

### **UCF-3.0176 Instructor and Lecturer Faculty Promotion**

#### (1) Policy.

- (a) UCF adheres to the provisions of any applicable collective bargaining agreement, regulations, policies, and procedures regarding the promotion procedures of faculty.
- (b) There shall be sufficient discipline flexibility in interpretation of the standards for promotion so that individuals may have a reasonable expectation of fulfilling the requirements.
- (c) A candidate may withdraw their application at any time prior to the provost's final decision.
- (d) Instructors and lecturers are normally eligible to apply for promotion to associate instructor/lecturer in the normal promotion cycle following their 5<sup>th</sup> year of full-time service, normally the beginning of their 6<sup>th</sup> year of full-time service at the instructor/lecturer level. Eligible faculty must be in regular 1.0 FTE non-visiting position at the time of application. Prior years of service at other institutions or as time in service as a visiting instructor/lecturer at UCF may count toward eligibility, if credit toward service is established, however 3 years of regular full-time service as an instructor/lecturer must be obtained at UCF.
- (e) Instructors and Lecturers funded by contracts or grants or other soft money sources are eligible for a promotion increase if promotion is permitted by the terms of the grant or contract, the rules of the funding agency, and/or if adequate funds are available.
- (f) Associate instructors/lecturers are normally eligible to apply for promotion to senior instructor/lecturer at the beginning of their 6<sup>th</sup> year of full time service as an associate instructor/lecturer.

#### (2) Definitions.

- (a) Instructor - must possess a master's degree from an accredited institution in an appropriate field of specialization or have equivalent qualifications based on professional experience. Instructors are responsible for teaching, service, and related activities. In some instances, instructors may be responsible for research and academic advising.

- (b) Lecturer - must possess a terminal degree from an accredited institution in an appropriate field of specialization or have equivalent qualifications based on professional experience. Lecturers are responsible for teaching, service, and related activities. In some instances, lecturers may be responsible for research and academic advising.

(3) Ranks. Ranks for Instructor and Lecturer positions, respectively, are:

- (a) Instructor, associate instructor, and senior instructor; and
- (b) Lecturer, associate lecturer, and senior lecturer.

(4) Criteria.

- (a) College criteria. Colleges, may supplement the university criteria outlined in this document with college specific requirements. College criteria must be approved by a majority of the full-time instructors (at all ranks) and lecturers (at all ranks) and tenured and tenure-earning faculty in the college, the dean, and the provost or designee.
- (b) Department criteria. Departments may supplement any college criteria with departmental specific requirements. Department criteria shall be approved by a majority of the full-time instructors (at all ranks) and lecturers (at all ranks) and tenured and tenure-earning faculty in the department or unit, the department chair/unit head, the dean, and the provost or designee.
- (c) University criteria. Promotion to Associate Instructor/Lecturer - requires a consistent record of excellence in assigned duties. Evidence of excellence may include departmental annual evaluations of teaching, student evaluations of teaching, peer evaluations of teaching, teaching awards, examples of successful student learning outcomes, and demonstration of leadership and rigor in teaching. Additionally, evidence of service contributions (e.g., departmental, college, university, or professional) should be included in the promotion application. Evidence related to performance of other assigned duties (e.g., academic advising, research, or administrative) should be included in the promotion application as applicable.
- (d) Promotion to Senior Instructor/Lecturer - is based on the same criteria as promotion to Associate Instructor/Lecturer. It carries an additional expectation

of leadership at the university and in the profession, e.g. program director, advisor.

(5) Overview.

- (a) Instructors and lecturers are not required to apply for promotion.
- (b) An instructor/lecturer considering promotion or a chair or unit head may request a meeting in early spring during the 5<sup>th</sup> year of employment to discuss candidacy. The department chair or unit head shall provide a thorough and objective assessment of the instructor's/lecturer's promotion readiness.
- (c) An instructor/lecturer who decides to pursue promotion must submit a completed online dossier in the promotion system by the published deadline on the Faculty Excellence website. Colleges may establish an earlier deadline.
- (d) Candidates will be evaluated successively by the department/unit instructor and lecturer promotion committee, the department chair/unit head, the college instructor and lecturer promotion committee, the dean of the college, and the provost or the provost's designee.
- (e) It is the responsibility of the candidate to ensure that the promotion dossier is accurate, complete, and meets established deadlines for submission.
- (f) Recommendations for promotion by department/unit instructor and lecturer promotion committee, the department chair/unit head, the college instructor and lecturer promotion committee, the dean of the college, and the provost or the provost's designee must be complete, concise, and include explanations for the promotion recommendation based on evidence contained or explained in the candidate's dossier.
- (g) A rationale for all votes, particularly for split votes, shall be provided along with the promotion recommendation by both the department/unit instructor and lecturer promotion committee and the college instructor and lecturer promotion committee. The committee chair is responsible for providing the summation of the recommendation that was reached, including a majority and minority opinion in the case of a split vote. Abstentions are strongly discouraged in this process except in cases of conflict of interest.
- (h) Instructors/Lecturers who apply for and who do not achieve promotion retain

the right to reapply in a future promotion cycle if they remain in that position.

