promotion until after the completion of
- 570 two (2) additional academic years. This clause shall not unreasonably deny a
- 571 Candidate their terminal promotion consideration to Associate Professor.
- 572 (g) The Candidate being considered for promotion may withdraw from consideration
- 573 provided that the withdrawal is made before the UEC begins its consideration of
- 574 the Candidate. Such withdrawal shall be without prejudice and will not render the
- 575 Candidate ineligible for the next promotional cycle.
- 576 (h) Promotion Date.
- 577 (1) Promotions for professors that are granted shall be effective on August 15
- 578 following the decision date.
- 579 (2) An individual may use their new title effective upon written notification of
- 580 their promotion.

581 **6.9 Reappointment and Promotion for Instructors, Senior Instructors, Distinguished**

582 **Instructors, and Professors of Practice.**

- 583 (a) Reappointment & Promotion Materials:
- 584 (1) Reappointment Materials: Instructors must submit the following materials
- 585 to be considered for reappointment:
- 586 a. Candidate personal statement
- 587 b. Updated, current curriculum vitae
- 588 c. Last two (2) faculty activity reports
- 589 d. Last two (2) reviews from department chair
- 590 (2) Promotion (Instructor to Senior Instructor) Materials: Instructors must
- 591 submit the following materials to be considered for Promotion to Senior
- 592 Instructor:
- 593 a. Candidate personal statement
- 594 b. Updated, current curriculum vitae
- 595 c. Teaching portfolio
- 596 d. Last two (2) faculty activity reports
- 597 e. Last two (2) reviews from department chair
- 598 (3) Reappointment of Senior Instructor: Senior Instructors must submit the

- 599 following materials to be considered for reappointment:
- 600 a. Candidate personal statement to include update of activity since
601 promotion or last reappointment
- 602 b. Updated Curriculum Vitae
- 603 c. Last three (3) faculty activity reports
- 604 d. Last three (3) reviews from department chair
- 605 (4) Promotion (Senior Instructor to Distinguished Instructor) Materials: Senior
606 Instructors must submit the following materials to be considered for
607 Promotion to Distinguished Instructor:
- 608 a. Candidate personal statement
- 609 b. Updated, current curriculum vitae
- 610 c. Teaching portfolio
- 611 d. Last three (3) faculty activity reports
- 612 e. Last three (3) reviews from department chair
- 613 (5) Reappointment of Distinguished Instructor: Distinguished Instructors must
614 submit the following materials to be considered for reappointment:
- 615 a. Candidate personal statement to include update of activity since
616 promotion or last reappointment
- 617 b. Updated Curriculum Vitae
- 618 c. Last five (5) faculty activity reports
- 619 d. Last five (5) reviews from department chair
- 620 (6) Reappointment of Professor of Practice: Professors of Practice must submit
621 the following materials to be considered for reappointment:
- 622 a. Candidate personal statement to include update of activity since
623 promotion or last appointment
- 624 b. Updated Curriculum Vitae
- 625 c. Last three (3) faculty activity reports
- 626 d. Last three (3) reviews from department chair
- 627 e. Other materials relevant to this faculty members contributions to the
628 University
- 629 (b) Reappointment and Promotion: Types, Notices, and Criteria
- 630 (1) Types:
- 631 a. Faculty at the instructor level undergo reappointment reviews and
632 promotion review (if eligible and by choice of the candidate).

