

NOTICE OF PROPOSED REGULATION AMENDMENT

Date: August 19, 2005

REGULATION TITLE:
Tenure

REGULATION NO.:
6C7-3.011

SUMMARY OF REGULATION AMENDMENT: This regulation is amended to reflect changes in procedure that were discussed with the faculty union in collective bargaining. The most significant changes are to the composition of committees considering tenure applications. The revised regulation: changes the number of outside reviewers from *four* to *at least four*; requires faculty to submit as part of their application file all annual evaluations and all progress evaluations. In a change from past practice, deans will now participate in the faculty evaluation process. The revised regulation specifies the procedures for the university to notify faculty of denial of tenure and for faculty to file a grievance regarding that decision.

AUTHORITY: BOG Resolution dated January 7, 2003

NAME OF PERSON WHO INITIATED PROPOSED REGULATION AMENDMENT:

Lin Huff-Corzine, Assistant Vice President for Academic 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 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

FULL TEXT OF THE PROPOSED REGULATION AMENDMENT:

6C7-3.011 Tenure.

(1) Scope. This rule shall apply to all faculty members.

(2) General Policy.

(a) The award of tenure shall provide annual reappointment until voluntary resignation, retirement, removal for just cause, or layoff.

(b) University of Central Florida adheres to the Board of Governors Rules 6C-5.940, F.A.C., governing tenure and permanent status.

(c) University of Central Florida adheres to the provisions of any applicable collective bargaining agreement regarding tenure procedures.

(d) There shall be sufficient discipline flexibility in the interpretation of the standards for tenure so that individuals have a reasonable expectation of fulfilling the requirements.

(e) A faculty member shall be recommended for promotion to associate professor prior to or at the same time tenure is recommended. To save time for both faculty members and committees, the application for both status changes shall proceed simultaneously. A vote for promotion to associate professor shall precede the vote on tenure at department or unit, college, and university levels.

(f) If an employee has at least ~~four~~^{three (3)} years of tenure-earning credit as of the effective date of a modification to the tenure criteria, the employee shall be evaluated for tenure under the criteria as it existed prior to modification unless the employee notifies the university at least thirty (30) days prior to the commencement of the tenure consideration that he/she chooses to be evaluated under the newly adopted criteria.

(3) Tenure Criteria.

(a) "Tenure is awarded upon the demonstration of highly competent performance. Tenure criteria shall address the areas of teaching; research and other scholarly activities; and service to the public, the discipline, and the university including those professional responsibilities consistent with faculty status. These criteria shall take into account the mission and needs of the institution and shall place appropriate emphasis upon teaching and teaching-related scholarship. In this regard, the institution shall ensure that teaching is evaluated broadly, including assessments by peers and students, and that teaching performance is prominently considered in the award of tenure."²²
(~~paragraph 6C-5.940(1)(b), F.A.C.~~)

(b) "The recommendation of an employee for tenure shall signify that the ~~president~~ Chief Administrative Officer is satisfied the employee will continue to make significant professional contributions to the ~~u~~University and the academic community. Upon recommendation by the ~~president~~ Chief Administrative Officer and approval by the Board of Trustees, tenure shall be awarded."²² (~~paragraph 6C-5.940(1)(j), F.A.C.~~)

(c) Tenure is an employment classification achieved by the faculty member and shall be based on demonstrated ability and performance in the areas of teaching, research, other scholarly activities, and service. For tenure, performance over the entire term of appointment at UCF shall be considered. For candidates with prior credit towards tenure, performance before appointment at UCF shall also be considered.

(d) The quality, quantity, and consistency of such performance must provide evidence of the candidate's value to the university and assurance of potential for the future.

(e) In general, the standards of performance expected for tenure in teaching, research, scholarship, and service shall be the same as for the rank the candidate shall hold for the year in which tenure shall be awarded.

(f) Candidates for tenure shall have demonstrated effectiveness in teaching. Evaluation of teaching by peers, students, administrators, and the candidates themselves as well as teaching-related scholarship shall be considered in assessing competency in teaching and teaching effectiveness. Development of innovative course materials and teaching methodology, curriculum development, special teaching responsibilities, awards or other public recognition of teaching, and other teaching related activities shall also be considered in assessing competency in teaching and teaching effectiveness.

(g) It is the responsibility of the candidate to ensure that the tenure file is accurate and complete.

(4) Procedure for Granting Tenure.

(a) At the time a faculty member becomes eligible for tenure consideration, he/she shall submit an application file in accordance with the application format that is available in the Office of Academic Affairs. Normally, a faculty member will consult with the appropriate department chair or unit ~~head administrator~~ before submitting an application. However, a faculty member may submit an application without an endorsement from the department chair or unit head. ~~Time spent on paid leave shall be tenure earning unless otherwise agreed at the time of such leave. Time spent on unpaid leave shall not be credited as tenure earning except as approved by the President or designee.~~

(b) Outside review: Each faculty member being considered for tenure shall have all relevant material from his/her application file submitted to an even number of at least four outside reviewers ~~experts~~ for evaluation. The outside reviewers ~~experts~~ are to be selected using the following procedures:

1. The department chair or unit head and the department promotion and tenure committee shall jointly nominate ~~select~~ a panel of at least four outside reviewers; and the faculty member being considered for tenure shall nominate a panel of at least four outside reviewers. The final panel of outside reviewers shall consist of an even number of at least four persons: half ~~two~~ selected by the faculty candidate from the panel proposed by the department chair or unit head and the promotion and tenure committee, and half ~~two~~ selected by the chair and the promotion and tenure committee from the panel proposed by the faculty candidate. When a department chair or unit

head is under consideration for tenure, his/her dean shall appoint a person to participate in the tenure process in the role of the department chair's or unit head's supervisor.

