

### **UCF-3.0176 Promotion of Instructors and Lecturers**

(1) **Policy.** The University of Central Florida (UCF) adheres to the provisions of any applicable collective bargaining agreement, regulations, policies, and procedures regarding the promotion procedures of faculty. There shall be sufficient disciplinary flexibility in interpretation of the standards for promotion so that individuals may have a reasonable expectation of fulfilling the requirements.

(2) **Eligibility.** Instructors and lecturers at any rank are non-tenure-earning faculty appointments. To be eligible for promotion, faculty must hold a full-time, non-visiting, non-adjunct appointment at the time of application.

- (a) Instructors and lecturers are eligible to apply for promotion to associate instructor/lecturer following their 5th year of full-time service - that is, the beginning of their 6th year of full-time service at the instructor/lecturer rank.
- (b) Associate instructors/lecturers are eligible to apply for promotion to senior instructor/lecturer following their 5th year of full-time service - that is, the beginning of their 6th year of full-time service at the associate instructor/lecturer rank.
- (c) Faculty funded by contracts or grants or other soft money sources are eligible for promotion in rank/title like all other faculty. However, any compensation that may accompany promotion must be permitted by the terms of the grant or contract, the rules of the funding agency, and/or if adequate funds are available.
- (d) Service Credit. Prior years of service in previous employment or as time served in a visiting faculty title, but not an adjunct title, at UCF may count as years of credit toward promotion eligibility if credit is appropriately established. For faculty hired prior to and including August 8, 2026, credit for service toward promotion must be established through documented justification and approval from the chair/director/unit leader ("Chair"), dean, and provost or provost's delegate. For faculty hired after August 8, 2026, credit for service toward promotion must be established at the time of hire in the written offer letter. Even if service credit is established, a minimum of three years of full-time service in a non-visiting, non-adjunct faculty appointment at current rank must be completed at UCF prior to applying for promotion. Service credit, if established, may only be applied once per faculty member. If service credit is not established, Sections (2)(a) or (2)(b) shall constitute the minimum time requirements for promotion eligibility.
- (e) Upon written approval from the department chair or school director, dean, and provost or designee, instructors or lecturers may apply for promotion prior to their minimally eligible year. Applying for promotion early may only be done once per rank per faculty member. The final decision communicated by the provost regarding promotion status is inconsequential to employment at UCF, but faculty who do not achieve promotion are not permitted to reapply in the next consecutive promotion cycle.

### **(3) Instructor/Lecturer Definitions.**

- (a) Instructor - Instructors are responsible for teaching, service, and related activities. In some instances, instructors may be responsible for research and academic advising. Instructors are non-tenure-earning employees who do not possess a terminal degree. They may be qualified to fulfill their role based on one or more non-terminal degree(s) from an accredited institution that is appropriate to their assignment and/or professional experience in the field.
- (b) Lecturer - Lecturers are responsible for teaching, service, and related activities. In some instances, lecturers may be responsible for research and academic advising. Lecturers are non-tenure-earning employees who possess a terminal degree from an accredited

institution in a field appropriate to higher education or equivalent qualifications based on professional experience.

(4) **Ranks.** Ranks for Instructor and Lecturer positions, respectively, are:

- (a) Instructor, associate instructor, and senior instructor; and
- (b) Lecturer, associate lecturer, and senior lecturer.

(5) **Instructor/Lecturer Promotion Criteria.**

- (a) Promotion to Senior Instructor/Lecturer is based on the same criteria as promotion to Associate Instructor/Lecturer. It carries an additional expectation of leadership at the university and in the profession, e.g. program director, advisor.
- (b) Department/School/Unit (“Department”) criteria. Departments may supplement any college criteria with departmental specific requirements. Department criteria shall be reviewed and voted upon by the full-time instructors (at all ranks) and lecturers (at all ranks) and tenured and tenure-earning faculty in the Department, the department chair/school director/unit head (“Chair”), and approved by the dean, and the provost or designee.
- (c) College criteria. Colleges may supplement the university criteria outlined in this document with college specific requirements. College criteria must be reviewed and voted upon by the full-time instructors (at all ranks) and lecturers (at all ranks) and tenured and tenure-earning faculty in the college, and approved by the dean, and the provost or designee.
- (d) University criteria. Promotion to Associate Instructor/Lecturer - requires a consistent record of excellence in assigned duties. Evidence of excellence may include departmental annual evaluations of teaching, student evaluations of teaching, peer evaluations of teaching, teaching awards, examples of successful student learning outcomes, using pedagogies appropriate to support student learning, and demonstration of leadership and rigor in teaching. Additionally, evidence of service contributions (e.g., departmental, college, university, or professional) should be included in the promotion application. Evidence related to performance of other assigned duties (e.g., academic advising, research, or administrative) should be included in the promotion application as applicable.

