

## NOTICE OF PROPOSED REGULATION

Date: May 2, 2011

**REGULATION TITLE:**

Promotion of Full-time, Non-tenure-earning Research  
and Clinical Assistant and Associate Professors

**REGULATION NO.:**

UCF-3.0175

**SUMMARY OF PROPOSED REGULATION:** This new regulation sets out the procedures relating to the promotion of non-tenure-earning Research and Clinical Assistant and Associate Professors. The regulation sets out the nomination eligibility and criteria, and describes the general promotion procedures, including outside review and committee structures. Finally, the regulation explains how a candidate will be notified of a promotion decision.

**AUTHORITY:** BOG Regulation 1.001

**NAME OF PERSON WHO INITIATED PROPOSED REGULATION AMENDMENT:**

Dr. Lin Huff-Corzine, Associate Vice Provost, Faculty Affairs

**COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** The comments must identify the regulation you are commenting on.

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION AMENDMENT IS:**

Regulations Administrator  
4000 Central Florida Blvd.  
Millican Hall, Suite 360  
Orlando, FL 32816-0015  
Phone: (407) 823-2482  
Fax: (407) 823-6155  
e-mail: [regulations@mail.ucf.edu](mailto:regulations@mail.ucf.edu)

**FULL TEXT OF THE PROPOSED REGULATION AMENDMENT:**

**UCF-3.0175 Promotion of Full-time, Non-tenure-earning Research and Clinical  
Assistant and Associate Professors**

(1) Policy.

(a) UCF adheres to the provisions of any applicable collective bargaining agreement, regulations, policies, and procedures regarding the promotion procedures of non-tenure-earning research and clinical faculty.

(b) There shall be sufficient disciplinary flexibility in interpretation of the standards for promotion so that individuals may have a reasonable expectation of fulfilling the requirements.

(2) Nomination eligibility and criteria.

(a) Promotion from assistant to associate professor calls for demonstration of substantial professional accomplishments beyond the doctoral or terminal degree level of the specific discipline. The amount of teaching, research or scholarly/creative activity, and service shall be appropriate to the candidate's home unit and assigned duties.

(b) The rank of professor reflects not only an individual's contributions within the institution, but also denotes a status and level of significant achievement among one's disciplinary peers on a national or international level. Substantial contributions of a continuing nature in each of the assigned areas beyond that expected of an associate professor are necessary components for the achievement of the rank of professor.

(c) The department or unit may designate criteria for evaluation in addition to those in this subsection, if approved by a majority of the full-time associate and professors in the department or unit, the department chair or unit head, the dean, and the provost or designee.

(d) The college or unit may designate criteria for evaluation in addition to those in this subsection, if approved by a majority of the full-time associate professors and professors in the college, the dean, and the provost or designee.

(3) General promotion procedures.

(a) Recommendations for promotion will be initiated by the department chair or unit head and evaluated successively by the department or unit promotion committee, the department chair or unit head, the college promotion committee, the dean of the college, the university promotion committee, the provost, and the president. The dean of the college will initiate recommendations for promotion of department chairs or unit heads, assistant deans, and persons occupying similar positions.

b) For faculty located in research centers or institutes within the Office of Research & Commercialization, here and below, 'college' is taken to be the Office of Research & Commercialization, 'department' is to be the research center, 'dean' is to be the Vice President of Research & Commercialization, and 'chair' is to be the center director.

(c) It is the responsibility of the candidate to ensure that their dossier is accurate, complete, and meets established deadlines for submission.

(d) Changes in applicant dossier.

1. Materials added or alterations made to the dossier by anyone other than the candidate shall be initialed, dated, and shared with the candidate, who must be given five calendar days from time of receipt to respond to the entry before the dossier moves forward.

2. Candidates may withdraw the dossier at any time prior to the provost's final action on the dossier by requesting this action in writing to the administrative level where the dossier resides at the time of the request.

(e) Outside review. Each candidate for promotion will submit to the unit head all agreed upon relevant material, which will subsequently be sent to outside reviewers for evaluation. Outside reviewers should have achieved a position equivalent to or above that being sought by the candidate. In addition, under most circumstances, outside reviewers will not have served as the candidate's dissertation advisor, post-doctoral mentor, or close collaborative colleague.