- 633 **b.** Instructors are not required to seek promotion, nor may they be
- 634 penalized for not seeking promotion.
- 635 **c.** Once promoted, Senior Instructors likewise undergo reappointment
- 636 reviews, as do Distinguished Instructors.
- 637 **(2)** Notice of Reappointment ~~or Promotion eligibility or~~ requirement will take
- 638 place consistent with the notification requirement for other faculty.
- 639 **(3)** Criteria for Instructor, Senior Instructor, Distinguished Instructor and
- 640 Professor of Practice reappointment and promotion will be developed
- 641 through the process outlined below in Section 6.10.
- 642 **(c)** Review Panel and Committees for Instructor-Level rank Reappointments and
- 643 Promotion (ranks are Instructor, Senior Instructor, and Distinguished Instructor).
- 644 **(1)** Instructor-DEP: Shall consist of the department DEP and one (1) out-of-
- 645 department Distinguished Instructor or Senior Instructor chosen by the
- 646 Provost. If there is no out-of-department Senior Instructor, the Provost will
- 647 appoint one out of department faculty member with the rank Associate
- 648 professor or higher to serve on the instructor DEP.
- 649 **(2)** Instructor-UEC: Shall consist of the UEC plus one (1) Distinguished
- 650 Instructor or Senior Instructor. If there is no individual with the rank Senior
- 651 Instructor, the Provost will choose one (1) Associate Professor from outside
- 652 the Instructor’s department.
- 653 **(d)** Reappointment and/or Promotion Process, the Instructor Review.
- 654 **(1)** The Instructor-DEP and Instructor-UEC follow the same process as they do
- 655 for other faculty, except there is no outside letter requirement for Instructor
- 656 promotion, Senior Instructor promotion or Senior Instructor reappointment,
- 657 or Distinguished Instructor reappointment.
- 658 **(2)** For reappointment reviews of Instructors and Senior Instructors, the
- 659 Instructor-DEP provides its report directly to the Provost.
- 660 **(3)** Every third (3rd) reappointment review for Instructors, Senior Instructors,
- 661 and Distinguished Instructors requires an evaluation by the Instructor-UEC.
- 662 **(4)** Promotion reviews for Instructors and Senior Instructors require an
- 663 evaluation by the Instructor-UEC.
- 664 **(5)** Provost Review and Recommendation.
- 665 **a.** Both Instructor-DEP and Instructor-UEC reviews for Instructors
- 666 and Senior Instructors culminate in either a positive or negative
- 667 recommendation by the Provost as described in Section 6.8(d)(2).
- 668 **b.** These processes shall be consistent with that outlined for other
- 669 faculty in Section 6.8(d).
- 670 **(6)** President’s Review and Authority. Actions on reappointments and

671 promotions by the President and Provost will be acted upon in the same
672 manner as described in Section 6.8(e).

673 (e) Reappointment Process, Professor of Practice Review.

674 (1) The Professor of Practice reappointment process follows the same process
675 as that for Distinguished Instructor.

676 (2) Every third (3rd) reappointment review for Professors of Practice requires
677 an evaluation by the Instructor-UEC.

678 (3) Provost Review and Recommendation.

679 a. Reviews for Professors of Practice culminate in either a positive or
680 negative recommendation by the Provost as described in Section
681 6.8(d)(2).

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

684 (4) President’s Review and Authority. Actions on reappointments by the
685 President and Provost will be acted upon in the same manner as described
686 in Section 6.8(e).

687 **6.10 Development of Reappointment and Promotion Criteria for the Instructor Rank,**
688 **Professors of Practice, Assistant Professors, Associate Professors, and Professors.**

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

692 (b) University Criteria. No later than January 15 of every even-numbered calendar
693 year, the University shall establish the general criteria for the granting of promotion
694 or reappointment, and provide that criteria to each department’s Chair. If a category
695 of reappointment or promotion criteria is not in place for an upcoming review cycle
696 where a candidate may request reappointment or promotion, the criteria will be
697 developed to support that cycle.

