

## NOTICE OF PROPOSED REGULATION AMENDMENT

Date: June 2, 2016

**REGULATION TITLE:**

Promotion and Tenure of Tenured and Tenure-earning  
Faculty

**REGULATION NO.:**

UCF-3.015

**SUMMARY OF PROPOSED REGULATION AMENDMENT:** This regulation is amended to articulate tenure eligibility for tenure-earning faculty in the College of Medicine. Additionally, the name of the Office of Faculty Relations has been changed to the Office of Faculty Excellence.

**AUTHORITY:** BOG Regulation 1.001

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

Cynthia Young, Vice Provost for Faculty Excellence

**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  
4365 Andromeda Loop N.  
Millican Hall, Suite 360  
Orlando, FL 32816-0015  
Phone: (407) 823-2482  
e-mail: [regulations@ucf.edu](mailto:regulations@ucf.edu)

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

**UCF 3.015 - Promotion and Tenure of Tenured and Tenure-earning Faculty**

**(1) Policy.**

- (a) University of Central Florida (UCF) adheres to the provisions of any applicable collective bargaining agreement regarding promotion and tenure procedures.

- (b) There shall be sufficient discipline flexibility in interpretation of the standards for promotion so that ~~individuals~~ faculty members may have a reasonable expectation of fulfilling the requirements.
- (c) A faculty member shall normally be recommended for promotion to associate professor prior to or at the same time that tenure is recommended. To save time for both faculty member and committees, the necessary materials for both will go forward simultaneously. Votes on tenure and promotion shall occur concurrently at department or unit, college, and university levels, if applicable.
- (d) The award of tenure shall provide annual reappointment until voluntary resignation, retirement, removal for just cause, or layoff.
- (e) Effect of tenure criteria modification.
  - 1. If a ~~tenure-earning faculty member not in the College of Medicine~~ ~~an employee~~ has at least four (4) years of tenure-earning credit as of the effective date of a modification to the applicable tenure criteria, the employee shall be evaluated for tenure under the criteria as it existed prior to modification unless the ~~employee~~ faculty member notifies the university at least thirty (30) days prior to the commencement of the tenure consideration that he or she chooses to be evaluated under the newly adopted criteria.
  - 2. If a tenure-earning faculty member in the College of Medicine has at least six (6) years of tenure-earning credit as of the effective date of a modification to the applicable tenure criteria, the faculty member will be evaluated for tenure under the criteria as they existed prior to modification unless the faculty member notifies the university at least thirty (30) days prior to commencement of the tenure that he or she chooses to be evaluated under the newly adopted criteria.
- (f) Tenure may be transferred from one unit to another with the approval of the faculty member, the dean, and the provost, as well as the chair and faculty of the new program.
- (g) Faculty serving on promotion and tenure committees charged with reviewing and making promotion recommendations shall hold rank at or above the rank to which

the candidate is applying. Faculty making tenure recommendations shall hold tenure.

- (h) If at any stage in the process, a correction to the dossier is needed, or an issue arises, the provost's representative may make corrections to the dossier, or place the review of the candidate's dossier on hold until all issues related to the dossier are resolved. If the dossier is placed on hold, the candidate shall be notified within five (5) calendar days of this action.
- (i) When a candidate is serving in an administrative position at the level of chair or director or higher, or when a conflict of interest exists, the dean's office shall appoint an appropriate person to guide the candidate's promotion process.

**(2) Eligibility.**

(a) *Tenure.*

1. A tenure-earning faculty member not in the College of Medicine will normally begin the tenure application process in the spring preceding the sixth (6<sup>th</sup>) year of continuous service. However, a faculty member whose employment began in the spring semester may count tenure-earning time beginning with the following academic year. Faculty members may also choose to apply for tenure early, that is prior to the sixth year, or to use credit toward tenure given upon hire, unless they have voluntarily rescinded such credit. In certain unusual situations, the tenure clock may be extended with appropriate permission from the provost or provost's representative.