1. A panel of an even number of at least four outside reviewers shall be formed to examine the candidate's materials. To choose the outside reviewers, the department chair or unit head and the department promotion committee shall jointly nominate a panel of an even number of at least four outside reviewers. The faculty candidate shall nominate a panel of an even number of at least four persons with the goal of having half selected by the faculty candidate from the panel proposed by the department chair or unit head and promotion committee, and half selected by the department or unit head and the promotion committee from the panel proposed by the faculty candidate. It is advised that additional names from each list are ranked by the department chair or unit head and promotion committee and the faculty candidate, respectively, and designated as alternates in the event that a proposed reviewer cannot complete the evaluation. When a department chair or unit head is under consideration for promotion, the dean shall appoint a person to participate in the promotion process in their supervisory role.

2. A letter provided by Faculty Affairs, shall be used by the department chair or unit head to submit a file to outside reviewers. When a department chair or unit head is a candidate, the immediate supervisor, assigned by the dean or other appropriate administrative supervisor, shall handle the letters and application material distribution to reviewers.

3. Outside reviewers shall be advised to base their comments on the candidate's current professional curriculum vitae; selected materials; and department, school, center, unit, college,

and/or university guidelines, as available. These documents shall be provided to the reviewers by the department chair, school/center director, or unit head in consultation with the candidate.

(f) Dossier components. When complete, promotion dossiers will be accompanied by supporting materials, various evaluative forms as listed below, and other documentation, as requested.

1. The faculty candidate's assignments and annual performance evaluations completed by the department chair or unit head for the period under consideration in formats provided by Faculty Affairs.

2, Faculty Affairs provides the evaluation format for the recommendations completed by the department or unit promotion committee, chair or unit head, college promotion committee, dean, and university promotion committee.

3. Verification of publications and external funding shall be provided by the faculty candidate and signed off on by the department chair or unit head.

4. Copies of all existing university, college, and department/school/unit promotion guidelines shall be included in the dossier.

(g) Department or unit promotion committee procedures.

1. Department promotion committees shall be established within each academic department or unit to function as an advisory group to the department chair or unit head. Each committee is charged with providing promotion recommendations to the chair, director, or unit head. Faculty members serving on the college or university promotion committees, the department chair or unit head, and the dean may not serve on the department promotion committee or participate in committee discussions related to candidates. When possible, all full-time tenured and non-tenure-earning associate professors and professors within the

department/unit shall make recommendations regarding promotion to associate professor. All full-time tenured and non-tenure-earning professors shall make recommendations regarding promotion to professor. Committees shall have at least three members. In instances when this condition cannot be met, the committee composition shall be determined by the department chair/school director/unit head in consultation with the dean or vice president and with the approval of the provost or provost's designee.

2. The 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. 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 persons. At the request of the department chair or unit head, the committee shall review the evaluation materials of all faculty under consideration for promotions. 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.

3. A written evaluation and recommendation of the candidate by the appropriate faculty shall be completed for each faculty member reviewed. Each committee member shall vote on each case considered, with the 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. A committee member does not need to be present to vote, but may only vote on files s/he has personally reviewed. . In addition to the general comments, each evaluation and recommendation must be accompanied by an explanation for any pattern of split votes or abstentions.

4. The committee chair shall forward a copy of the record of attendance, the committee's written evaluation and recommendation, and the promotion dossier to the department chair or unit head. The committee shall also designate one of its members to orally report the basis for the committee's recommendation to the department chair or unit head and to the college promotion committee, if requested by either.

5. Within five calendar days, the department chair or unit head shall notify the faculty candidate of the committee's evaluation and recommendation. Evaluated faculty members may review and, if desired, provide written comments related to the committee's evaluation and recommendation within five calendar days after receipt of the notice of the committee's report. Any such comments shall become part of the candidate's dossier.

(h) College promotion committee procedures.

1. A college promotion committee consisting of one full-time faculty member at the rank of professor, where available, from each department or unit shall be established within each college to function as an advisory group to the dean. Faculty members serving on the department or university promotion committee, department chairs and unit heads with faculty under consideration, and the dean may not serve on the college promotion committee or participate in committee discussions related to candidates. Also exempted from service are faculty who served on the committee within the last two years, unless the department or unit has only one eligible professor.

