

## NOTICE OF PROPOSED REGULATION AMENDMENT

Date: January 19, 2024

**REGULATION TITLE:**

Promotion and Tenure of Tenured and Tenure-earning Faculty

**REGULATION NO.:**

UCF-3.015

**SUMMARY OF REGULATION AMENDMENT:**

This regulation is amended in several significant respects, including reorganization of existing provisions to better track the flow of the promotion and tenure review processes. Substantive proposed amendments include: add language to describe the process of developing and revising department and college promotion and tenure criteria, such as how committee membership is determined and the different approval steps when promotion and tenure criteria are developed and/or revised; add language to allow faculty to elect to waive their right to see external reviewer letters and external reviewers will be notified if faculty have elected to request confidential letters; clarify the steps to identify external reviewers including guidance for avoiding potential conflicts of interest; how to proceed if all initially requested external reviewers decline; guide committees in their review of candidates for promotion and tenure and regarding the confidential nature of the promotion process and materials; specify that committee members participate at only one level of review per candidate; update language regarding remote meeting attendance to reflect new modes available for meetings and prohibition on use of recording devices; and add new language regarding the grievance process for non-unit faculty. Finally, sections that contained identical language for faculty not in the College of Medicine and faculty in the College of Medicine were consolidated to eliminate redundancy.

**AUTHORITY:** BOG Regulation 1.001

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

Dr. Jana Jasinski, 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  
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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 faculty members may have a reasonable expectation of fulfilling the requirements.
- (c) A typical faculty member ~~applies shall normally be recommended~~ for promotion to associate professor ~~and tenure prior to or~~ at the same time ~~that tenure is recommended~~. ~~To save time for both faculty member and committees, †~~The required necessary materials for both promotion and tenure will go forward simultaneously. Votes on tenure and promotion shall ~~be separate and occur~~ concurrently; they shall occur successively at department/school or unit, college, and if applicable 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.~~
  - †. If a tenure-earning faculty member ~~not in the College of Medicine~~ has at least four (4) years of tenure-earning credit (at least six years for faculty in the College of Medicine) 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 faculty member notifies the university at least thirty (30) days prior to the commencement of the tenure consideration that they choose 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 they choose to be evaluated under the newly adopted criteria.~~
- (f) Tenure may be transferred from one department/school unit to another with the approval of the faculty member, the dean, and the provost, as well as the chair/director and faculty of the new department/school 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. Additionally, †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 consult with Faculty Excellence to identify ~~appoint~~ an appropriate person to guide the candidate's promotion process.

(2) Promotion and Tenure Timing Eligibility.

(a) — Tenure.

- †. — A tenure-earning faculty member ~~not in the College of Medicine~~ will ~~typically normally~~ begin the tenure application process in the spring preceding the sixth-~~(6<sup>th</sup>)~~ year of continuous service (the 8<sup>th</sup> year of continuous service for faculty in the College of Medicine). Faculty typically will submit their dossier in the fall of the 6<sup>th</sup> year of

continuous service (the 8<sup>th</sup> year of continuous service for faculty in the College of Medicine). However, a faculty member whose employment began in the spring semester may count tenure-earning time beginning with the following academic year. Faculty members with strong records may also choose to apply for tenure prior to their scheduled year. Faculty may also be hired with years of credit toward tenure. The number of years of tenure credit that will count toward the faculty member's eligibility shall be agreed upon at the time of hire and approved by the chair/director, dean and provost representative. ~~arly, that is prior to the sixth year, or to use credit toward tenure given upon hire, unless they have~~ Faculty members may choose to voluntarily rescinded such credit prior to the application year. In certain 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 situations, the tenure clock may be extended with appropriate permission from the provost or provost's representative.~~

### (3b) Criteria

- (a) 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 school, by the candidate's college, and by this regulation.
- (b) Promotion to associate professor. Promotion from assistant to associate professor calls for excellence in instructionteaching and substantial contributions in research and/or creative activities, as well as, appropriate service contributions ~~or other university duties, since appointment to UCF faculty.~~ It is expected the candidate's research and or creative activity scholarly activity have a significant impact, as typicallynormally indicated by national recognition. Productivity and quality both matter in assessing a candidate's contributions to instruction, research and creative activities and service.
- (c) Promotion to professor. Promotion to professor is awarded on the basis of superior achievementdistinction 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~~

- (da) Tenure. Tenure is awarded upon the demonstration of highly competentdistinctive and sustained performance. The conferral of 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 throughout their career.
- (eb) 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. Promotion and tenure decisions represent an

evaluation of the faculty member's potential for the future, and their ability to effectively fulfill their responsibilities as a member of the university community including an appreciation of the commensurate emphasis on academic freedom and academic responsibility.

