

NOTICE OF REGULATION REPEAL

Date: June 9, 2014

REGULATION TITLE:

Promotion of Tenured and Tenure-earning faculty

REGULATION NO.:

UCF-3.017

SUMMARY OF REGULATION REPEAL: This regulation is proposed for repeal because the material contained in this regulation has been moved to regulation UCF-3.015.

AUTHORITY: BOG Regulation 1.001

NAME OF PERSON WHO INITIATED REGULATION REPEAL:

Dr. Diane Z. Chase, Interim Provost and Vice President of Academic Affairs

COMMENTS CONCERNING THE REGULATION REPEAL 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 REGULATION REPEAL IS:

Regulations Administrator
4365 Andromeda Loop North
Millican Hall, Suite 360
Orlando, FL 32816-0015
Phone: (407) 823-2482
e-mail: regulations@mail.ucf.edu

FULL TEXT OF THE REGULATION REPEAL:

UCF-3.017 Promotion of Tenured and Tenure-earning Faculty.

- (1) Policy.
 - (a) UCF adheres to the provisions of any applicable collective bargaining agreement, regulations, policies, and procedures regarding the promotion procedures of tenured and tenure-earning 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 faculty member shall normally become a candidate for promotion to associate professor prior to or at the same time that tenure is recommended. It is advised that the vote for promotion precede the vote on tenure at the department, or unit, college, and university levels.

(d) A candidate may withdraw his or her application at any time prior to the provost's final action by making a written request to the administrative level at which the application resides at the time of the request.

(2) Nomination eligibility and criteria.

(a) As a doctoral granting, research university, UCF places significant emphasis on research, scholarly, and creative activities of faculty members seeking promotion. Consideration shall be given to all evidence related to these activities including, but not limited to, publications, grants, research presentations, and awards.

(b) Promotion to associate professor calls for substantial contributions in teaching and research, as well as appropriate service contributions or other university duties. The record must demonstrate professional accomplishments beyond the terminal degree level of the specific discipline.

(c) Promotion to 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 beyond that expected of an associate professor are necessary for the achievement of the rank of professor.

(d) A department or unit may designate criteria for evaluation in addition to those in this subsection if approved by a majority of the tenured full-time faculty members in the department or unit, the department chair or unit head, the dean, and the provost.

(e) A college may designate criteria for evaluation in addition to those in this subsection above if approved by a majority of the tenured full-time faculty members in the college, the dean, and the provost.

(3) 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 and tenure committee, the department chair or unit head, the college promotion and tenure committee, the dean of the college, the university promotion and tenure 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. It is the responsibility of the candidate to ensure that the promotion file is accurate, complete, and meets established deadlines for submission.

(b) Outside review. Each faculty member being considered for promotion will have all relevant material from the application submitted to outside reviewers for evaluation. The outside reviewers, who under most circumstances will not have served as the candidate's dissertation advisor, post-doctoral mentor, or close collaborative colleague, are selected using the following procedures.

1. The department chair or unit head and the department promotion and tenure committee shall jointly nominate a panel of an even number of at least four outside reviewers; and 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 and tenure committee, and half selected by the department or unit head and the promotion and tenure 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 and tenure 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. Outside reviewer's comments shall be based upon the candidate's professional curriculum vitae and selected material selected jointly by the department chair or unit head and the candidate to the outside reviewers. In the event that an agreement cannot be reached as to the selected material, the department promotion and tenure committee shall adjudicate the matter.

3. In all instances, a standard letter provided by Faculty Affairs shall be used by the department chair or unit head for the purpose of submitting a file to outside reviewers. When a department chair or unit head is a candidate, the immediate supervisor shall handle the letters and application file distributions.

4. Outside reviewers primarily provide comments about the significance of the candidate's research, scholarly, and creative activity within their common discipline or area of study.

(c) When complete, recommendations for promotion 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 for the period under consideration and all cumulative progress evaluations (CPEs) completed by the department or unit tenured faculty, the department chair or unit head, and the dean, where applicable, in formats provided by Faculty Affairs. Candidates applying for associate professor are required to include all CPEs completed during the tenure-earning period at UCF, while those applying for professor do not need to have CPEs completed, and if completed, do not need to include them in the file.