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

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

704 a. Instruction, including regular classroom and laboratory teaching,
705 classroom development, effective development/application of new
706 instructional methods, directing thesis or dissertation committees,
707 and other instructional activities;

- 708 **b.** Research or other creative activities relevant to the department
- 709 mission, including scholarly publications, support and advising of
- 710 graduate students; and
- 711 **c.** Service to professional societies and contributions to the University
- 712 and department.
- 713 **(3)** The criteria shall also include, but are not limited to:
- 714 **a.** a demonstrated record of scholarly activity, teaching, and as
- 715 appropriate, course and/or curriculum development commensurate
- 716 with the University’s mission and relevant academic discipline(s);
- 717 **b.** evidence of a positive and growing reputation in his/her chosen sub-
- 718 field within the department’s mission, and;
- 719 **c.** promise of continued successful performance.
- 720 **(4)** The Provost will formally request input from the FRC as to the University
- 721 criteria before providing the finalized University criteria to each
- 722 department’s Chair.
- 723 **(c)** Department Clarifications of University Criteria. The department clarifications,
- 724 described in this section shall provide context for the broader University criteria
- 725 and:
- 726 **(1)** be consistent with university requirements and faculty work assignments;
- 727 **(2)** be detailed enough that a reasonable professor should be informed about the
- 728 expectations for performance or accomplishments which are necessary to
- 729 earn reappointment or promotion, assuming that the accomplishments are
- 730 of sufficient quality, quantity, and consistency, and;
- 731 **(3)** identify some representative examples of the achievements or performance
- 732 characteristics which, if the requirement or distinction were met, are
- 733 appropriate comparisons for reappointment or promotion.
- 734 **(d)** Criteria and Department-Specific Clarification Review Process. Criteria and
- 735 department-specific clarifications shall be developed and approved on a bi-annual
- 736 cycle according to the following procedures:
- 737 **(1)** Department Committee Formation and Membership.
- 738 **a.** The Committee shall consist of:
- 739 **1.** the Vice Provost of Academic Affairs (or Provost-designee);
- 740 **2.** Department Chair of each respective department, and;
- 741 **3.** two (2) faculty members from the department, at least one
- 742 (1) holding the most senior rank in the department, subject
- 743 to the limitations below in 6.10(d)(1)c).

744 **b.** In years during which the clarifications are reviewed, department
745 faculty shall select their two (2) representative faculty members
746 during the first week of the fall semester.

747 **c.** Exceptions to Department Committee Membership.

748 **1.** The Department Committee requires senior-ranking
749 membership, followed by overall membership. If a
750 department has three (3) or more senior-ranking faculty
751 members, a senior-ranking faculty member that will be
752 reviewed in the next academic year’s review cycle may not
753 serve on the Department Committee.

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

758 **3.** Faculty members that have resigned, received a notice of
759 non-reappointment or notice of layoff, instructors, and
760 visiting/adjunct faculty are not eligible to serve on the
761 Department Committee or participate in the Department
762 Committee selection process.

763 **(I)** However, Instructors who have served in a full-time
764 capacity for at least the most recent five (5)
765 consecutive years are eligible to serve on or
766 participate in the Department Committee selection
767 process as it relates to the development of
768 department-specific clarifications for instructors.

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

770 **a.** The Provost shall provide a framework for department-specific
771 clarifications and formally charge the Department Committee to
772 develop and maintain written clarifications of the University’s
773 reappointment and promotion criteria in terms aligned with the
774 department’s discipline(s) and assigned duties, and consistent with
775 University standards as established in the most recent BOT-
776 approved version of the Faculty Handbook.

777 **b.** Upon receiving the University criteria and clarification framework,
778 the Department Committee shall convene to develop clarifications
779 of the University criteria consistent with the department disciplines
780 in accordance with the procedures outlined herein.

781 **c.** The Department Committee shall complete its review and finalize
782 the department clarifications within fifteen (15) days of receiving
783 the University’s criteria.