(fe)

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; instructionteaching; and, service to the public, the discipline, and the university including those professional responsibilities consistent with faculty status. Both productivity and quality of performance are assessed in evaluating a candidate's record.
2. Specific criteria for promotion and tenure are availableon file in each department or schoolunit and college in the university. These criteria include items such as increased skill in teaching, demonstrated effectiveness in facilitating student learning, demonstrated quality and impact of knowledge in research and creative activities, in candidate's discipline, increased recognition as an authority in the field, and potential for continued professional growth. Department/school promotion and tenure criteria shall be developed and/or revised by a committee of tenure earning and tenured faculty elected by all tenure earning and tenured faculty in the department/school. Department or schoolunit specific criteria shall be approved by a majority of the full-time tenured and tenure-earning faculty in the department or schoolunit, the department chair or school directorunit 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 developed and/or revised by a committee of tenure earning and tenured faculty. Tenure earning and tenured faculty from each department/school shall elect a tenure earning or tenured faculty to serve on this college level committee. College 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 impact of 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, evidence of societal impact and awards.
5. The university defines and evaluates instruction broadly. All types of teaching and teaching-related activities shall be considered as instruction, including overseeing theses and dissertations. Demonstrated effectiveness in facilitating student learning is expected. Assessment of instructional excellence and effectivenesscompetency shall include evaluation of all materials provided in the candidate's dossier.
6. Professional Sservice to the candidate's department or unit, college, the university, profession, ~~the greater Orlando area,~~ and the public shall be included as service.

#### (4) General Procedures.

##### (a) Overview.

1. The promotion and tenure process shall be initiated by the faculty member in consultation with the department chair or school director/unit head, and evaluated successively by the department or school/unit promotion and tenure committee, the department chair or school director/unit head, the college promotion and tenure committee, the dean of the college, and if applicable, 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. It is the responsibility of the candidate to ensure that the promotion dossier is accurate, complete, and meets established deadlines for submission.
3. Each spring a schedule of important dates in the promotion and tenure cycle will be posted on the Faculty Excellence website.
4. Recommendations by department chairs or school directors/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.
53. In cases where a faculty member is in an academic unit but strongly affiliated with another unit (e.g. a center, institute, cluster, or other entity), the ~~normal~~ tenure and promotion process will be undertaken through the academic unit to which the faculty member belongs. Upon review of the candidate's materials, written recommendations by all both supervisors shall be provided to the chair/director to include with their review and recommendation 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.
64. Faculty may be hired with tenure when the person has held tenure at another institution of higher education and/or when their/ose record meets departmental/school, college and university expectations for tenure. ~~would entitle them to receive tenure at UCF.~~ Candidates for tenure upon hire must submit ~~an~~ application ~~materials/dossier~~ to the department or school/unit to which they are 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 school and the votes shall be documented/unit. The department chair or school director/unit head shall submit their recommendation, the candidate's ~~materials/dossier~~, and the faculty ~~vote/recommendation~~ to the dean. The dean shall forward ~~their/his or her~~ recommendation, the department or school/unit faculty's recommendation, the candidate's ~~materials/dossier~~, and a completed "Tenure upon Hire" form to Faculty Excellence for provost's review. Tenure shall be awarded upon recommendation by the president and approval by the Board of Trustees.

##### (b) External/Outside review.

1. In consultation with the department chair or school director/unit head, each faculty member being considered for promotion and/or tenure shall prepare ~~the~~ materials to be forwarded to external reviewers by the department chair or

~~school director~~~~unit head~~. These materials will include department or ~~school~~~~unit~~ criteria ~~or guidelines~~, college criteria ~~if they exist~~, this university regulation, a current curriculum vitae, and other research documentation as deemed appropriate ~~by the department or school~~.