2. The evaluations and recommendations completed by the department or unit tenured faculty ranked at or above the level sought by the candidate, chair or unit head, college promotion and tenure committee, dean, and university promotion and tenure committee in formats provided by Faculty Affairs.

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

(d) Department or unit promotion and tenure committee procedures.

1. Department promotion and tenure committees shall be established within each academic department or unit to function as advisory groups to the department chair or unit

head. Faculty members serving on the college or university promotion and tenure committee and the department chair or unit head may not serve on the department promotion and tenure committee, participate in discussions related to candidates, or vote on candidate files. Each committee shall consist of all tenured department or unit faculty ranked at or above the level sought by the candidate. If a department or unit has fewer than three tenured faculty at the appropriate rank, faculty having the appropriate rank from similar departments or units, normally within the respective college, can serve on the committee for the purpose of evaluating and voting on the candidate's file. Department promotion and tenure 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.

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. The committee shall, at the request of the department chair or unit head, review the evaluation materials 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 application.

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 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. Each evaluation and recommendation must be accompanied by an explanation for all votes, including split votes and abstentions.

4. The committee chair shall forward a copy of the record of attendance, the committee's written evaluation and recommendation, and the promotion application 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 and tenure 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 the committee's evaluation and recommendation within five calendar days after receipt of the notice of the committee's decision. Any such comments shall become part of the candidate's file.

(e) College promotion and tenure committee procedures.

1. A college promotion and tenure committee consisting of one tenured 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 and tenure committee and the dean may not serve on the college promotion and tenure 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 the department or unit has only one eligible professor.

2. Each department or unit shall elect a representative to the college promotion and tenure committee. 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 tenured professors to serve as the college promotion and tenure committee. Small departments or units, i.e., those with fewer than three tenured faculty members, may choose to elect a representative to the college promotion and tenure committee only when a member of the respective unit is applying for promotion and/or tenure, contingent upon approval from the college dean. Representatives shall be tenured professors, where available, elected by a majority vote of tenured and tenure-earning faculty in each department or unit. A representative who is a tenured associate professor may not vote on candidates seeking promotion to professor. College promotion and tenure 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 less than three persons. In cases of 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 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 application.

5. A written evaluation and recommendation of the candidate by the appropriate 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. Each evaluation and recommendation must be accompanied by an explanation for all votes, including split votes and abstentions.

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

(f) University promotion and tenure committee procedures.

1. The university promotion and tenure committee, a reporting committee of the Faculty Senate, shall consist of one tenured 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 and tenure committee may not serve on the university promotion and tenure 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 and/or tenure.

2. One representative to the university promotion and tenure committee shall be elected by the tenured and tenure-earning faculty 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. The committee membership will be a matter of public record. University promotion and tenure 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 faculty under consideration for change of status. In this review, the committee will rely upon the same criteria used by the department and college promotion and tenure 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 application, 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 prolonged illness, an alternate member will serve.

5. A written evaluation and recommendation by the appropriate 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. Each evaluation and recommendation must be accompanied by an explanation for all votes, including split votes and abstentions.

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

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 decision, and this response shall become part of the candidate's application.

(g) 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.

(h) Grievability. An in-unit employee who receives written notice of denial of promotion may, in accordance with the provisions and requirements of the then-current

collectively bargained grievance procedure, contest the decision because of an alleged violation of a specific provision of the collective bargaining agreement. A non-unit employee who receives written notice of denial of promotion may, in accordance with the provisions and requirements of the University's non-unit grievance procedures, Regulation UCF-3.036, contest the decision because of an alleged violation of University regulation, policy, or procedure. In either case, time limits for filing such grievances shall be as set forth in the applicable procedure.

Authority: BOG Regulation 1.001. History – New 10-8-75, Amended 11-1-77, 9-27-79, 11-14-83, 8-4-85, 12-9-85, Formerly 6C7-3.017, Amended 8-14-88, 8-2-89, 5-17-90, 2-8-93, 3-16-03, 10-18-05, 2-21-11.