

**Appendix G**  
**Memorandum of Understanding - Article 14 – Promotions**

This Memorandum of Understanding is entered into this 19th day of February, 2010, between the University of South Florida Board of Trustees (“Board of Trustees”) and the United Faculty of Florida (“UFF”)

WHEREAS, the UFF is the certified bargaining agent for a unit of employees on the University of South Florida;

WHEREAS, the parties are currently engaged in collective bargaining negotiations;

WHEREAS, the parties desire to implement instructor promotion reviews without waiving future rights to bargain with respect to wages, hours and other terms and conditions of employment.

NOW THEREFORE, the parties agree as follows:

1. For the purpose of implementing 2008-09 CBA Article 14.6, eligible University employees may first apply for promotion to Instructor II between the ratification of this Memorandum and June 30, 2010, if originally hired on or before December 31, 1997; between July 1, 2010, and June 30, 2011, if originally hired on or before December 31, 2002, between July 1, 2011, and June 30, 2012, if originally hired on or before May 31, 2006; and after which employees with five years of continuous service may apply according to University guidelines.
2. Eligible University employees may apply for promotion to Instructor II or Instructor III according to University guidelines.
3. After noon on the day three years after ratification this Memorandum, University employees shall generally be eligible to apply for promotion to Instructor II or to instructor III according to University guidelines.
4. The University may direct departments/units to review materials of eligible University employees applying to be promoted to Instructor II or Instructor III on an annual cycle different from the review cycle for promotion and tenure of other employees.
5. Within thirty days of the ratification of this Memorandum, the University shall compile a list of eligible employees and the dates at which they may apply for promotion under paragraph (1), shall notify each eligible employees of the date for that employee, and shall provide the list of the UFF-USF Chapter.

UNITED FACULTY OF FLORIDA

USF BOARD OF TRUSTEES

**SIGNATURES ON FILE AND WILL BE INSERTED FOR PRINT Exclusive**

**Assignment Dispute Resolution Form PART 1: Statement of Dispute**

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Employee's Name

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Department

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Employee's Address

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Person Making Assignment

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Date Assignment Made

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Beginning Date of Assignment

I believe the assignment was arbitrarily or unreasonably imposed because:

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Employee's Signature

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UFF Representative's Signature

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Date Filed

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Date of Meeting

The assignment was not arbitrarily or unreasonably imposed:

The disputed assignment has been resolved:

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Person making the assignment

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Date of Decision

THIS FORM MUST BE ACCOMPANIED BY ALL DOCUMENTATION WHICH THE EMPLOYEE WANTS TO HAVE REVIEWED, EXCEPT FOR DOCUMENTATION THE EMPLOYEE HAS REQUESTED BUT NOT RECEIVED (SEE APPENDIX H, SECTION H.3.)

I UNDERSTAND AND AGREE THAT BY FILING THIS GRIEVANCE, I WAIVE WHATEVER RIGHTS I MAY HAVE UNDER CHAPTER 120 OF THE FLORIDA

STATUTES WITH REGARD TO THE MATTERS I HAVE RAISED HEREIN AND UNDER ALL OTHER UNIVERSITY PROCEDURES WHICH MAY BE AVAILABLE TO ADDRESS THESE MATTERS.

PART 2: Decision of Dean or Appropriate Administrator

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Date Filed with Dean/Administrator

Date of Conference

The assignment was not arbitrarily or unreasonably imposed:

The disputed assignment has been resolved in the following manner:

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Dean or appropriate administrator

Date of Decision

PART 3: UFF Notice of Intent to Refer Assignment Dispute to Neutral Umpire

The decision of the Dean or other appropriate administrator is not satisfactory and the UFF hereby gives notice of its intent to refer the dispute to a Neutral Umpire.

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Employee's Name

Date of Receipt by President's  
Representative

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UFF Representative

Receipt Acknowledged by President's  
Representative

PART 4: Neutral Umpire's Decision

The disputed assignment was \_\_\_\_\_/was not \_\_\_\_\_  
arbitrarily or unreasonably imposed.

Reasons for the determination that the assignment was arbitrarily or unreasonably imposed are:

Suggested Remedy (Optional):

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Neutral Umpire's Name

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Employee's Name

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Neutral Umpire's Signature

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Date Decision Issued