2. A tenure-earning faculty member in the College of Medicine will normally begin the tenure application process in the spring preceding the eighth (8<sup>th</sup>) year of continuous service. However, a faculty member whose employment began in the spring semester may count tenure-earning time beginning with the following academic year. Faculty members may also choose to apply for tenure early, that is prior to the eighth year, or to use credit toward tenure given upon hire, unless they have voluntarily rescinded such credit. In certain unusual situations, the tenure clock may

be extended with appropriate permission from the provost or provost's representative.

- (b) *Promotion to associate professor.* Promotion from assistant to associate professor calls for excellence in teaching and substantial contributions in research, as well as, appropriate service contributions or other university duties, since appointment to UCF faculty. It is expected the candidate's research and scholarly activity have a significant impact, as normally indicated by national recognition.
- (c) *Promotion to professor.* Promotion to professor is awarded on the basis of superior achievement at the national and/or international level with the promise of continued contribution and not on the basis of longevity. The rank of professor reflects not only an individual's contributions within the institution, but also denotes a reputation as a leading scholar and researcher among one's academic peers on a national and/or international level. Substantial contributions of a continuing nature in each of the areas evaluated, beyond that expected of an associate professor, are necessary components for the achievement of the rank of professor.

### **(3) Criteria**

- (a) *Tenure.* Tenure is awarded upon the demonstration of highly competent and sustained performance. The recommendation of a faculty member for tenure shall signify that the president and the Board of Trustees believe that the employee will continue to make significant and sustained professional contributions to the university and the academic community.
- (b) *Promotion.* Promotion is awarded for meeting the criteria for appointment to the rank to which the candidate applies, as defined by the candidate's department or unit, by the candidate's college, and by this regulation.
- (c) *Standards for Promotion and Tenure.*
  1. Standards for promotion and tenure criteria shall take into account the mission and needs of the university and specifically address three areas: research, scholarly, and creative activities; teaching; and, service to the public, the discipline, and the university including those professional responsibilities consistent with faculty status.

2. Specific criteria for promotion and tenure are on file in each department or unit and college in the university. These criteria include items such as increased skill in teaching, demonstrated knowledge in research in candidate's discipline, increased recognition as an authority in the field, and potential for continued professional growth. Department or unit specific criteria shall be approved by a majority of the full-time tenured and tenure-earning faculty in the department or unit, the department chair or unit head, the dean, and the provost or designee.
3. If a college chooses to have criteria in addition to department or unit criteria, these criteria shall be approved by a majority of the full-time tenured and tenure-earning faculty in the college, the dean, and the provost or designee. Approved college criteria will also be available in the department or unit and in each college.
4. As a Ph.D.-granting research university, UCF places heavy emphasis on sustained and significant performance with regard to the research, scholarly, and creative activities of faculty members seeking tenure and/or promotion. Consideration shall be given to all evidence related to research, scholarly, and creative activities contained or explained in the candidate's dossier including, but not limited to, publications, grants, research presentations, and awards.
5. The university defines and evaluates instruction broadly. All types of teaching and teaching-related activities shall be considered as instruction. Assessment of instructional competency shall include evaluation of all materials provided in the candidate's dossier.
6. Service to the candidate's department or unit, college, the university, profession, the greater Orlando area, and the public shall be included as service.

#### **(4) Procedures.**

##### **(a) *Overview.***

1. The promotion and tenure process shall be initiated by the faculty member in consultation with 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, and the university promotion and tenure committee. The final decision of promotion and recommendation regarding tenure will be made by the provost and president. Tenure becomes official with final approval of the University of Central Florida's Board of Trustees.

