

## ARTICLE 14 PROMOTION

14.1 Policy. Promotion decisions are not based solely upon an employee's annual performance evaluations. Rather, the University, through its employees' and administrators' review and assess the employee's potential for growth and scholarly or creative contributions, as evidenced by the employee's record of past meritorious performance. Promotion in the tenure and tenure-earning ranks is attained through meritorious performance in teaching, research or other scholarly or creative activities, and service. Promotion in other employee classifications is attained through meritorious performance of assigned duties in the employee's present position. ~~Administrators who are being considered for promotion must qualify for promotion on the basis of their performance of the criteria as stated in this article exclusive of their performance of their administrative duties.~~

### 14.2 Criteria and Procedures for Granting Promotion.

A. Promotion decisions shall be a result of meritorious performance and shall be based upon established criteria and procedures specified in writing by the University, the employee's college/unit and the employee's department/unit. College/unit criteria and procedures shall be consistent with University procedures and criteria and department/unit criteria and procedures shall be consistent with college/unit and University criteria and procedures. All such criteria and procedures shall be consistent with the provisions of this Agreement.

B. The University criteria and procedures for granting promotion may be refined and adapted by each college/unit to reflect, as appropriate, the particular practices of the college/unit's disciplines. Such refinements and adaptations shall be developed and approved by the employees of the college/unit to which they apply, in a manner consistent with the applicable governance documents of the college/unit, and shall be consistent with the University's criteria and procedures and the provisions of this Agreement.

C. The University and college/unit criteria and procedures for granting promotion may be refined and adapted by each department/unit to reflect, as appropriate, the particular practices of the department/unit's disciplines. Such refinements and adaptations shall be developed and approved by the employees of the department/unit to which they apply, in a manner consistent with the applicable governance documents of the department/unit, and shall be consistent with the college/unit's and the University's criteria and procedures and the provisions of this Agreement.

D. All promotion criteria and procedures shall be available in hard copy, in the department/unit office, the college/unit office and the University office and posted on the websites of the corresponding organizational units if they have websites.

~~E. Basis for Promotion Decision. The promotion decision shall be based upon the following:~~

- ~~1. Annual assignments of duties;~~
- ~~2. Annual evaluations of the performance of assigned duties;~~
- ~~3. Fulfillment of the University, college/unit and department/unit written promotion criteria, as related to the employee's annual assignments.~~

E. The criteria for granting promotion to an employee shall:

1. be adaptable to various assigned duties, so that college/unit and department/unit employees have an equitable opportunity to be granted promotion, regardless of their assignments;
2. be detailed enough that a reasonable employee is informed of the performance or accomplishment level (i.e. outstanding, strong or satisfactory) that is sufficient in teaching, research and service for the employee to be granted promotion;
3. identify some representative examples of the achievements or performance characteristics that would qualify an employee for promotion if the required performance or accomplishment levels are met;
4. with respect to research, address how the college/unit and department/unit values various venues in which an employee might be reasonably expected to publish, exhibit, or perform;
5. provide that all of the employee's publications, exhibits and performances shall be considered in assessing whether the employee fulfills the criteria for being granted promotion.

F. The criteria for granting promotion to an employee shall be relevant to the employee's performance of and accomplishments in the employee's annual assigned duties in each of three (3) areas or broad categories, which are as follows:

1. Teaching. Whenever used herein the term teaching shall include regular classroom teaching, on-line teaching, distance learning teaching, direction of theses and dissertations, academic advisement, and all preparation for these assignments including keeping current in the employee's field.
2. Research. Whenever used herein the term research shall include publications, creative and scholarly activities, exhibits and performances.
3. Service. Whenever used herein the term service shall include university, college/unit, department/unit, professional, public, community and local, state, national and international service.

G. In assessing whether an employee has satisfied the criteria for granting promotion, the quality of the employee's performance and accomplishments shall be evaluated by the procedures outlined in this Article and the Article on Employee Performance Evaluations. The promotion decision shall be based on the employee's:

1. annual assignments of duties;
2. annual performance evaluations of the performance of assigned duties;

3. fulfillment of the University, college/unit and department/unit written tenure criteria, as related to the employee's annual assignments and performance of same.

