

## NOTICE OF PROPOSED REGULATION

Date: February 21, 2018

**REGULATION TITLE:**  
Promotion of Non-tenure-earning Librarians

**REGULATION NO.:**  
UCF-3.0178

**SUMMARY OF PROPOSED REGULATION:** This regulation is proposed to outline the promotion criteria and process for non-tenure-earning librarians.

**AUTHORITY:** BOG Regulation 1.001

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

Jana Jasinski, Interim Vice Provost for Faculty Excellence  
Lucretia Cooney, Associate Director, Faculty Excellence

**COMMENTS CONCERNING THE PROPOSED REGULATION 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 IS:**

Regulations Administrator  
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**FULL TEXT OF THE PROPOSED REGULATION:**

**UCF-3.0178 Promotion of Non Tenure-earning Librarians**

(1) Policy.

- (a) The University of Central Florida (UCF) adheres to the provisions of any applicable collective bargaining agreement regarding promotion procedures.
- (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) Assistant Librarians are normally eligible to apply for promotion during their 6th year of fulltime service. Prior years of service at other institutions or time in service as a visiting librarian at UCF may count toward eligibility, if credit toward service is established; however 3 years of regular full-time service as a librarian must be obtained at UCF.
- (d) Associate Librarians are normally eligible to apply following 6 years of full-time employment at the rank of Assistant Librarian.
- (e) Faculty serving on promotion committees charged with reviewing and making promotion recommendations shall hold the rank at or above the rank to which the candidate is applying.

## (2) Promotion

- (a) Promotion is awarded for meeting the criteria for appointment to the rank to which the candidate applies, as defined by the candidate's unit, and by this regulation.
- (b) Promotion from assistant to associate librarian calls for excellence in library services, scholarship, research, and appropriate and effective service since appointment to UCF faculty.
- (c) Promotion to University Librarian 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. Evidence of leadership and of substantial contributions of a sustained and continuing nature in each of the areas evaluated, beyond that expected of an associate librarian, are necessary for the achievement of the rank of University Librarian.
- (d) If an associate librarian applies for promotion to University Librarian and is denied, they must wait until the second year following the denial to apply again.

## (3) Criteria

- (a) UCF places substantial emphasis on sustained excellence in, national recognition of, and substantial impact of scholarship, the profession of librarianship, and library service of faculty members seeking promotion. Consideration shall be given to all evidence related to research, scholarship, and library activity contained or

explained in the candidate's dossier including, but not limited to, instruction, publications, grants, contracts, exhibits, scholarly presentations, and awards.

- (b) The university defines and evaluates instruction broadly. All types of instruction and instruction-related activities shall be considered as instruction. Assessment of instructional effectiveness shall consider all materials provided in the candidate's dossier.
- (c) Service to the candidate's department or unit, college, the university, profession, the community, and the public shall be considered.

#### (4) Unit Promotion Criteria

- (a) Promotion criteria shall take into account the mission and needs of the university and specifically address instruction, scholarship, the profession of librarianship, and library service; service to the public, the discipline, and the university; and, other assigned duties, as applicable.
- (b) Specific criteria for promotion are on file in the unit and in the division. These criteria include items such as increased skill and effectiveness in instruction, quality and impact of research, scholarship as recognized by appropriate publications, increased recognition as an authority in the field, and potential for continued professional growth.
- (c) Unit-specific criteria shall be approved by a majority of the participating full-time faculty in the unit, the unit head, the division head, and the provost or designee.
- (d) A subcommittee elected by the full-time faculty may be established to formulate initial criteria on which the unit faculty can vote.
- (e) If, following one year of development or revision, the criteria have not been approved through the procedure outlined in this subsection, then the unit head, in consultation with the division head, shall develop new criteria. The new criteria shall take into consideration the feedback of the full-time faculty in the unit. All criteria must receive final approval by the provost or designee.
- (f) If the division chooses to have criteria in addition to unit criteria, these criteria shall be approved by a majority of the full-time faculty in the division, the division head, and the provost or designee. Approved division criteria will be available in the division and in the unit within the college.

(5) Procedures.

(a) Overview.

1. Librarians are not required to apply for promotion.
2. The promotion process shall be initiated by the faculty member in consultation with the unit head, and evaluated successively by the unit promotion committee, and the unit head, the division head, and the provost or provost's designee. The final decision of promotion rests with the provost or designee(s).
3. A librarian who decides to pursue promotion must submit a complete dossier by the deadline published on the Faculty Excellence website.
4. Administrators, UCF faculty, and faculty from other institutions who are determined by Faculty Excellence as having a conflict of interest regarding a candidate shall not participate in the promotion process of that candidate. A potential conflict of interest should be declared by the reviewer or candidate in advance of the reviewer's participation in the process. Although a conflict of interest is determined on a case-by-case basis by Faculty Excellence, it can be understood generally as a personal or professional interest or bias that could reasonably appear to interfere with the proper duty of objectively evaluating a candidate.
5. Recommendations by unit heads, division heads 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.
6. Rationale for all votes, including split or negative votes, shall be explained within the promotion committees' recommendation.
7. Serving on a promotion committee is an honor entailing a duty to evaluate candidates. Committee members should not abstain but should fulfill their duty to vote on the promotion of candidates.

(b) Outside Review

1. In consultation with the unit head, each librarian being considered for promotion shall prepare the materials to be forwarded to reviewers by the unit head. These materials will include unit criteria, division criteria if they

exist, this university regulation, a current curriculum vitae, and other documentation of scholarship, the profession of librarianship, and library service as deemed appropriate.