(6) **Promotion Overview.**

- (a) Instructors and lecturers are not required to apply for promotion.
- (b) An instructor/lecturer considering promotion or a chair or unit head may request a meeting in early spring prior to the next application cycle to discuss candidacy. The Chair shall provide a thorough and objective assessment of the instructor’s/lecturer’s readiness for promotion.
- (c) Instructors/Lecturers who apply for and do not achieve promotion are not permitted to reapply in the next consecutive promotion cycle. Years of service earned toward eligibility for promotion to the next rank shall not be affected by a change in title from instructor to lecturer.
- (d) The dean of the college will initiate recommendations for promotion of Chairs, assistant deans, and persons occupying similar positions.

(7) **Dossier Instructions.** An instructor/lecturer who decides to pursue promotion must submit a completed online dossier for the period under consideration in the promotion system by the published deadline. This process will be initiated by the faculty member in consultation with the Chair. It is the responsibility of the candidate to ensure that their dossier is accurate, complete, and meets established deadlines for submission. Verification of publications and external funding

shall be provided by the faculty candidate and signed off on by the Chair. The candidate's dossier shall include the supporting materials listed and described.

- (a) Dossier additions may be made by the candidate at any time prior to the recommendation step of the provost or the provost's designee.
- (b) Candidates may withdraw the dossier at any time prior to the provost's final action on the dossier by requesting this action in writing to the administrative level where the dossier resides at the time of the request.

**(8) Committee Procedures.** Applicable to all promotion committees. The evaluation format for the recommendations completed by the department/school/unit ("Department") committee, department chair/school director/unit head ("Chair"), college committee, and dean will be provided. Candidates will be evaluated successively by the Department committee, the Chair, the college committee, the dean of the college (or equivalent), and the provost or the provost's designee. Materials added or alterations made to the dossier by anyone other than the candidate shall be initialed, dated, and shared with the candidate, who must be given five calendar days from time of receipt to respond to the entry before the dossier moves forward.

- (a) All committee members will be professional in their decision-making and will make their review based on consideration of the facts and supportive evidence contained in the candidate's dossier. 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) Committees must include a minimum of three (3) qualified faculty members. In cases when there are fewer than three (3) eligible faculty available at the rank required from within the department/school/unit or college, appropriate faculty member(s) from outside the department/school/unit or college may be identified to serve. The administrator responsible for identifying committee members to serve should not be involved in the review process (i.e., assistant/associate dean or similar role). Once the committee is determined, the same committee members must serve on that promotion committee for all candidates seeking promotion for that cycle in that department/school/unit or college.
- (c) A quorum shall consist of the attendance of all committee members, when practicable, but not less than the majority of the committee members or fewer than three (3) persons. Should an alternate committee member be needed, they shall be elected or appointed following the normal committee eligibility and selection procedures. The administrator responsible for identifying any appointed committee members to serve should not be involved in the review process (i.e., assistant/associate dean or similar role).
- (d) A written evaluation and recommendation of the candidate by the appropriate faculty shall be completed for each faculty member reviewed. Each committee member shall vote on each case considered, with the exception of those determined to have a conflict of interest or personal factors that may lead to lack of objectivity, and the result shall be recorded. A committee member shall be present to vote on the candidate being evaluated and may only vote on dossiers they have personally reviewed. The vote shall occur after committee discussion. Committee recommendations for promotion must be complete, concise, and include explanations for the recommendation based on evidence contained or explained in

the candidate's dossier. Rationales for all votes, particularly for split votes, shall be provided along with the recommendations.

- (e) Committee chairs shall be a member of the committee elected by majority vote of its members and shall call the committee into session to transact such business as required. Committee chairs are responsible for providing clear rationales for recommendations made by the committees. Abstentions are not permitted.
- (f) Conflicts of Interest. Faculty serving on promotion committees at any level shall not render decisions or participate in review or discussion on any candidate 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 when the committee member and the candidate are relatives (see University Policy 3-008.2 for the definition of relative); when the committee member has an outside financial interest in or with the candidate; when the committee member has a substantial publication record with the candidate such that the unique contributions of the candidate cannot be determined.
- (g) Notification of a conflict of interest. A faculty member serving on a promotion committee at any level should 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 committee may not know in advance of a conflict of interest. In such instances, as soon as the conflict of interest is identified, the faculty member must identify the conflict and remove themselves from the process and all discussions and votes pertaining to that candidate and may not further review the candidate's dossier.
- (h) 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. The chair of the committee shall be delegated authority to record the vote and submit the record of attendance for the committee members.
- (i) For faculty located in research centers or institutes within the Office of Research, here and below, "college" is taken to be the Office of Research, "department" is to be the research center, "dean" is to be the Vice President of Research, and "Chair" is to be the center director.