2. Recommendations by department chairs or unit heads, deans, and all committees must be complete and concise, citing reasons for the recommendation that are based on evidence contained or explained in the candidate's dossier.
3. Rationale for all votes, including split votes, shall be explained within the promotion and tenure committees' recommendation. Abstentions are strongly discouraged in this process except in cases of conflict of interest.
4. In cases where a faculty member is in an academic unit but strongly affiliated with another unit (e.g. a center, institute, or other entity), the normal tenure and promotion process will be undertaken through the academic unit to which the faculty member belongs with written recommendations by both supervisors upon review of the candidate's materials. In cases where a faculty member has a joint appointment with two different academic units, the normal tenure and promotion process will be undertaken through the primary academic unit, but with written recommendations included in the file by both supervisors upon a review of the candidate's materials.
5. Faculty may be hired with tenure when the person has held tenure at another institution of higher education or whose record would entitle them to receive tenure at UCF. Candidates for tenure upon hire must submit an application dossier to the department or unit to which he or she is applying. Tenured faculty in the department or unit will interview or evaluate the candidate and vote to recommend for or against tenure in that department or unit. The department chair or unit head shall submit his or

her recommendation, the candidate's dossier, and the faculty recommendation to the dean. The dean shall forward his or her recommendation, the department or unit faculty's recommendation, the candidate's dossier, and a completed "Tenure upon Hire" form to the Office of Faculty ~~Excellence Relations~~ for provost's review. Tenure shall be awarded upon recommendation by the president and approval by the Board of Trustees.

(b) *Outside review.*

1. In consultation with the department chair or unit head, each faculty member being considered for promotion shall prepare the materials to be forwarded to reviewers by the department chair or unit head. These materials will include department or unit criteria or guidelines, college criteria if they exist, this university regulation, a current curriculum vitae, and other research documentation as deemed appropriate.
2. Outside reviewers primarily provide comments about the quality and impact of the candidate's scholarly research and creative activity within their common discipline or area of study. Normally, outside reviewers will hold the rank of full professor. The preponderance of the external letters should typically come from individuals holding tenured positions at very high research activity universities, as designated by the Carnegie Foundation.
3. The department chair or unit head and the department or unit promotion and tenure committee shall jointly nominate four (4) outside reviewers in ranked order; and the faculty member being considered for promotion shall nominate his or her own four (4) outside reviewers in ranked order. The candidate will select two (2) reviewers from the department's or unit's list. The department chair or unit head, in consultation with the department or unit promotion and tenure committee, shall select two (2) reviewers from the candidate's list.
4. Only the department chair or unit head shall make contact with each of the four (4) selected reviewers to ascertain their willingness to review the

candidate's materials for promotion. Should a potential reviewer agree to undertake the review, a standard letter provided by the Office of Faculty ~~Excellence~~ Relations shall be used by the department chair or unit head for the purpose of submitting or emailing a dossier to the outside reviewer. Should any decline, the department chair or unit head shall contact the next ranked candidate. If the declining reviewer is from the candidate's list, then the next reviewer on that list would be contacted; if the declining reviewer is from the department's or unit's list, then the next reviewer on that list would be contacted. If all decline, the process outlined above starts over to identify new reviewers, as necessary.

5. Reviewers shall not participate in the following cases:
  - (i) Where a potential conflict of interest exists;
  - (ii) If, in the reviewer's judgment, personal factors might impair their objectivity regarding an individual candidate.
6. Once the promotion and tenure review process has started, the candidate is not to have any contact with the outside reviewers until the requested review letter is received by the university.

(c) *Candidate Dossier*. A promotion and tenure dossier shall be accompanied by the supporting materials listed below:

1. Copies of applicable department and unit promotion and tenure criteria and college criteria where applicable;
2. The curriculum vitae sent to the outside reviewers in the spring;
3. Current curriculum vitae, if different from above;
4. The employee's annual performance evaluations for the last five years;
5. Cumulative progress evaluations (inclusion of cumulative progress evaluations are optional for candidates applying for promotion to professor);
6. An overall summary statement and individual summary statements written by the candidate describing their teaching; research, scholarly, and creative activities; and service;



7. Materials supporting candidate's summary statement of teaching; research, scholarly, and creative activities compiled by the candidate. In terms of documentation of external research funding, only contracts and grants processed through the university's Office of Research and Commercialization, or other appropriate university entity (e.g., UCF Foundation, other foundations, or private individuals) shall be considered.
8. Dossier additions may be made by the candidate at any time prior to the provost's recommendation and may include items such as: publication acceptances, newly funded grants, or scholarly awards received. Depending upon the timing of an addition, newly added material may not be considered by all committees.
9. Candidates may withdraw the dossier any time before the provost's final recommendation.