- 784 (3) Department Faculty Vote. Within ten (10) days of the Committee finalizing
 785 the department clarifications, the department faculty shall conduct a
 786 confidential and anonymous vote on said clarifications.
- 787 a. Faculty that are in their terminal year of employment (as a result of
 788 non-reappointment, resignation, or layoff), visiting/adjunct faculty,
 789 and instructors are not eligible to vote on the clarifications.
 790 Instructors and Senior Instructors, however, are eligible to vote on
 791 the department-specific clarifications for instructors.
- 792 b. If a majority of a department’s faculty vote in favor of the proposed
 793 department clarifications, the department clarifications are
 794 forwarded to the Provost for review and approval.
- 795 c. If the majority of a department’s professors do not vote in favor of
 796 the proposed department clarifications, the Department Committee
 797 shall reconsider the proposed clarifications prior to conducting a
 798 second vote.
- 799 1. The Department Committee shall have five (5) days to
 800 reconsider the proposed clarifications and conduct a second
 801 vote within five (5) days of finalizing the second round of
 802 department clarifications.
- 803 2. If the second vote is also unsuccessful, the proposed
 804 clarifications shall be forwarded to the Provost for approval,
 805 noting the lack of department faculty support.
- 806 3. If a vote does not occur within five (5) days of the
 807 Committee finalizing the department clarifications, the
 808 department clarifications shall be forwarded to the Provost
 809 for review, noting that no vote occurred.
- 810 (4) Provost Review. Within ten (10) days of receipt, the Provost shall review
 811 the proposed department clarifications to ensure compliance with this
 812 Agreement, the mission and goals of the University, and University
 813 standards as established in the most recent, BOT-approved version of the
 814 Faculty Handbook.
- 815 a. The Provost will either approve the proposed department
 816 clarifications, or return them to the Committee for reconsideration.
- 817 b. In the event the Provost returns the proposed department
 818 clarifications to the Committee for reconsideration, he/she shall
 819 provide objections to any such provision in writing.
- 820 (5) Committee Reconsideration. The Department Committee shall reconsider
 821 the Provost’s written objections and within ten (10) days after receiving
 822 them, shall resubmit the proposed written clarifications to the Provost,
 823 incorporating all, some, or none of the objections, along with a written

- 824 explanation and justification for the resubmitted language.
- 825 (6) Provost Reconsideration, Revision and Adoption. The Provost shall
- 826 reconsider the department clarifications and issue final revisions or
- 827 approvals with a final adoption of the criteria within seven (7) days after
- 828 receiving the revised department clarifications.
- 829 (e) Changes in Criteria for Reappointment and Promotion for Professors.
- 830 (1) Following the Provost’s approval adoption of the final criteria, the
- 831 University may modify the approved University criteria for reappointment
- 832 and promotion so long as the UFF has been notified of the proposed changes
- 833 and been offered an opportunity to discuss such changes in consultation
- 834 with the President or designee.
- 835 (2) Changes to discipline-specific departmental clarifications may only be
- 836 considered if changes to the University criteria have been made as described
- 837 in (e)(1). Such changes to discipline-specific criteria shall be developed and
- 838 approved according to the process outlined in 6.10(d)(2).
- 839 (f) Access to Criteria. The Reappointment and Promotion criteria shall be available
- 840 on the Provost’s webpage (<https://floridapoly.edu/provost/>) and/or at the written
- 841 request of any faculty member.

842 **6.11 Non-Reappointment of Faculty**

- 843 (a) Faculty members on multi-year appointments cannot be terminated during the
- 844 contract period except for just cause, layoff, or termination of the funding source in
- 845 the case of soft money appointments.
- 846 (b) Reappointment or Promotion Review. If a faculty member has participated in a
- 847 reappointment or promotion review and is not provided with an offer of
- 848 reappointment or promotion,
- 849 (1) a faculty member with a remaining contract term of more than one (1) year
- 850 will be provided written notice of non-reappointment, advising that the
- 851 existing contract will not be renewed with no right to continued
- 852 employment, or;
- 853 (2) a faculty member with a remaining contract term of less than one (1) year
- 854 will be provided a notice of non-reappointment that the existing contract
- 855 will not be renewed, and the University shall offer a terminal contract which
- 856 supersedes the existing contract and expires one (1) year from the date of
- 857 the written notice, with no right to continued employment.
- 858 (c) If a professor chooses not to participate in a reappointment review, or in the case of
- 859 an Assistant Professor, chooses not to participate in the promotion process, the
- 860 professor will be administratively non-reappointed and the professor’s employment
- 861 shall end on the last date of the professor’s existing contract.
- 862 (d) Non-reappointed employees are not eligible to receive any salary increases or