2. ~~External~~~~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. ~~Typically~~~~Normally~~, ~~external~~~~outside~~ reviewers will hold the rank of 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 ~~school director~~~~unit head~~ and the department or ~~school~~~~unit~~ promotion and tenure committee shall jointly nominate four ~~(4)~~ ~~external~~~~outside~~ reviewers ~~in ranked order~~; and the faculty member being considered for promotion shall nominate their own four ~~(4)~~ ~~external~~~~outside~~ reviewers ~~in ranked order~~. The candidate will select two ~~(2)~~ reviewers from the department's or ~~school~~~~unit~~'s list and rank the remaining reviewers from the list. The department chair or ~~school director~~~~unit head~~, in consultation with the department or ~~school~~~~unit~~ promotion and tenure committee, shall select two ~~(2)~~ reviewers from the candidate's list and rank the remaining reviewers on the candidate's list. The list of reviewers should include individuals who are able to provide an independent evaluation of the candidate. Therefore, reviewers should not be selected, and should not provide a letter where a potential conflict of interest exists (see (5)(d) below). To expedite the external reviewer process, it may be beneficial for the candidate and department to create secondary lists of potential reviewers should all individuals from the original lists decline. All letters that are received must be included in the dossier and if more than four letters are received, the chair/director should explain the circumstances that led to this result.
4. Only the department chair or ~~school director~~~~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 department chair or ~~school director~~~~unit head~~ for the purpose of ~~providing review materials~~~~submitting or emailing a dossier~~ to the ~~external~~~~outside~~ reviewer. Should any decline, the department chair or ~~school director~~~~unit head~~ shall contact the next ranked ~~reviewer~~~~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 ~~school~~~~unit~~'s list, then the next reviewer on that list would be contacted. If at any time too many potential reviewers on either list have declined so that there will not be enough external letters for the candidate's application, the process outlined above starts over to identify new reviewers to add to the corresponding list. External letters of evaluation must be available to the candidate for review unless they waive their right to view them. Candidates must complete and provide their chair/director documentation of their waiver before external letters are solicited. External reviewers must be notified in the solicitation letter whether the candidate chose to waive their right to review the letter. ~~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.~~

~~5.6. Once the promotion and tenure review process has started, the candidate is not to have any unnecessary contact with the externaloutside reviewers until the requested review letter is received by the university.~~

~~6. (e) Candidate Dossier. A promotion and tenure dossier shall be accompanied by the supporting materials listed and described on the Faculty Excellence website, below:~~

~~1. Copies of department or 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 and annual assignments 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 impact 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 statements 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, or other appropriate university entity shall be considered.~~

~~8. External reviewer's letters and a short summary of the qualifications of each reviewer.~~

~~7.9. 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.~~

~~8.10. Candidates may withdraw the dossier any time before the provost's final recommendation.~~

## **(5) Committee Procedures Applicable to All Promotion and Tenure Committees.**

- (a) Because of the importance of the promotion and tenure process, when the committee meets to consider a candidate's application, all eligible it is expected that all promotion and tenure committee members should be present and each member should have thoroughly reviewed each candidate's dossier. Eligible members are those at or above the rank a candidate is applying to. Those voting on tenure must hold tenure at UCF. will participate fully in the process. Committees will be professional and discriminating in their decision-making process and make recommendations solely based on department or schoolunit and college criteria, this regulation and the materials contained or referenced in the candidate's dossier. The committee's recommendations should focus on evaluating the candidate and explaining the reasons for their recommendation rather than copying information from the candidate's dossier. In cases where the votes are split, the summary of discussion must elaborate on the reason(s) for positive and negative votes. Rationale for all votes, including split votes, shall be explained within

~~the promotion and tenure committees' recommendation.~~ Because evaluative personnel records are being discussed, only committee members may be present for a given meeting. Committee discussions and the materials reviewed must remain confidential and therefore not discussed or shared by committee members outside of the committee meeting(s). The use of recording devices is prohibited during committee meetings and deliberations. Administrative support may be provided to the committee for the purpose of conducting a secret ballot vote.