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

1. A department or unit promotion and tenure committee shall be established to function as an advisory group to the department chair or unit head and consist of all tenured department or unit faculty at or above the rank being sought by candidates in the department or unit. In instances when a department or unit has fewer than three (3) full-time tenured faculty at the rank required, additional tenured faculty at the rank required may be added from other related disciplines within the college or university. The department chair or unit head, in consultation with the dean and department or unit faculty, shall identify (a) potential committee member(s) who is or are willing to serve in this role. The same committee member(s) must serve on the department or unit committee for all candidates seeking promotion and tenure for that cycle, in that department or unit.
2. Committee members may not serve on a department or unit promotion and tenure committee if they have been elected to represent the department or unit on the college promotion and tenure committee in the same college, the university promotion and tenure committee, or serve as a department

chair or unit head in the same college. Because of the importance of the promotion and tenure process, it is expected that all promotion and tenure committee members will participate fully in the process.

3. Faculty shall not serve in any of the following instances:
  - (i) Where a potential conflict of interest exists;
  - (ii) Where serious illness would prevent the faculty member from completing the evaluation process;
  - (iii) When personal factors might impair his or her objectivity regarding an individual candidate;
  - (iv) 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;
  - (v) Faculty who are serving on the college promotion and tenure committee or will serve on the university promotion and tenure committee during the same cycle; or
  - (vi) Retired faculty.
4. The department chair or unit head shall call the initial meeting to organize the committee. The promotion and tenure committee chair shall be a member of the promotion and tenure committee elected by majority vote of its members and shall call the promotion and tenure 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 a majority of the committee members or fewer than three persons. The department promotion and tenure committee will be professional and discriminating in the decision-making process and make its recommendations solely based on department or unit and college criteria,

this regulation and the materials contained or referenced in the candidate's dossier.

- (i) Because evaluative personnel records are being discussed, only members of the department promotion and tenure committee may be present for a given meeting.
  - (ii) The use of recording devices is prohibited during department promotion and tenure meetings and deliberations.
5. Each department promotion and tenure committee member shall be physically present to vote on the candidate being evaluated, except in those cases as outlined above or if voice or video calls are part of the approved procedures. The vote shall occur after promotion and tenure committee discussion, and the results shall be recorded. A promotion and tenure committee member shall vote only on dossiers that he or she has personally reviewed. Each evaluation and recommendation must be accompanied by an explanation of the promotion and tenure committee's action. In the case of any split vote, there must be a written explanation of the split vote. Abstentions are strongly discouraged except in cases of conflict of interest.
6. The promotion and tenure committee chair shall forward to the department chair or unit head the following:
  - (i) The record of attendance of all promotion and tenure committee meetings;
  - (ii) The promotion and tenure committee's evaluation and recommendation;
  - (iii) The candidate's dossier containing all evaluation materials;
  - (iv) The results of the poll of the tenured faculty for a candidate for tenure; and
  - (v) If applicable, Aa sealed envelope containing the official votes of the promotion and tenure committee regarding promotion and tenure.