4. letters of evaluation addressing/evaluating the employee's research record, based on the criteria developed pursuant to A – G3 above, from outside the University from tenured associate professors and/or tenured full professor from peer (equivalent) universities or other individuals or sources as are mutually agreed to in writing by the employee and appropriate administrator. All authors of said letters of evaluation shall be selected by mutual written agreement of the employee and appropriate administrator. There shall be no fewer than three and no more six letters of evaluation. If the extraordinary situation ever arises where more than the maximum number of letters allowable is received, the dean and chair/director must include all letters, along with an explanation of why additional letters exist.

5. performance of the criteria stated in this Article exclusive of the employee's performance of the employee's administrative duties.

H. Employees eligible for promotion shall be given a written copy of the University criteria for granting promotion, including all refinements and adaptations made by college/unit and department/unit of those criteria. These criteria, including any refinements and adaptations that are made, shall be available in writing in the department/unit office and college/unit office and posted on the department/unit and college/unit websites, if they have a website. All such criteria and procedures shall also be provided to the UFF/USF President.

14.3 F. Progress Toward Promotion. After completing one year of employment, employees eligible for consideration for promotion shall receive, if annually requested in writing, an appraisal regarding their progress toward promotion. The appraisal shall be included as a separate component of the annual evaluation and is intended to provide assistance and counseling to candidates to help them to qualify themselves for promotion. The employee may request, in writing, a meeting with an administrator at the next higher level to discuss concerns regarding the promotion appraisal which were not resolved in previous discussions with the evaluator. The appraisals are not binding upon the University.

#### 14.4 14.3 Modification of University Criteria and Procedures for Promotion.

A. No criteria or procedures for promotion shall be applied to an employee if they are inconsistent with a provision of this Agreement.

B. No changes in or modifications of promotion criteria or procedures that would be inconsistent with a provision of this Agreement shall be made without entering into collective bargaining negotiations with the UFF, unless the UFF Chapter agrees to the changes or modifications in writing.

C. Any proposal by the college/unit or department/unit to refine or adapt criteria or procedures for promotion shall be available for discussion by members of the affected college/unit or department/unit before adoption and ~~approved~~ approval by the employees of the affected college/unit or department/unit in a manner consistent with the governance documents of the affected college/unit or department/unit. No such refinements or adaptations shall be inconsistent with University criteria or procedures or with a provision of this Agreement.

D. The University may change or modify the criteria or procedures for promotion, providing the changes or modifications are consistent with the provisions of this Agreement and the UFF Chapter has been notified, in writing, of the proposed changes or modifications and offered an opportunity to discuss them in consultation with the University President or representative. Changes in or modifications of University criteria or procedures shall not become effective until one (1) year following adoption of the changes or modifications, unless an earlier adoption date is mutually agreed to in writing by the UFF Chapter President and the University President or representative. The date of adoption shall be the date on which the changes are approved in writing by the University President or representative and, where required, the UFF.

E. The provisions of Article 9.3(D) are applicable to the modified criteria for granting promotion. Further, if at least two (2) years but no more than nine (9) years has elapsed since the employee's last promotion as of the date on which the modified promotion criteria are adopted under this Article 14.4, the employee shall be evaluated for promotion under the criteria as they existed prior to modification unless the employee notified the University at least thirty (30) days prior to commencement of the employee's promotion consideration that he/she chooses to be evaluated under the modified criteria.

#### 14.5 14.4 Recommendations for Granting Promotion.

A. Recommendations for granting promotion shall begin with the employee's immediate supervisor and shall be submitted to the appropriate employees and administrators for review. Prior to the consideration of the employee's promotion, the employee shall have the right to review the contents of the promotion file and may attach a brief response to any material therein. It shall be the responsibility of the employee to see that the promotion file is complete at that time. The provisions of Sections 11.2 through 11.8 of this Agreement shall apply to the contents of the promotion file.