(6) Candidate Dossier. Recommendations for promotion shall be accompanied by the following materials:

- (a) Individual summary statement;
- (b) Current curriculum vitae;
- (c) College promotion criteria where applicable;
- (d) Department or unit promotion criteria where applicable;
- (e) Annual evaluations conducted by the unit head for the last five years;
- (f) Annual assignments for the last five years: to include FTE assignment;
- (g) Summary statement on candidate's philosophy of teaching;
- (h) Classes taught for the last five years;
- (i) Evidence of innovation in teaching and learning;
- (j) Teaching and learning grants (if applicable);
- (k) Evidence of service performed for the last five years;
- (l) Summary statement of advising and mentoring for the last five years (if applicable);
- (m) Evidence of professional development for the last five years;
- (n) Evidence related to performance of other assigned duties research (if applicable); and
- (o) Evidence of research/scholarship of teaching and learning (if applicable);

Note: Dossier additions may be made by the candidate at any time prior to the provost's or provost's designee's decision and may include applicable items such as: applicable awards (e.g., teaching, service, research), publication acceptances, or newly funded grants. Depending upon the timing of an addition, newly added material may not be considered by all committees.

(7) Department promotion procedures.

- (a) A department promotion committee shall be established within each academic department or unit to function as an advisory group to the department chair/unit head.
  - 1. Faculty members who serve on the college instructor and lecturer promotion committee may not serve on the department/unit instructor

and lecturer promotion committee.

2. Department chairs/unit heads may not serve on the department instructor and lecturer promotion committee, participate in discussions related to candidates, or vote on candidate dossiers.
  3. Department instructor and lecturer promotion committee members must not participate in voting on an application if there is a conflict of interest or if personal factors might impair objectivity regarding an individual applicant.
  4. If a committee member is outside of the greater metropolitan area; voice and or video calls may be utilized at the discretion of the committee chair when a member cannot be physically present for department promotion and tenure committee meetings. When voice or video calls are utilized, the chair of the committee shall be delegated signature authority through an official power of attorney to vote and sign the record of attendance for the missing committee member.
- (b) Each department promotion committee shall consist of at least two (2) department instructors or lecturers at or above the rank being sought by the candidate and three (3) tenure earning or tenured faculty, or clinical faculty at the rank of assistant professor, associate professor, or professor. In cases where there are no faculty available at the ranks indicated above within the department/unit, an appropriate faculty member will be identified to serve.
- (c) The members of the committee shall be elected by a vote of all regular faculty members in the department/unit.
- (d) If a department/unit has fewer than two instructor and lecturer faculty at the appropriate rank, faculty with the appropriate rank from similar departments or units, normally within the respective college, may serve on the committee for the purpose of evaluating and voting on the candidate's file.
- (e) The department instructor and lecturer committee chair shall be a member of the committee elected by majority vote of its members and shall call the committee into session to transact business as required.
- (f) A quorum shall consist of the attendance of all committee members, when

practicable, but not less than the majority of the committee members or fewer than three (3) faculty.

- (g) The department instructor and lecturer committee shall review the promotion dossier of faculty under consideration for a change of status. The committee will be professional and discriminating in its decision making and will make its review based on consideration of the facts and supportive evidence contained in the candidate's promotion dossier.
- (h) An evaluation and recommendation of the candidate by the department instructor and lecturer promotion committee shall be completed for each faculty member reviewed. Each committee member shall vote on each case considered, with exception of those determined to have a conflict of interest or personal factors that may lead to lack of objectivity, and the result shall be recorded. Each evaluation and recommendation must be accompanied by an explanation for all votes, including split votes and abstentions.
- (i) The department instructor and lecturer promotion committee chair shall forward the record of attendance, the record of the vote, the department instructor and lecturer committee's evaluation and recommendation, and promotion dossier to the department chair or unit head.
- (j) The department chair/unit head shall forward to the faculty candidate the department instructor and lecturer committee's evaluation and recommendation.
- (k) Candidates may review and, if desired, provide a response to the department instructor and lecturer promotion committee evaluation and recommendation within five (5) days of receiving the department promotion committee evaluation and recommendation. Any response will become part of the candidate's dossier.
- (l) Once the review period for candidate's optional response has passed, the department chair/unit head reviews the dossier to recommend in favor of or against promotion, and forwards the recommendation and comments to the candidate for review and potential comment.
- (m) Candidates may review and, if desired, provide a response to the department