- (b) Retired faculty may not serve on a promotion and tenure committee at any level. In addition, any faculty member who, because of serious illness or extended absence for work, cannot complete the evaluation process should not serve on a promotion and tenure committee at any level.
- (c) A faculty member may only serve and participate on one ~~promotion and tenure~~ committee and vote once per candidate during the process same cycle ~~—therefore, if a faculty member is serving on a college promotion and tenure committee, then they cannot also serve on a department promotion and tenure committee in that cycle for the same candidate.~~
- (de) Faculty serving on promotion and tenure committees at any level shall not render decisions or participate in review or discussion on any candidate where a conflict of interest exists before the committee where the following apply:
- ~~1. —Where a conflict of interest exists.~~ A conflict of interest is defined as a divergence between an individual's private interests and their employment obligations to the university such that an independent observer may reasonably question whether the individual's actions or decisions are partially or wholly influenced or determined by considerations other than the best interest of the university. Examples include but are not limited to: where the faculty member and the candidate are relatives (see University Policy 3-008.2 for the definition of relative); where the faculty member has an outside financial interest in or with the candidate; where the faculty member has a substantial publication record with the candidate such that the unique contributions of the candidate cannot be determined; where the faculty member supervised the candidate's dissertation, thesis or post-doctoral appointment.
  - ~~2. —When any personal factor(s) might impair the faculty member's objectivity regarding an individual candidate;~~
- (ed) When to identify a conflict of interest. A faculty member serving on a promotion and tenure committee at any level should ~~be able to~~ identify a conflict of interest with regard to a particular candidate prior to the review of the candidate's dossier. Where the faculty member knows there is a conflict of interest with the candidate, it is improper for the faculty member to review the candidate's dossier. There may be circumstances in which a faculty member serving on a promotion and tenure committee may not know in advance of a conflict of interest. I—in such instances, as soon as the conflict of interest is identified, the faculty member must identify the conflict to Faculty Excellence and remove themselves from the process and all discussions and votes pertaining as to that candidate and may not further review the candidate's dossier. If there is a question regarding conflict of interest and committee service, Faculty Excellence can provide assistance.
- (fe) Remote meeting attendance may be utilized at the discretion of the committee chair as long as all members have equitable access to the meetings and a process to ensure the secret ballot polling of members has been established. When remote attendance is used, 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 to record the vote and sign the record of attendance for the ~~missing committee member(s) attending remotely. The use of recording devices is prohibited during committee meetings and deliberations.~~

#### **(6) Committee Procedures at Department, College, and University Levels.**

- (a) Department or ~~school~~unit promotion and tenure committee.
1. A department or ~~school~~unit promotion and tenure committee shall be established to ~~provide promotion and tenure recommendations to the department chair or school director~~function as an advisory group to the department chair or unit head and ~~shall~~ consist of all tenured department or ~~school~~unit faculty at or above the rank being sought by candidates in the department or ~~school~~unit. In instances when a department or ~~school~~unit has fewer than three (3) full-time tenured faculty at the rank required, additional tenured faculty at the rank required must be added from other related disciplines within the college or university. The department chair or ~~school director~~unit head, in consultation with the dean and department or ~~school~~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 ~~school~~unit committee for all candidates seeking promotion and tenure for that cycle, in that department or ~~school~~unit.
  2. Committee members may not serve on ~~or participate in~~ a department or ~~school~~unit promotion and tenure committee if they have been elected to represent the department or ~~school~~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 ~~school director~~unit head in the same college.
  3. The department chair or ~~school director~~unit head shall call the initial meeting to organize ~~and charge~~ 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 ~~eligible~~ committee members, when practicable, but not less than a majority of the committee members or fewer than three persons.
  4. Each department promotion and tenure committee member shall be ~~physically~~ present to vote on the candidate being evaluated ~~and may only vote on dossiers they have personally reviewed, 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 ~~documented~~recorded. ~~A promotion and tenure committee member shall vote only on dossiers that they have personally reviewed and participated in committee discussions about.~~ Each evaluation and recommendation must be accompanied by an ~~assessment of the candidates qualifications for tenure and/or promotion and include an~~ explanation of the promotion and tenure committee's ~~recommendation~~action. ~~Simply restating the numerical vote in the narrative is not sufficient. In the case of any split vote, there must be a written explanation of the split vote. Abstentions are allowed only in cases of conflict of interest.~~