B. Recommendations for granting promotion shall include a copy of all of the applicable written promotion criteria for granting promotion, and the employee's annual assignments of duties, and annual performance evaluations of the assigned duties, the promotion file prepared by the employee, and if the employee chooses, the employee's promotion appraisal(s).

C. If any material is added to the employee's promotion file after the commencement of consideration for promotion, a written copy of said material shall be sent to the employee within five (5) business days (by personal delivery or by mail, return receipt requested). The employee may attach a brief response within five (5) business days of his/her receipt of the added material. The file shall not be forwarded until either the employee submits a written response or until five (5) business days after the employee received a copy of the added material, whichever occurs first.

D. The only materials that may be considered in making a promotion recommendation and decision are those contained in the employee's promotion file. The employee shall have the right to review all of said materials and may not waive said right. The employee shall have the right to review the employee's promotion file at each stage of review (i.e. department/unit, college/unit and University) and attach a brief written response to any materials contained therein including the evaluation sections(s) prior to the next stage of review.

E. There shall be only one file if an employee is being recommended for both promotion and tenure.

F. All contents of the promotion file that are not copies of material already in the one evaluation file specified in Article 11 shall become part of the employee's one evaluation file.

~~G. All reviewers of a tenure track or tenured employee's request for promotion, except the University President, shall be regular, permanent, full time, tenured employees and administrators and of equal rank to or greater rank than the rank to which the employee seeks promotion. All reviewers of a non-tenured track employee's request for promotion, except the University President, shall be regular, permanent and full time employees and administrators and of equal rank to or greater rank than the rank to which the employee seeks promotion. No reviewers may be adjuncts or have a visiting appointment.~~

G. Members of Tenure and Promotion Committees. An employee's application for promotion shall be reviewed by the employee's department/unit tenure and promotion committee, the chair/director of the employee's department/unit, the employee's college/unit tenure and promotion committee, the Dean of the employee's college/unit, the University Provost and the University President.

1. a. The members of the employee's department/unit tenure and promotion committee shall consist of all of the regular, permanent, full time tenured employees of the employee's department/unit who are of equal rank to or greater rank than the rank to which the employee seeks promotion.

b. If the employee applying for promotion is an instructor, then the members of the employee's department/unit tenure and promotion committee shall consist of all of the regular, permanent, full time instructors of the employee's department/unit who are of equal rank to or greater rank than the rank to which the employee seeks promotion.

2. The members of the employee's college/unit tenure and promotion committee shall consist of an equal number of regular, permanent, full time tenured employees who are of equal rank to or greater rank than the rank to which the employee seeks promotion from each department/unit of the employee's college/unit who shall be elected by a secret written ballot of all of the regular, permanent, full time tenured employees of each respective department/unit.

H. The department/unit Tenure and Promotion Committee and the college/unit Tenure and Promotion Committee shall each conduct a secret written ballot of all of its respective employees holding equal rank to or greater rank than the rank to which the employee is seeking promotion regarding its respective employee's application for promotion. The results of the written secret ballot shall not be binding on the respective department/unit or respective college/unit Tenure and Promotion Committee, but the respective Tenure and Promotion committee shall review and consider the results of its respective secret ballot prior to voting on the employee's application for promotion. There shall be no proxy voting. The results of both secret ballots shall become part of the employee's promotion file.

I. All members of a tenure and promotion committee shall review the employee's promotion file prior to the review, discussion or voting on said promotion. All members of a tenure and promotion committee shall attend all meetings of the tenure and promotion committee when the employee's application for promotion is discussed or reviewed or voted on. All members of a tenure and promotion committee shall vote on an employee's application for promotion by secret written ballot. There shall be no proxy voting. Immediately after the secret ballot vote is completed, the ballots shall be opened and counted by the chair of the tenure and promotion committee in the presence of all members of the tenure and promotion committee. The result of the secret ballot shall then be recorded on the official university promotion form along with all other required information after which it shall be signed by all members of the tenure and promotion committee. A written narrative of a majority and/or minority nature may be attached to the official University promotion form and signed by the member(s) of the tenure and promotion committee who support said narrative

J.I. All actions of the members of the tenure and promotion committee shall comply with all rules, regulations and policies of the University, the terms of this agreement and the laws of the State of Florida regarding public records and confidentiality. The University shall supply a copy of all of same to the chair of a tenure and promotion committee for distribution to all members of the tenure and promotion committee.