2. Outside reviews shall be required for all tenure candidates.

3. Outside reviewer's comments shall be based upon a professional resume and relevant material provided jointly by the department chair or unit head and the candidate to the outside reviewers. In the event that an agreement cannot be reached on the relevant material, the department promotion and tenure committee shall adjudicate the matter.

4. In all instances, a standard letter provided by the Office of Academic Affairs shall be used by the department chair or unit head for the purpose of submitting material for outside review. When a department chair or unit head is a candidate, his/her immediate supervisor shall handle this process.

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

~~(c) A committee consisting of all tenured department and unit faculty members, where available, shall meet to evaluate and make a recommendation on the candidate's application for tenure. The recommendation vote and the evaluation shall be forwarded with the tenure application. The department chair or unit head shall not vote on this department committee. If a department or unit has fewer than three tenured faculty, departments or units (typically, from within the respective college) can be merged for tenure votes. The vote of the tenured members of the department or unit shall be obtained by the appropriate department or unit administrator in a secret poll, the results of which shall be forwarded with the tenure application. The administrator shall not vote in this secret poll.~~

~~(d) Evaluation of the candidate by a committee consisting of other tenured or tenure earning faculty members shall also be considered during the process.~~

~~(de) The tenure application shall be evaluated by the candidate's department or unit promotion and tenure committee, the appropriate department chair or unit head, the college promotion and tenure committee, the college dean, the university promotion and tenure committee, the provost, vice president for academic affairs, and the president. The tenure application shall be approved by the president before it the president can be submitted the tenure nomination to the Board of Trustees Governors.~~

~~(ef) The evaluation and recommendation provided to the Board of Trustees shall be accompanied by supporting materials as listed below:~~

1. An application file in a format provided by the Office of Academic Affairs.

2. All annual performance evaluations and cumulative progress evaluations completed by the department or unit tenured faculty, the department chair or unit head, and the dean over the entire term of appointment at UCF.

~~3. The candidate has the option of not including annual tenure appraisals from the entire term of appointment at UCF. However, the reviewers at any stage during the review process may request to include the annual tenure appraisals.~~

3.4. Annual assignments for at least the prior five (5) years at UCF, or such years, if fewer than five (5), that the faculty member has been at UCF. The faculty member may supplement this submission with annual assignments from other accredited universities.

~~5. A summary evaluation by the department chair in a format provided by the Office of Academic Affairs.~~

4. The evaluations and recommendations of the candidate by the department or unit faculty, the department chair or unit head, the college promotion and tenure committee, the dean and the university promotion and tenure committee in a format provided by the Office of Academic Affairs.~~6. An evaluation of the candidate by faculty in a format provided by the Office of Academic Affairs. These evaluations, which shall be made by committees at department, college, and university levels, shall be in accordance with the procedures regarding these committees as outlined in paragraphs 6C7-3.017(3)(e), (f), and (g), F.A.C.~~

~~(fg)~~ The evaluation sequence begins with all tenured faculty in the department or unit, and proceeds to the department chair or unit head, the college committee, the college dean, the university committee, and then to the provost and the president. All evaluations and recommendations shall be forwarded successively, and the faculty member shall receive a notice of each evaluation and recommendation at the time it is forwarded. Written comments can be included in the tenure application file in response to evaluations and recommendations made by the department committee, the department chair or unit head, the college committee, the dean, and the university committee if provided within five (5) days of the date of notification of each evaluation and recommendation.~~the department committee, and then advances to the tenured faculty in the department, the department chair, the college committee, the college dean, the university committee, the vice president for academic affairs, and then to the president. Positive and negative recommendations shall be forwarded successively, and the faculty member shall receive a notice of each recommendation at the time it is forwarded.~~

~~(gh)~~ If the president approves the candidate's application for tenure, the nomination shall be forwarded to the Board of Trustees ~~Governors or designee~~ for action. The university president shall provide the nominee with a

written report of the final action taken by the Board of ~~Trustees~~ ~~Governors~~ or ~~designee~~ on their application ~~nominated candidate~~ for tenure.

(h) Notice of Presidential Denial. If any employee is denied tenure, the employee shall be notified in writing by the university within ten (10) days or as soon as possible thereafter, of that decision. Upon written request by an employee within twenty (20) days of the employee's receipt of notice of denial of tenure, the university shall provide the employee with a written statement of the reasons why tenure was denied. of nomination may be appealed under the applicable UCF grievance procedure (Rule 6C7-3.0131 or 6C7-3.0132, F.A.C.).

(i) Grievability. An in-unit employee who receives written notice of denial of tenure 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 tenure may, in accordance with the provisions and requirements of the University's non-unit grievance procedure Regulation 6C7-3.0132, contest the decision because of an alleged violation of University rule, policy, or procedure. In either case, time limits for filing such grievances shall be as set forth in the applicable procedure.

Specific Authority: ~~1001.74(4) FS. Law Implemented 447.203(2), 1001.74(19), 1001.75(3) FS. BOG Resolution dated January 7, 2003. History--New 10-8-75, Amended 11-10-77, 4-30-81, 8-4-85, Formerly 6C7-3.11, Amended 8-14-88, 8-2-89, 3-11-93, 9-15-96, 12-9-97, 3-16-03, _____.~~