5. In addition to the evaluation and assessment, ~~The~~ promotion and tenure committee chair must also provide ~~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)~~ (i) The results of the secret ballot~~poll~~ of the tenured faculty (for tenure) and tenured faculty at or above the rank (for promotion) ~~a candidate for tenure and promotion~~ for each candidate; and
    - ~~(v) If applicable, a sealed envelope containing the official votes of the promotion and tenure committee regarding promotion and tenure.~~
  6. ~~The department chair or unit head shall transmit~~ the promotion and tenure committee's evaluation and recommendation will be transmitted to the faculty candidate for review and optional response~~potential comment~~.
  7. 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.
  8. After the five (5) days available for the candidate's optional response has passed, the department chair or school director~~unit head~~ ~~within seven (7) calendar days~~ will review the dossier and recommend in favor of or against promotion and tenure, ~~and forward the recommendations and comments to the candidate for review and potential comment.~~
  9. An evaluated candidate may review and, if desired, provide a response to the department chair's or school director~~unit head~~'s evaluation and recommendation within five (5) calendar days after receipt of notice of the department chair's or school director~~unit head~~'s recommendation. Any response will become part of the candidate's dossier.
  10. ~~Following~~ Once the five (5) calendar day period for optional response by the candidate ~~has passed~~, the candidate ~~shall forward their~~ dossier will advance to the college committee.
- (b) College promotion and tenure committee.
1. A college promotion and tenure committee consisting of one (1) tenured faculty member at the rank of professor elected from each department or school shall be established ~~unit shall be established within each college to function as an advisory group to provide promotion and tenure recommendations~~ to the dean; if no tenured professor is available in a department or school~~unit~~, then a tenured associate professor may serve in this role~~be elected~~ but cannot ~~not~~ participate or vote in discussions relating to faculty candidates for the rank of 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, they must review all the candidate dossiers.~~

- ~~23.~~ Department chairs or ~~unit heads~~school directors and ranked deans (e.g. assistant and associate) may not serve on the college promotion and tenure committee.
- ~~34.~~ 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.
- ~~54.~~ College promotion and tenure committee members may not serve two ~~(2)~~ successive terms, except in departments or schools~~units~~ with only one ~~(1)~~ professor eligible to serve.
- ~~65.~~ 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 school~~unit~~, but only for the remainder of the departed person's term.
- ~~76.~~ Faculty members serving on a department or school ~~unit~~ promotion and tenure committee within the same college or the university promotion and tenure committee may not serve on, attend, or participate in discussions with 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. Faculty members serving on the college committee may not attend or participate in department promotion and tenure committee meetings.~~
- ~~87.~~ Colleges with fewer than three ~~(3)~~ departments or ~~or~~ units, schools or ~~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. These S 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.
- ~~98.~~ The college dean shall ensure members of the college promotion and tenure committee are elected at individual department or school~~unit~~ meetings in the spring semester and will initiate and charge the college committee.
- ~~109.~~ College promotion and tenure committee members shall not serve and shall be replaced by an alternate if any of the conflict of interest conditions noted in ~~sections (5)(b) or (5)(c) in~~ this regulation are present.:
- ~~110.~~ 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.
- ~~121.~~ A quorum shall consist of the attendance of all promotion and tenure committee members, when practicable. However, a quorum shall not be less than a majority seventy (70) percent of the college promotion and tenure committee members or fewer than three persons.
- ~~132.~~ The college promotion and tenure committee shall complete an evaluation and recommendation based on department or school~~unit~~ and college criteria for each candidate for promotion and tenure.

143. Each college promotion and tenure committee member shall vote by secret ballot on each case considered, and the result shall be documented/recorded. A ~~P~~Promotion and tenure committee members must be physically present to vote and may only vote on dossiers that they have personally reviewed and participated in committee discussions about. Remote meeting attendance may be utilized at the discretion of the committee chair as long as all members have equitable access to the meeting and a process to ensure the secret ballot polling of members has been established. ~~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~~ When remote attendance is incorporated, voice or video calls are utilized, the chair of the committee shall be delegated signature authority to record the vote and sign the record of attendance for the ~~remote~~ committee member(s) attending remotely.