2. Each department or unit shall elect a representative to the college promotion committee. Two-year terms shall be staggered to provide for continuity and uniformity of committee action. A college with fewer than three departments or units shall elect a minimum of three professors to serve as the college promotion committee. Small departments or units, i.e.,

those with fewer than three eligible faculty members, may choose to elect a representative to the college promotion committee only when a member of the respective unit is applying for promotion, contingent upon approval from the college dean. Representatives shall be professors, where available, elected by a majority vote of full-time associate professors and professors in each department or unit. A representative who is an associate professor shall not vote on candidates seeking promotion to professor. College promotion committee members must not participate in the voting on an application if there is a conflict of interest or if personal factors might impair objectivity regarding an individual applicant.

3. The 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. 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 persons. In cases of extenuating circumstances, such as prolonged illness, an alternate member will serve.

4. The committee shall, at the request of the dean or designee, review those credentials submitted by the all faculty under consideration for promotions. 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.

5. A written evaluation and recommendation of the candidate by the voting-eligible faculty shall be completed for each faculty member reviewed. Each eligible 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. A committee member does not need to be present to vote, but may only vote on files s/he has



personally reviewed. In addition to the general comments, each evaluation and recommendation must be accompanied by an explanation for any pattern of split votes or abstentions.

6. The committee chair shall forward a copy of the record of attendance, the committee's written evaluation and recommendation, and the promotion dossier to the dean.

7. Within five calendar days, the dean or designee shall notify the faculty candidate of the committee's evaluation and recommendation. Evaluated candidates choosing to provide comments on the committee's evaluation and recommendation may do so in writing within five calendar days after receipt of notice of the committee's decision, and this response shall become part of the candidate's dossier.

(i) University promotion committee procedures.

1. The university promotion committee, a reporting committee of the Faculty Senate, shall consist of one faculty member at the rank of professor from each college and function as an advisory group to the provost. Faculty members serving on a department or college promotion committee, department chairs and unit heads with faculty under consideration and deans with faculty under consideration may not serve on the university promotion committee, participate in committee discussions related to candidates, or vote on candidate files. Also exempted from service are faculty who served on the committee within the last two years, unless a college has only one eligible professor, and those who are candidates for promotion.

2. One faculty representative shall be elected to the university promotion committee by the associate professors and professors from each college. Two-year terms shall be staggered to provide for continuity and uniformity of committee action. Vacancies are filled during the term in which they occur from the area of the vacating member for the remainder of that person's term. University promotion committee members must not participate in the voting on a candidate

if there is a conflict of interest or if personal factors might impair their objectivity regarding an individual applicant.

3. The committee shall, upon request of the provost, review the evaluation materials of all faculty under consideration for promotions. In this review, the committee will rely upon the same criteria used by the department and college promotion committees. It will be professional and discriminating in its decision-making and will make its review based on consideration of the facts and supporting evidence in the dossier, including the evaluations and recommendations contained therein.

4. The 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. A quorum shall consist of the attendance of all committee members, when practicable, but not less than the majority of the committee members. In cases of extenuating circumstances, such as prolonged illness, an alternate member will serve.

5. A written evaluation and recommendation shall be completed for each faculty member reviewed. Each eligible 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. A committee member does not need to be present to vote, but may only vote on files s/he has personally reviewed. In addition to the general comments, each evaluation and recommendation must be accompanied by an explanation for any pattern of split votes or abstentions.

6. The committee chair shall forward a copy of the record of attendance, the committee's written evaluation and recommendation, and the promotion dossier to Faculty Affairs.

7. Within five calendar days, the provost's designee shall notify the faculty candidate of the committee's evaluation and recommendation. Evaluated candidates choosing to provide comments on the committee's evaluation and recommendation may do so in writing within five calendar days after receipt of notice of the committee's report, and this response shall become part of the candidate's application.

(j) Promotion decision and notification.

1. All candidates, whose applications are not withdrawn, will be reviewed by the provost and president. Final decisions shall be made by the president and rendered in writing.

2. Promotions normally become effective at the beginning of the succeeding academic year.

*Authority: BOG Regulation 1.001. History-New \_\_\_\_-11.*