**(9) Department/School/Unit ("Department") promotion procedures.**

- (a) A department promotion committee shall be established within each academic department/school/unit to function as an advisory group to the Chair. The committee shall review the promotion dossiers of faculty candidates under consideration and provide promotion recommendations to the Chair.
- (b) Faculty members serving on the college promotion committee, the Chair, and the evaluating dean may not serve on the department promotion committee, attend meetings, participate in committee discussions related to candidates, or vote on candidate dossiers.
- (c) When possible, all full-time associate- and senior-level instructors and/or lecturers shall make recommendations regarding promotion to associate instructor and/or

associate lecturer. All full-time senior-level instructors and/or lecturers shall make recommendations regarding promotion to senior instructor and/or senior lecturer. If there are fewer than three (3) eligible instructor/lecturer faculty available to serve on the committee, the unit may elect a tenured faculty member, at or above the rank being sought by the candidate, to serve.

- (d) The department promotion committee chair shall forward the record of attendance, the record of the vote, the committee's written evaluation and recommendation, and promotion dossier to the Chair.
- (e) Within five calendar days, the faculty candidate shall be notified of the committee's evaluation and recommendation.
- (f) Candidates may review and, if desired, provide written comments related to the committee's evaluation and recommendation within five calendar days after receipt of the committee's report. Any response will become part of the candidate's dossier.

**(10) Department Chair/School Director/Unit Head ("Chair") Review.**

- (a) Once the review period for candidate's optional response has passed, the Chair reviews the dossier to recommend in favor of or against promotion, and forwards the recommendation and comments to the candidate for review and potential comment.
- (b) Candidates may review and, if desired, provide written comments related to the Chair's evaluation and recommendation within five calendar days after receipt of notice of the Chair's evaluation and recommendation. Any response will become part of the candidate's dossier.
- (c) Once the review period for candidate's optional response to the Chair's recommendation has passed, the dossier is forwarded to the college instructor/lecturer promotion committee for review and recommendation.

**(11) College Committee Composition.**

- (a) A college promotion committee shall be established within each academic college or equivalent unit to function as an advisory group to the dean or equivalent VP. The college promotion committee shall review the promotion dossiers of faculty candidates under consideration and provide promotion recommendations to the dean or equivalent VP.
- (b) Faculty members serving on the department promotion committee, department chairs, school directors or unit heads, ranked deans (e.g. assistant deans and associate deans), and the dean may not serve on the college promotion committee, attend meetings, participate in discussions, or vote anywhere other than their designated committee.
- (c) Each department/school/unit may elect one representative to serve on the college promotion committee. A college with fewer than three departments/schools/units shall elect a minimum of three eligible faculty to serve as the college promotion committee. Committee members shall be senior-level instructor or lecturers, when possible. If no eligible senior-level instructor or lecturer is available to serve, the unit may elect an associate-level instructor or lecturer, or a tenured associate professor or professor to serve. A representative who is an associate-level faculty member shall not vote on candidates seeking promotion to senior-level instructor or lecturer.
- (d) The college promotion committee chair shall be a member of the committee elected by majority vote of its members and shall call the committee into session to transact such business as required.

(12) **College promotion committee procedures.**

- (a) An evaluation and recommendation of the candidate by the college promotion committee shall be completed for each faculty member reviewed. Each committee member shall vote on each case considered, with exception of those determined to have a conflict of interest, and the results shall be recorded. Each evaluation and recommendation must be accompanied by an explanation for all votes, including split votes.
- (b) The committee chair shall forward a copy of the record of attendance, the record of the vote, the committee's written evaluation and recommendation, and the promotion dossier to the dean.
- (c) Within five calendar days, the faculty candidate shall be notified of the committee's evaluation and recommendation. Evaluated candidates choosing to provide comments on the committee's evaluation and recommendation may do so in writing within five calendar days after receipt of notice of the committee's decision and this response shall become part of the candidate's dossier.
- (d) The dossier will be transmitted to the dean for review after the optional response period has ended.

(13) **Dean Review.**

- (a) Once the review period for candidate's optional response has passed, the college dean reviews the dossier to recommend in favor or against promotion and forwards the recommendations and comments to the candidate for review and potential comment.
- (b) Candidates may review and, if desired, provide a response to the college dean's evaluation and recommendation within five calendar days after receipt of notice of the college dean's evaluation and recommendation. Any response will become part of the candidate's promotion dossier.
- (c) Once the review period for candidate's optional response to the college dean's recommendation has passed, the dossier is forwarded to the provost or provost's designee for review and recommendation.

(14) **Provost or Designee Review.** The provost or designee will review the candidate's dossier and make their recommendations regarding the application for promotion. Dossiers of all candidates whose applications are not withdrawn in writing before reaching the stage of final review will be reviewed at this level.

(15) **Promotion Decision and Notification.** Final decisions will be rendered in writing. Promotions become effective at the beginning of the succeeding academic year.

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