

### **UCF-3.0177 Promotion of Instructional Designers and Librarians**

(1) **Policy.** The University of Central Florida (UCF) adheres to the provisions of any applicable collective bargaining agreement regarding promotion procedures. 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.** Instructional Designers and Librarians are non-tenure-earning faculty appointments. To be eligible for promotion, Instructional Designers/Librarians must hold a full-time, non-visiting, non-adjunct faculty appointment at the time of application.

- (a) Assistant Instructional Designers and Assistant Librarians are eligible to apply for promotion to Associate Instructional Designer or Associate Librarians following their 5th year of full-time service - that is, the beginning of their 6<sup>th</sup> year of full-time service at the Assistant Instructional Designer or Assistant Librarian rank.
- (b) Associate Instructional Designers and Associate Librarians are eligible to apply for promotion to Senior Instructional Designer or University Librarian following their 5th year of full-time service - that is, the beginning of their 6<sup>th</sup> year of full-time service at the Associate Instructional Designer or Associate Librarian 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, instructional designers and librarians 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) **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.

**(4) Promotion Overview.**

- (a) Instructional designers and librarians are not required to apply for promotion.
- (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) An Associate Instructional Designer or Associate Librarian who applies for but does not achieve promotion is not permitted to reapply in the next consecutive promotion cycle.

**(5) Promotion 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.
- (c) 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.
- (d) Any division- or unit-specific criteria for promotion are to be available 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.
- (e) A subcommittee elected by the full-time faculty may be established to formulate initial criteria on which the unit faculty can review and vote upon.
- (f) Any division- or unit-specific criteria shall be reviewed and voted upon by the full-time faculty in the unit, the unit head, and approved by the division head, and the provost or designee.

**(6) Dossier Instructions.** Candidates who decide 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 Unit Head. 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 Unit Head. 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.
- (c) 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.

(7) **Committee Evaluation Procedures.** 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 levels of review will utilize the approved evaluation format for recommendations to be completed. The final decision of promotion rests with the provost or designee(s). 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. Department chairs, unit heads, division heads, ranked deans (e.g., assistant deans and associate deans) and the dean may not serve on promotion committees, participate in discussions, or vote on candidate dossiers.

- (a) All committee members will be professional in their decision-making and will make its 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 unit, appropriate faculty member(s) from outside the unit may be identified to serve. When necessary, the administrator responsible for identifying committee members to serve should not be involved in the review process (i.e., 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 unit.
- (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 selected following the normal committee eligibility and selection procedures. When necessary, the administrator responsible for identifying committee members to serve should not be involved in the review process (i.e., division head 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 signature authority to record the vote and sign the record of attendance for the member(s) attending remotely.

**(8) Unit Promotion Committee.**

- (a) 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 eligible faculty, 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. Because of the importance of the promotion process, it is expected that all promotion committee members will participate fully in the process.
- (b) The unit head shall call the initial meeting to charge 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. 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.
- (c) 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 recommendation. 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.

- (d) The unit 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 unit head.
- (e) Within five (5) calendar days, the faculty candidate shall be notified of the committee's written evaluation and recommendation. Candidates may review and, if desired, provide a response within five (5) calendar days. Any response will become part of the candidate's dossier.

**(9) Unit Head Review.**

- (a) Once the review period 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.
- (b) Candidates may review and, if desired, provide a response to the unit head's evaluation and recommendation within five (5) calendar days after receipt of notice of the unit head's recommendation. Any response will become part of the candidate's dossier. Once the review period for optional response by the candidate has passed, the dossier is forwarded to the division head for review and recommendation.

**(10) Division Head Review.**

- (a) Once the review period for the candidate's optional response has passed, the division head will recommend in favor of or against promotion, and forward the recommendations and comments to the candidate for review and potential comment.
- (b) Candidates may review and, if desired, provide a response to the division head's evaluation and recommendation within five (5) calendar days after receipt of notice of the division head's recommendation. Any response will become part of the candidate's dossier.
- (c) Once the review period for optional response by the candidate has passed, the dossier is forwarded to the provost or provost's designee for review and recommendation.

**(11) Provost or Designee Review.** The provost or provost's 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.

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

*Authority: BOG Regulation 1.001. History-New 3-22-18, 4-17-25, 6-10-26.*