chair/unit head evaluation and recommendation within five (5) days after receipt of notice of the department chair/unit head evaluation and recommendation. Any response will become part of the candidate's dossier.

- (n) Once the review period for candidate's optional response to the department chair/unit head recommendation has passed, the dossier is forwarded to the college instructor and lecturer promotion committee for review and recommendation.

(8) College promotion committee procedures.

- (a) A college promotion committee shall be established within each academic college to function as an advisory group to the dean.
  1. Faculty members serving on the department/unit instructor and lecturer promotion committee may not serve on the college instructor and lecturer promotion committee.
  2. Department chairs/unit heads may not serve on the college instructor and lecturer promotion committee, participate in discussions related to candidates, or vote on candidate dossiers.
  3. College instructor and lecturer promotion committee members must not participate in voting on an application if there is a conflict of interest or if personal factors might impair objectivity regarding an individual applicant.
  4. Faculty elected to serve on the college instructor and lecturer promotion committee shall serve a term of no more than two (2) consecutive years. Terms for college instructor and lecturer promotion committee members shall be staggered to provide for continuity and uniformity of committee action.
- (b) Each college promotion committee shall consist of at least three (3) instructors or lecturers at or above the rank being sought by the candidate and four (4) tenure earning or tenured faculty, or clinical faculty at the rank of assistant professor, associate professor, or professor. No more than two members of this committee may be from the same department/unit. In cases where there are no faculty available at the ranks indicated above within the department/unit, an

appropriate faculty member will be identified to serve.

- (c) The college instructor and lecturer promotion committee chair shall be a member of the committee elected by majority vote of its members and shall call the committee into session to transact such business as required.
- (d) A quorum shall consist of the attendance of all committee members, when practicable, but not less than the majority of the committee members or less than four faculty. In special cases (i.e. professional development leave/sabbatical or medical leave), an alternate member will serve.
- (e) The college instructor and lecturer promotion committee shall, review the promotion dossier of faculty under consideration for a change of status. The committee will be professional and discriminating in its decision making and will make its review based on consideration of the facts and supportive evidence contained in the candidate's dossier.
- (f) An evaluation and recommendation of the candidate by the college instructor and lecturer promotion committee shall be completed for each faculty member reviewed. Each committee member shall vote on each case considered, with exception of those determined to have a conflict of interest or personal factors that may lead to lack of objectivity, and the result shall be recorded. Each evaluation and recommendation must be accompanied by an explanation for all votes, including split votes, and abstentions.
- (g) The college instructor and lecturer committee chair shall forward the record of attendance, the record of the vote, the college instructor and lecturer committee's evaluation and recommendation, and promotion dossier to the college dean.
- (h) The college dean shall forward to the faculty candidate the college instructor and lecturer committee's evaluation and recommendation.
- (i) Candidates may review and, if desired, provide a response to the college instructor and lecturer promotion committee evaluation and recommendation within five (5) days of receiving the college promotion committee evaluation and recommendation. Any response will become part of the candidate's dossier.
- (j) Once the review period for candidate's optional response has passed, the



college dean reviews the dossier to recommend in favor of or against promotion, and forwards the recommendations and comments to the candidate for review and potential comment.

- (k) Candidates may review and, if desired, provide a response to the college dean's evaluation and recommendation within five (5) days after receipt of notice of the college dean's evaluation and recommendation. Any response will become part of the candidate's promotion dossier.
  - (l) Once the review period for candidate's optional response to the college dean's recommendation has passed, the dossier is forwarded to the college instructor and lecturer promotion committee for review and recommendation.
- (9) Promotion decision and notification.
- (a) All candidates, whose applications are not withdrawn before reaching the stage of final review, will be reviewed by the provost or the provost's designee. Final decisions of promotion will be rendered in writing.
  - (b) Promotions shall become effective at the beginning of the succeeding academic year.

*Authority: BOG Regulation 1.001. History–New 6-16-16.*