7. The department chair or unit head shall transmit the promotion and tenure committee's evaluation and recommendation to the faculty candidate for review and potential comment.
8. Evaluated faculty members may review and, if desired, provide a response to the committee's evaluation and recommendation within five (5) calendar days after receipt of notice of the department promotion and tenure committee's recommendation. Any response will become part of the candidate's dossier.
9. After the five (5) days available for the candidate's optional response has passed, the department chair or unit head within seven (7) calendar days will recommend in favor of or against promotion and tenure, and forward the recommendations and comments to the candidate for review and potential comment.
10. An evaluated candidate may review and, if desired, provide a response to the department chair's or unit head's evaluation and recommendation within five (5) calendar days after receipt of notice of the department chair's or unit head's recommendation. Any response will become part of the candidate's dossier.
11. Once the five (5) calendar day period for optional response by the candidate has passed, the department chair or unit head shall forward the candidate's dossier to the college.

(e) *College promotion and tenure committee.*

1. A college promotion and tenure committee consisting of one (1) tenured faculty member at the rank of professor from each department or unit shall be established within each college to function as an advisory group to the dean; if no tenured full professor is available in a department or unit, then a tenured associate professor may serve in this role but not participate or vote in discussions relating to full professors.
2. An alternate college promotion and tenure committee member must be elected in the event a regular committee member is unable to serve. Each spring, when department or unit and college promotion and tenure

committees are being formed, tenured faculty in a given college shall elect an alternate college promotion and tenure member. The alternate college promotion and tenure committee member shall not serve on any department or unit committees within that college or on the university promotion and tenure committee. If the alternate is selected to serve on the college promotion and tenure committee, he or she must review all the candidate dossiers.

3. Department chairs or unit heads and ranked deans may not serve on the college promotion and tenure committee.
4. Each college promotion and tenure committee member shall serve a term of two (2) academic years. Terms shall be staggered to provide for continuity and uniformity of committee action.
5. College promotion and tenure committee members may not serve two (2) successive terms, except in departments or units with only one (1) professor eligible to serve.
6. With ample notice, vacancies on the college committee are filled by eligible faculty during the term in which they occur from the same department or unit, but only for the remainder of the departed person's term.
7. Faculty members serving on a department or unit promotion and tenure committee within the same college or the university promotion and tenure committee may not serve on the college promotion and tenure committee. They also may not participate in or attend committee discussions related to the candidates or vote on candidates' dossiers as part of the college promotion and tenure committee.
8. ~~Colleges with fewer than three (3) departments or units, schools or academic units shall elect tenured full professors to serve on the college promotion and tenure committee to attain a minimum of three (3) promotion and tenure committee members. If fewer than three (3) tenured, full professors are available to serve, supplemental faculty from other colleges will be added to the college promotion and tenure committee. The~~

~~dean, in consultation with the college faculty, shall identify potential candidates who are willing to serve in this role and will organize the initial committee meeting. Supplemental committee members shall be tenured professors who are elected by majority vote of tenured and tenure-earning faculty of the affected departments or units; the same supplemental committee member must serve on the college committee for all candidates seeking promotion and tenure for that cycle in that college.~~

9. Faculty shall not serve in any of the following instances:

- (i) Where a potential conflict of interest exists;
- (ii) Where serious illness would prevent the faculty member from completing the evaluation process;
- (iii) When personal factors might impair his or her objectivity regarding an individual candidate;
- (iv) 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 college 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;
- (v) Faculty who served on the committee within the last two years;
- (vi) Faculty who have served on a department or unit promotion and tenure committee within the same college or will serve on the university promotion and tenure committee during the same cycle;  
or
- (vii) Retired faculty.

9. Colleges with fewer than three (3) departments or units, schools or academic units shall elect tenured full professors to serve on the college promotion and tenure committee to attain a minimum of three (3) promotion and tenure committee members. If fewer than three (3) tenured,

full professors are available to serve, supplemental faculty from other colleges will be added to the college promotion and tenure committee. The dean, in consultation with the college faculty, shall identify potential candidates who are willing to serve in this role and will organize the initial committee meeting. Supplemental committee members shall be tenured professors who are elected by majority vote of tenured and tenure-earning faculty of the affected departments or units; the same supplemental committee member must serve on the college committee for all candidates seeking promotion and tenure for that cycle in that college.