K.J. All references to an employee's department/unit shall not be applicable if the employee is not a member of a department/unit.

L.K. No employee shall be promoted without the employee's promotion file being reviewed and evaluated by the employee's department/unit tenure and promotion committee, Chair/Director of the employee's department/unit, the employee's

college/unit tenure and promotion committee, Dean of the employee's college/unit, University Provost, and University President.

M.L. No employee shall be advanced to a rank of promotion greater than the rank specified in the employee's initial employment agreement with the University without following, completing and meeting all of the applicable criteria and procedures for promotion in this Article 14.

#### 14.6 Restrictions Regarding Service on Tenure and Promotion Committees.

A. A member of both the department/unit and the college/unit Tenure and Promotion Committees shall not attend, participate, discuss or vote as a member of both Tenure and Promotion Committees on an application for promotion of an employee who is in the member's department/unit. The member shall indicate in writing which Tenure and Promotion Committee she/he intends to attend, participate, discuss and vote regarding said employee and shall recuse herself/himself from attending, participating, discussing and voting as a member of the other.

B. An employee shall not attend, participate, discuss or vote as a member of a Tenure and Promotion Committee regarding an employee's application for promotion if said employee in an administrative capacity previously participated in an annual evaluation, midterm tenure review, tenure review or promotion review of the employee.

C. If an employee attends, participates, discusses or votes as a member of a Tenure and Promotion Committee regarding an employee's midterm tenure review, application for tenure or application for promotion, then said employee shall not attend, participate or discuss an employee's application for promotion in any review or evaluation of same by administrators at the department/unit, college/unit or higher level.

D. An employee and an out-of-unit employee who has a full or partial administrative assignment/appointment shall not serve as a member of a department/unit tenure and promotion committee or a college/unit tenure and promotion committee.

E. In the event there is no employee who is qualified qualifies to serve on a department/unit tenure and promotion committee or a college/unit tenure and promotion committee, then the employee being reviewed, the University President or representative, and the president of the USF Chapter of the United Faculty of Florida shall all mutually agree in writing to the procedure that shall be followed.

#### 14.75 Promotion Decision.

A. The University President shall make the promotion decision after receiving the advice and recommendations of all of the employee's respective Promotion and Tenure Committees, Chair/Director, Dean and University Provost. The University

President shall notify the employee in writing of the promotion decision within ten (10) days of making said decision.

B. If an employee is denied promotion, upon written request by the employee within twenty (20) days of the employee's receipt of such decision, the University shall provide the employee with a written statement of the specific reasons that the promotion was denied by the University President or representative containing the specific reasons/justifications, including the specific reasons/justifications for failure to follow any positive recommendations of the department/unit tenure and promotion committee, and college/unit tenure and promotion committees, department/unit chair/director and college/unit dean, why promotion was not recommended or granted in such detail so as to enable the employee to attempt to meet the criteria for promotion.

C. The University shall provide written notice to the UFF of the name, department/unit, college/unit and rank of promotion of all employees who have been granted or denied promotion at the time written notice is given to the employee.

14.86 Ranks of Promotion. The ranks of promotion shall consist of Assistant Professor, Associate Professor, Full Professor, Assistant University Librarian, Associate University Librarian, University Librarian, Instructor I, Instructor II and Instructor III.

14.97 The Provisions of the ratified Memorandum of Understanding signed on February 19, 2010, are incorporated herein, and printed for reference purposes as Appendix "G" of this Collective Bargaining Agreement.

14.108 The University and the UFF agree to discuss the possibility of establishing additional ranks of promotion for employees who are on non-tenure earnings appointments.