154. Each evaluation and recommendation should focus on evaluating the candidate and explaining the reasons for their recommendation, rather than copying information from the candidate's dossier. In cases where the votes are split, the summary of discussion must elaborate on the reason(s) for the positive and negative votes~~must be accompanied by an explanation of the promotion and tenure committee's action, including an explanation of split votes. Abstentions are only allowed in cases of conflict of interest.~~

165. In addition to the evaluation and recommendation, ~~T~~he college promotion and tenure committee chair shall transmit the 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~~ A record of the official committee votes;  
(iii) ~~The candidates' dossiers containing all evaluation materials; and~~  
(iv) ~~If applicable, a sealed envelope containing the official votes.~~

176. ~~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. The dossier will be transmitted to the dean for review after the optional response period has ended.

(c)18. Dean Review.

1. ~~Once the five (5) calendar day period for optional response by the candidate has passed, within two (2) weeks,~~ ~~t~~The dean will review the candidate's dossier and recommend in favor of or against the candidate's application for promotion and/or tenure and then ~~transmitsend~~ their recommendations and comments to the candidate for review and optional response~~potential comment~~.

219. 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.

~~320.~~ Once the five (5) calendar day period for optional response by the candidate has passed, the dossier will move forward to the next step. ~~dean shall forward the candidate's dossier to Faculty Excellence.~~

(de) University promotion and tenure committee.

1. The university promotion and tenure committee shall be established to provide promotion and tenure recommendations to the provost. ~~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 is an who are active scholars within their discipline. If a college lacks a tenured professor, the college will not be represented on the university promotion and tenure committee. Department chairs or school directors~~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 annually 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 in that cycle.
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, they 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~~ when any of the conflict of interest conditions noted in sections (5)(b) or (5)(c) of this regulation are present.
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~~; except that those dossiers that have received unanimously positive votes from all prior levels of review shall move directly to the pProvost for review. The pProvost may request review of a dossier by the university promotion and tenure committee prior to the Provost making a final recommendation.
7. 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.
8. ~~Within six (6) weeks, the~~ The university promotion and tenure committee shall complete an evaluation and recommendation for each candidate assigned for review for promotion and tenure. Each university promotion and tenure committee member, unless recused, shall vote on each case considered and the result shall be documented~~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 they have personally reviewed. Remote attendance may be used at the discretion of the committee chair as long as all members have equitable access to the meeting and a process to ensure the secret ballot polling of members has been established~~Voice or video calls may be used~~

~~only at the discretion of the university promotion and committee member chair. The use of recording devices is prohibited during committee meetings and deliberations.~~

9. Each evaluation and recommendation must be accompanied by an explanation of the university promotion and tenure committee's action, including an explanation of positive and negative split votes. ~~Abstentions are allowed only in cases of conflict of interest.~~
10. The university promotion and tenure committee chair shall transmit forward to Faculty Excellence 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~~ The results of the secret ballots for promotion and tenure for each candidate.
  - ~~(iv) A sealed envelope containing the official votes.~~
11. The evaluated candidate will then have ~~Within~~ five (5) calendar days in which to review, and if desired, provide a response to the ~~of receiving the~~ university promotion and tenure committee's recommendations, Faculty Excellence 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 Faculty Excellence.
12. ~~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 their recommendations~~ in favor or against the candidates application for promotion and/or tenure 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.~~

~~(eh)~~ 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 a faculty member is denied promotion and/or tenure, they have the option of using a grievance process to contest the outcome. If an in-unit faculty member is denied promotion and or tenure, they have the option of using must follow the grievance procedure that is outlined within in the current collective

bargaining agreement and non-unit faculty must follow the grievance procedure in Regulation UCF-3.036.

*Authority: BOG Regulation 1.001. History–New 7-9-14. Amended 1-5-15, 7-5-16, 5-16-19. \_\_\_\_\_-24.*