10. The college dean shall ensure members of the college promotion and tenure committee are elected at individual department or unit meetings in the spring semester.
11. College promotion and tenure committee members shall not serve and shall be replaced by an alternate in the following cases:
  - (i) Where a potential conflict of interest exists, or
  - (ii) Where serious illness would prevent the faculty member from completing the evaluation process;
  - (iii) When personal factors might impair his or her objectivity regarding an individual candidate;
  - (iv) 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 college 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.
12. The college promotion and tenure committee chair shall be a member of the college promotion and tenure committee elected by a majority vote of its members, and shall call the committee into session to transact such business as required.

13. A quorum shall consist of the attendance of all promotion and tenure committee members, when practicable. However, a quorum shall not be less than seventy (70) percent of the college promotion and tenure committee members.
14. The college promotion and tenure committee will be professional and discriminating in its decision-making and will make its recommendation solely based on department or unit and college criteria, this regulation and the materials contained or referenced in the candidate's dossier.
  - (i.) Because evaluative personnel records are being discussed, only members of the college promotion and tenure committee may be present for a given meeting.
  - (ii.) The use of recording devices is prohibited during college promotion and tenure committee meetings and deliberations.
15. The college promotion and tenure committee shall complete an evaluation and recommendation based on department or unit and college criteria for each candidate for promotion and tenure.
16. Each college promotion and tenure committee member shall vote on each case considered, and the result shall be recorded. A promotion and tenure committee member must be physically present to vote and may only vote on dossiers that he or she has personally reviewed. Voice or video calls may be used at the discretion of the college promotion and committee member chair. Voice or video calls may be utilized at the discretion of the committee chair when a member cannot be physically present for 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.
17. Each evaluation and recommendation must be accompanied by an explanation of the promotion and tenure committee's action, including an explanation of split votes. Abstentions are strongly discouraged except in cases of conflict of interest.



18. The college promotion and tenure committee chair shall forward to the dean the following:
  - (i.) The record of attendance of all college promotion and tenure committee meetings;
  - (ii.) The college promotion and tenure committee's evaluation and recommendation;
  - (iii.) The candidates' dossiers containing all evaluation materials; and
  - (iv.) If applicable, Aa sealed envelope containing the official votes.
19. The dean shall transmit college promotion and tenure committee recommendation and evaluation to each candidate for review and potential comment. Each evaluated candidate may review and, if desired, provide a written response to the committee's evaluation and recommendation within five (5) calendar days after receipt of notice of the college promotion and tenure committee's recommendation. Any response shall be contained in the candidate's application dossier.
20. Once the five (5) calendar day period for optional response by the candidate has passed, within two (2) weeks, the dean will recommend in favor of or against the candidate's application for promotion and tenure and then send his or her recommendations and comments to the candidate for review and potential comment.
21. Within five (5) calendar days, the candidate may review and respond to the dean's recommendations. Any response will become part of the candidate's application dossier.
22. Once the five (5) calendar day period for optional response by the candidate has passed, the dean shall forward the candidate's dossier to the Office of Faculty Excellence~~Relations~~.

(f) *University promotion and tenure committee.*

1. The university promotion and tenure committee shall be established to function as an advisory group to the provost. The university promotion and tenure committee is a reporting committee of the Faculty Senate. It shall consist of one (1) tenured faculty member from each college who

hold the rank of professor and who are active scholars within their discipline. If a college lacks a full professor, the college will not be represented on the university promotion and tenure committee. Department chairs or unit heads and ranked deans may not serve on the university promotion and tenure committee.