- 863 bonuses during the notice period.
- 864 (e) Non-reappointed employees are not eligible to serve on departmental or university
- 865 committees without prior approval of the Provost.
- 866 (f) Payout option.
- 867 (1) At the time of or following issuance of a notice of non-reappointment to any
- 868 employee, the University may elect in its discretion to pay the employee for
- 869 all or a portion of the remaining term of the contract, as may be allowed
- 870 under Florida law.
- 871 (2) If the University elects this option, it will pay the employee an amount, less
- 872 withholding, equal to the salary for that portion of the remaining term of the
- 873 contract which the University is paying out, and the employee’s
- 874 employment will terminate immediately.

875 **6.12 Assistant Librarians and Wellness Counselors.**

- 876 (a) Contract duration for appointments and reappointments are as follows:
- 877 (1) Assistant Librarian I & Wellness Counselor I.
- 878 a. Initial Contract Duration: two (2) years
- 879 b. Reappointment Contract Duration: two (2) years
- 880 c. Reappointment Cycle: two (2) years.
- 881 1. The University will review the Assistant Librarian I and
- 882 Wellness Counselor I during the second full spring term of
- 883 employment (or the first spring after four complete terms
- 884 depending on hire date) and thereafter in the fourth (4th)
- 885 semester of each contract cycle.
- 886 (2) Assistant Librarian II and Wellness Counselor II.
- 887 a. Initial Contract Duration: two (2) years
- 888 b. Reappointment Contract Duration: three (3) years
- 889 1. The University will review the Assistant Librarian II and
- 890 Wellness Counselor II during the second full spring term
- 891 after initial promotion and thereafter in the spring of the third
- 892 year of the reappointment contract.
- 893 (b) Reappointment Review Requirements & Process
- 894 (1) Candidate Required Materials: Candidates for reappointment must provide
- 895 the following materials in their reappointment “packet.”
- 896 a. The Employee Self-Review Worksheet provided by Human
- 897 Resources;
- 898 b. The candidate’s previous performance reviews;

- 899 c. An updated curriculum vitae;
- 900 d. If other materials are used as part of the review, the candidate will
- 901 be informed of this information, and provided a minimum of five (5)
- 902 days to respond to the information.

903 (2) Reappointment Process.

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

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

- 920 (1) Employees designated as Assistant Librarian I and Wellness Counselor I
- 921 are not obligated to seek promotion, nor will they be penalized for not doing
- 922 so.

923 (2) Available Ranks for Promotion

- 924 a. Assistant Librarian I to Assistant Librarian II
- 925 b. Wellness Counselor I to Wellness Counselor II

926 (3) Eligibility for Promotion.

- 927 a. Minimum Duration of Employment: Employees must have served
- 928 at least 5 successful academic years at their current rank in a full-
- 929 time capacity, with an overall evaluation rating of “Meets
- 930 Expectation” for each of those years, in order to qualify for
- 931 consideration of the next highest rank.
- 932 b. Minimum Requirements: Employees must have been in a position
- 933 of continued employment and not have been given notice of non-
- 934 reappointment or termination, and not initially hired at a rank higher.