2. Outside reviewers provide comments about the quality and impact of the candidate's research, scholarship, or librarianship within their discipline. Normally, outside reviewers will hold the rank of librarian; however, in exceptional circumstances an associate librarian with an outstanding national reputation may serve as a reviewer for an assistant librarian candidate, particularly if librarian reviewers are difficult to secure; in such cases, the external reviewers should not include more than one associate librarian. The preponderance of the external letters should typically come from individuals holding librarian positions at very high research activity universities, as designated by the Carnegie Foundation.
3. The unit head and the unit promotion 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, if possible, in ranked order. The candidate will select at least two (2) reviewers from the unit's list. The unit head, in consultation with the unit promotion and tenure committee, shall select at least two (2) reviewers from the candidate's list.
4. Only the 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 Faculty Excellence shall be used by the unit head for the purpose of submitting or emailing a dossier to the outside reviewer. Should any decline, the 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 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) When Faculty Excellence determines that a conflict of interest exists;
    - (ii) When, in the reviewer's judgment, personal factors might impair their objectivity regarding the candidate.
  6. Once the promotion process has started, the candidate is not to have any contact with the outside reviewers until the requested review letters are received by the university.
- (c) Candidate Dossier. A promotion dossier shall be composed of and accompanied by the supporting materials listed below:
1. Copies of applicable unit promotion criteria, and division criteria, if 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 (5) years;
  5. An overall summary statement addressing impact, and individual summary statements written by the candidate describing their instruction; research, scholarly, and library activities; service; and other university duties, if applicable.
  6. Materials supporting candidate's summary statements, particularly in instruction and research, scholarly, and library activity.
  7. Dossier additions may be made by the candidate at any time prior to the provost's recommendation and may include items such as: publications and acceptances, newly funded grants, or scholarly awards received. Depending upon the timing of an addition, newly added material may not be considered by committees.
  8. Candidates may withdraw the dossier any time before the provost's final recommendation.
- (d) Unit Promotion Committee.
1. A unit promotion committee shall be established and will consist of all faculty at or above the rank being sought by candidates in the unit. In instances when a unit has fewer than three (3) full-time faculty at the rank

required, additional faculty at a comparable rank may be added from other related disciplines within the university. The unit head, in consultation with the division head and unit faculty, shall identify potential committee members who are willing to serve in this role. The same committee member(s) must serve on the unit committee for all candidates seeking promotion for that cycle, in that unit.

2. Because of the importance of the promotion process, it is expected that all promotion committee members will participate fully in the process.
3. The unit head shall call the initial meeting to organize the committee and elect a committee chair. The promotion committee chair shall be a member of the promotion committee elected by majority vote of its members and shall call the promotion committee into session to transact such business as required. A quorum shall consist of no fewer than three (3) people.
4. The unit promotion committee will be professional and discriminating in its decision-making process and make its recommendations solely based on unit criteria, this guideline and the materials contained or referenced in the candidate's dossier.
  - (i) Because evaluative personnel records are being discussed, only members of the unit promotion committee who have reviewed the dossier shall be present for a given meeting.
  - (ii) The use of recording devices is prohibited during unit promotion meetings and deliberations.
5. The unit promotion committee chair shall provide a summary of the faculty discussion to the candidate. Evaluated faculty members may review and, if desired, provide a response within five (5) business days. Any response will become part of the candidate's dossier.
6. Each unit promotion committee member who has personally reviewed the candidate dossier shall vote on the candidate being evaluated. The vote shall occur after unit promotion committee discussion, and the aggregated results shall be recorded. Each evaluation and recommendation must be accompanied by an explanation of the unit promotion committee's action.

In the case of a split or negative vote, there must be a written explanation of the split or negative vote.

7. The unit promotion committee chair shall forward to the unit head the following:
  - (i) The signature list of all unit promotion committee members.
  - (ii) The unit promotion committee's evaluation and recommendation including explanation of split or negative votes;
  - (iii) The candidate's dossier containing all evaluation materials;
8. Evaluated faculty members may review and, if desired, provide a response to the unit promotion committee's evaluation and recommendation within five (5) business days after receipt of notice of the unit promotion committee's recommendation. Any response will become part of the candidate's dossier.

(e) Unit Head Review.

1. After the five (5) business days available for the candidate's optional response has passed, the unit head will recommend in favor of or against promotion, and forward the recommendations and comments to the candidate for review and potential comment.
2. An evaluated candidate may review and, if desired, provide a response to the unit head's evaluation and recommendation within five (5) business days after receipt of notice of the unit head's recommendation. Any response will become part of the candidate's dossier.
3. Once the five (5) business day period for optional response by the candidate has passed, the unit head shall forward the candidate's dossier to the division head for review and recommendation.

(f) Division Head Review.

1. Once the five (5) business day period for optional response by the candidate has passed, the division head will recommend in favor of or against the candidate's application for promotion and then send his or her recommendations and comments to the candidate for review and potential comment.

2. Within five (5) business days, the candidate may review and respond to the division head's recommendations. Any response will become part of the candidate's application dossier.
  3. Once the five (5) business day period for optional response by the candidate has passed, the division head shall forward the candidate's dossier to the provost or provost's designee.
- (g) **Provost or Designee Review.** The provost or provost's designee 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 or provost's designee will recommend in favor of or against the candidate's application for promotion.
- (h) **Promotion Decision and Notification.**
1. Final promotion decisions are made by the provost or provost's designee.
  2. Promotion becomes effective at the beginning of the succeeding academic year.
  3. If an in-unit faculty member is denied promotion, he or she has the option of utilizing the grievance process that is outlined within the current collective bargaining agreement.