2. Each college shall provide one university promotion and tenure committee member, who has been elected by the tenured and tenure-earning faculty of that college, to serve for staggered two-year terms. The university promotion and tenure committee chair is elected by the university promotion and tenure committee at its first meeting.
3. Vacancies are filled during the term in which they occur from the same college for the remainder of that person's term and the person shall not have served on any other promotion and tenure committees.
4. The provost will schedule the initial meeting to charge the university promotion and tenure committee. All members of the committee should be present. If a committee member is not able to attend, he or she must meet with the provost or designee before participating in committee work.
5. University promotion and tenure committee members shall not serve and shall be replaced by an alternate in the following cases:
  - (i) Where a potential conflict of interest exists;
  - (ii) Where serious illness would prevent the faculty member from completing the evaluation process;
  - (iii) When personal factors might impair his or her objectivity regarding an individual candidate;
  - (iv) 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 university 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; or

(v) Retired faculty.

6. The university promotion and tenure committee shall review the evaluation materials of tenured or tenure-earning faculty under consideration for a change of status.
7. The university promotion and tenure committee will be professional and discriminating in its decision-making process and make its recommendations solely based on department or unit and college criteria, this regulation and the materials contained or referenced in the candidate's dossier.
  - (i) Because evaluative personnel records are being discussed, only members of the university promotion and tenure committee may be present for a given meeting.
  - (ii) The use of recording devices is prohibited during university promotion and tenure committee meetings and deliberations.
8. A quorum shall consist of the attendance of all university promotion and tenure committee members, when practicable. However, a quorum shall not be less than seventy (70) percent of the university promotion and tenure committee members.
9. Within six (6) weeks, the university promotion and tenure committee shall complete an evaluation and recommendation for each candidate for promotion and tenure. Each university promotion and tenure committee member, unless recused, shall vote on each case considered and the result shall be recorded. A university promotion and tenure committee member in the greater Orlando area must be physically present to vote and may vote only on dossiers that he or she has personally reviewed. Voice or video calls may be used only at the discretion of the university promotion and committee member chair.
10. Each evaluation and recommendation must be accompanied by an explanation of the university promotion and tenure committee's action,

including an explanation of split votes. Abstentions are strongly discouraged except in cases of conflict of interest.

11. The university promotion and tenure committee chair shall forward to the Office of Faculty ExcellenceRelations the recommendations and votes of the university promotion and tenure committee and the following:
    - (i) The record of attendance of all promotion and tenure committee meetings;
    - (ii) The university promotion and tenure committee's evaluations and recommendations;
    - (iii) Each candidate's dossier containing all evaluation materials; and
    - (iv) A sealed envelope containing the official votes.
  12. Within five (5) calendar days of receiving the university promotion and tenure committee's recommendation, the Office of Faculty ExcellenceRelations shall forward the university promotion and tenure committee's recommendation to each candidate for review and potential response. The evaluated candidate will then have five (5) calendar days in which to review and, if desired, provide a response to the university promotion and tenure committee's recommendations. Any response will be contained within the dossier and the dossier will then be transmitted to the provost by the Office of Faculty ExcellenceRelations.
  13. The following shall be forwarded to the provost:
    - (i) The record of attendance;
    - (ii) The university promotion and tenure committee's evaluation and recommendation;
    - (iii) The candidate's dossier containing all evaluation materials; and
    - (iv) A sealed envelope containing the official votes of the university committee.
- (g) *Provost Review.* The provost will review the candidate's dossier and make his or her recommendations and comments based on the materials contained or referenced in the candidate's dossier. Upon review of the candidate's information,

the Provost will recommend in favor of or against the candidate's application for promotion and or tenure.

(h) *Promotion Decision and Notification.*

1. Final promotion decisions are made by the president and provost, while tenure decisions reside with the Board of Trustees. The provost presents recommendations for tenure to the university Board of Trustees. Only with affirmation by the university Board of Trustees is tenure awarded.
2. Promotion and tenure become effective at the beginning of the succeeding academic year.
3. If an in-unit faculty member is denied promotion and or tenure, he or she has the option of using the grievance process that is outlined within the current collective bargaining agreement.

*Authority: BOG Regulation 1.001. History–New 7-9-14. Amended 1-5-15, \_\_\_\_\_-16.*