- 935 (4) Promotion Review Requirements & Process.
- 936 a. Candidate Required Materials: Candidates for reappointment must
- 937 provide the following materials in their reappointment “packet.”
- 938 1. A personal statement addressing how the candidate fulfills
- 939 the responsibilities of the position and advances the mission
- 940 of the unit and the University.
- 941 2. The candidate’s previous performance reviews (including
- 942 self-evaluations) and other evaluations since initial hire at
- 943 the University.
- 944 3. An updated curriculum vitae.
- 945 4. If other materials are used as part of the review, the candidate
- 946 will be informed of this information, and provided a
- 947 minimum of five (5) days to respond to the information.
- 948 (5) Promotion Process.
- 949 a. Dates for Promotion notification and submission of materials to
- 950 Supervisor will coincide with those for Faculty.
- 951 b. Considerations for Promotion include:
- 952 1. A review of goals, objectives, and accomplishments
- 953 achieved over the total review period.
- 954 2. Specific goals, tasks, or assignments derived from annual or
- 955 periodic evaluations.
- 956 3. Candidate’s likelihood for continued success and
- 957 appropriate contribution on institutional initiatives.
- 958 4. Any additional criteria established via the process for
- 959 University Criteria for Reappointment and Promotion
- 960 established for faculty positions.
- 961 c. Promotion Decisions
- 962 1. May include inputs from relevant campus stakeholders, such
- 963 as students, faculty, and other staff.
- 964 2. Must be considered by the supervisor, the Provost, and the
- 965 Vice Provost of Student Affairs.
- 966 3. Upon request, the Provost will provide a written justification
- 967 for the promotion decision.
- 968 (d) Non-Reappointment.
- 969 (1) Employees on multi-year appointments cannot be terminated during the
- 970 contract period except for just cause, layoff, or termination of the funding

- 971 source in the case of soft money appointments.
- 972 (2) Non-Reappointment at Reappointment or Promotion Review: If an
- 973 employee has participated in a reappointment or promotion review and is
- 974 not provided with an offer of reappointment or promotion, that employee
- 975 shall receive a terminal, 6-month contract that supersedes any existing
- 976 contracts.
- 977 (3) Non-reappointed employees are not eligible to receive any salary increases
- 978 or bonuses during the notice period.
- 979 (4) Non-reappointed employees are not eligible to serve on departmental or
- 980 university committees without prior approval of the Provost.
- 981 (5) Payout option.
- 982 a. At the time of or following issuance of a notice of non-
- 983 reappointment to any employee, the University may elect in its
- 984 discretion to pay the employee for all or a portion of the remaining
- 985 term of the terminal contract, as may be allowed under Florida law.
- 986 b. If the University elects this option, it will pay the employee an
- 987 amount, less withholding, equal to the salary for that portion of the
- 988 remaining term of the contract which the University is paying out,
- 989 and the employee’s employment will terminate immediately.

990 **6.13 Grievability**

- 991 (a) The University’s decision not to offer reappointment or promotion to an employee
- 992 shall not be considered a disciplinary action.
- 993 (b) The decision to not offer reappointment or promotion is grievable according to
- 994 Article 11 - Grievance and Arbitration Procedure, as an employee may contest the
- 995 decision solely because of an alleged violation of a specific term of the Agreement
- 996 or because of an alleged violation of the employee’s constitutional rights.
- 997 (c) For the purposes of a grievance about a faculty reappointment or promotion
- 998 decision, the scope of materials relied upon the denial of a candidate’s
- 999 reappointment or promotion is limited to the Candidate’s packet, the DEP report
- 1000 and recommendation, the UEC report and recommendation, and the Provost’s
- 1001 recommendation. The University may not subsequently introduce new grounds for
- 1002 that denial during the grievance process nor may it assert that there are other,
- 1003 unwritten grounds for that denial.
- 1004 (d) The remedy for any grievance filed under this provision, if successful, shall not
- 1005 include an award of reappointment or promotion.
- 1006 (e) Such grievances must be filed within thirty (30) days of the Candidate’s receipt of
- 1007 the denial of promotion or reappointment from the President as described in
- 1008 6.8(e)(3) or the President’s denial of an appeal as described in Section 6.8(d)(2)c.4.
- 1009 (f) Reports and recommendations from the DEP, UEC, and Provost shall be available

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1010 for arbitration proceedings consistent with the requirements described in Florida
1011 Polytechnic University Rule 6C13-6.008.

