

UCF-3.0177 Promotion of Non-tenure-earning Instructional Designers and 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 Instructional Designers and Assistant Librarians are typically eligible to apply for promotion to Associate Instructional Designer or Associate Librarians following their 5th year of fulltime service.
- (d) Associate Instructional Designers and Associate Librarians are typically eligible to apply for promotion to Senior Instructional Designer and University Librarian following 5 years of full-time employment at the rank of Associate Instructional Designer or Associate 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) Definitions.

- (a) “Unit” shall mean the Center for Distributed Learning or the University Libraries, as appropriate.
- (b) “Unit head” shall mean the Director of the Instructional Design team or the Associate Dean of the University Libraries, as appropriate.
- (c) “Division head” shall mean the Vice Provost for Digital Learning or the Dean of University Libraries, as appropriate.

(3) 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 Instructional Designer and from Assistant to Associate Librarian calls for excellence in instructional design or librarianship, scholarship, and appropriate and effective service since appointment to UCF faculty.
- (c) Promotion to Senior Instructional Designer and 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 Instructional Designer or Associate Librarian, are necessary for the achievement of the rank of Senior Instructional Designer or University Librarian.
- (d) Prior years of service at other institutions as an instructional designer, librarian, or equivalent, or time in service as a visiting instructional designer or visiting librarian at UCF may be credited towards time in rank for promotion. However, if credit toward service is established, three (3) years of regular full-time service as an instructional designer or librarian must be obtained at UCF.

- (e) If an Associate Instructional Designer or Associate Librarian applies for promotion to Senior Instructional Designer or University Librarian and is denied, they must wait until the second year following the denial to apply again.

(4) Criteria.

- (a) UCF places substantial emphasis on sustained excellence in, national recognition of, and substantial impact of scholarship, the profession of instructional design or librarianship, and academic support services. Consideration shall be given to all evidence related to instructional design or librarianship, scholarship, and service contained or explained in the candidate's dossier including, but not limited to, academic support services, publications, grants, contracts, exhibits, scholarly presentations, and awards.
- (b) Service to the candidate's department or unit, college, the university, profession, the community, and the public shall be considered.

(5) Unit Promotion Criteria.

- (a) Promotion criteria shall take into account the mission and needs of the university and specifically address scholarship, the profession of instructional design or librarianship, and instructional design or 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 or librarianship, quality and impact of research, 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.

(6) Procedures.

- (a) Overview.
 - 1. Instructional designers and 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. An instructional designer or 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 at each level of review 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.
- (b) 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. Current curriculum vitae;
 3. The employee's annual performance evaluations for the last five (5) years;
 4. An overall summary statement addressing impact, and individual summary statements written by the candidate describing their instructional design or librarianship, scholarship, and service; and other university duties, if applicable.
 5. Materials supporting candidate's summary statements, particularly in scholarship and activity supporting faculty in instructional development or librarianship.
 6. 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.
 7. Candidates may withdraw the dossier any time before the provost's final recommendation.
- (c) 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 committee 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.
- (d) 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.
- (e) 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.
- (f) 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.
- (g) 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.

Authority: BOG Regulation 1.001. History-New 3-22-18, 4-16-25.