

NOTICE OF PROPOSED REGULATION AMENDMENT

Date: August 19, 2005

REGULATION TITLE:
Promotion of Faculty

REGULATION NO.:
6C7-3.017

SUMMARY OF REGULATION AMENDMENT: This regulation is amended to reflect changes in procedure that were discussed with the faculty union in collective bargaining. The most significant changes in this regulation are to the composition of committees considering promotion and tenure applications (for example, only full professors, where available, can serve on the college committees, and the department committee will be a committee of the whole). Promotion from instructor to assistant professor is no longer available; the number of outside reviewers is changed from *four* to *at least four*; and the requirement is added that the application file submitted by a faculty candidate must include all annual evaluations and all progress evaluations, including progress evaluations prepared by the dean.

AUTHORITY: BOG Resolution dated January 7, 2003

NAME OF PERSON WHO INITIATED PROPOSED REGULATION AMENDMENT:

Lin Huff-Corzine, Assistant Vice President for Academic Affairs

COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. The comments must identify the regulation you are commenting on.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS:

Regulations Administrator
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FULL TEXT OF THE PROPOSED REGULATION AMENDMENT:

6C7-3.017 Promotion of Faculty.

(1) Policy.

(a) University of Central Florida adheres to the regulations of the Board of Governors governing promotion (Rule 6C-5.935, F.A.C.).

(b) There ~~shall~~ ~~should~~ be sufficient discipline flexibility in interpretation of the standards for promotion so that individuals may have a reasonable expectation of fulfilling the requirements.

(c) A faculty member ~~shall~~ ~~should~~ normally be recommended for promotion to associate professor prior to or at the same time that tenure is recommended. To save time for both faculty member and committees, the

necessary papers for both will go forward simultaneously. It is recommended that the vote for promotion precede the vote on tenure at department or unit, college, and university levels.

(2) Nomination Eligibility.

~~(a) Promotion to assistant professor. The candidate is expected to have demonstrated his/her competency in the area of teaching. Except in unusual cases, the individual should hold the doctorate or terminal degree in his/her field of specialization.~~

~~(ab) Promotion to associate professor. Promotion from assistant to associate professor calls for substantial contributions in teaching and research, as well as acceptable service contributions or other university duties. The record must demonstrate profession accomplishment beyond the doctoral or terminal degree level of the specific discipline.~~

~~1. The rank of associate professor signifies significant accomplishment in scholarship, teaching, and service worthy of status as a member of the senior faculty.~~

~~2. Promotion from assistant to associate professor calls for substantial contributions in teaching, scholarship, as well as acceptable service contributions or other university duties. The record must demonstrate professional accomplishment beyond the doctoral or terminal degree level of the specific discipline. Contributions must be substantive, although the quality of the contributions or the length of time over which the contributions have been accumulated may be less than that required for the rank of professor.~~

~~(be) Promotion to professor. The rank of professor reflects not only an individual's contributions within the institution, but also denotes a status and level of significant achievement among one's disciplinary peers on a national or international level. The standards in each of the colleges call for distinction in scholarship or teaching with substantial accomplishments in service or other university duties. Substantial contributions of a continuing nature in each of the areas, beyond that expected of an associate professor, are necessary components for the achievement of the rank of professor.~~

~~(c) Criteria for promotion to all faculty ranks shall also consider service to public schools. Service to public schools shall be included under service or research/creative activities, as appropriate. Judgments pertaining to the decision to promote a faculty member being nominated shall include the faculty member's activities involving public schools under the following circumstances:~~

~~1. The faculty member has been assigned such activities and has been given a reasonable opportunity to perform such activities, or~~

2. The faculty member requests that such activities be included.

(3) Procedures for Recommending Faculty Members for Promotion.

(a) Recommendations for promotion will be initiated by the department chair or unit head and evaluated successively by the department's or unit's tenured professors, the department chair or unit head, the college promotion and tenure committee, the dean of the college, the university promotion and tenure committee, the provost vice president for academic affairs, and the president. The dean of the college will initiate recommendations for promotion of department chairs or unit heads, assistant deans, and persons occupying similar positions.

(b) Recommendations by department chairs or unit heads, and deans, and all committees should be brief, and cite reasons for their recommendations.

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

1. The department chair or unit head and the department promotion and tenure committee shall jointly nominate select a panel of an even number of at least four outside reviewers; and the faculty member being considered for promotion shall nominate a panel of an even number of at least four outside reviewers. The final panel of outside reviewers shall consist of an even number of at least four persons: half two selected by the faculty candidate from the panel proposed by the department chair or unit head and promotion and tenure committee, and half two selected by the department chair or unit head and the promotion and tenure committee from the panel proposed by the faculty candidate. When a department chair or unit head is under consideration for promotion, his/her dean shall appoint a person to participate in the promotion process in the role of the chair's supervisor.

~~2. Outside reviews shall be required for all promotion candidates except that promotion from instructor to assistant professor does not require outside review.~~

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

34. In all instances, a standard letter provided by the Office of Academic Affairs shall be used by the department chair or unit head for the purpose of submitting a file to the ~~for~~ outside reviewers. When a department

chair or unit head is a candidate, his/her immediate supervisor shall handle the letters and application file distributions.

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

(d) When complete, ~~The~~ recommendations for promotion will be accompanied by the supporting materials as listed below:

1. A nomination format that ~~which~~ will be provided by the Office of Academic Affairs.

2. ~~A~~ Summary evaluations completed by the department chair or unit head and the dean in a format to be provided by the Office of Academic Affairs.

3. The employee's annual performance evaluations for the period under consideration and all cumulative progress evaluations completed by the department or unit tenured faculty, the department chair or unit head, and the dean, where applicable, in formats to be provided by the Office of Academic Affairs. ~~An evaluation of the faculty (candidate) by faculty in a format to be provided by the Office of Academic Affairs. These evaluations will be made by committees at department, college, and university levels, in accordance with the following procedures.~~

4. An evaluation and recommendation by the department or unit tenured faculty ranked at or above the level sought, where available, in a format to be provided by the Office of Academic Affairs. Evaluations and recommendations will also be made by college and university committees, in accordance with the following procedures.

(e) Department promotion and tenure committee:

1. A department promotion and tenure committee shall be established within each academic department to function as an advisory group to the department chair or unit head. This committee shall consist of all tenured department or unit faculty ranked at or above the level sought by the candidate, where available. If a department or unit has fewer than three (3) tenured faculty, departments or units (normally within the respective college) can be merged for the purpose of evaluating and voting on the candidate's file. ~~This committee shall normally not exceed five persons elected by majority vote of the tenured and tenure earning members of the department. Membership shall be elected from either all tenured and tenure earning members of the department or only the tenured members (as determined prior to the election process). College promotion and tenure committee members are not eligible for service on a department promotion and tenure committee.~~ If a faculty member is a candidate for promotion and/or

tenure, that individual shall not be eligible to serve on the committee. Department promotion and tenure committee members must remove themselves from voting and be replaced by an alternate in the following cases:

- a. Where there is a conflict of interest, or
- b. ~~If the promotion and tenure committee member is non-tenured and is voting on an applicant who serves in an administrative capacity over that voting member, and~~
- e. If in their judgment, personal factors might impair their objectivity regarding an individual applicant.

2. The 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. The committee shall, at the request of the department chair or unit head, review the evaluation folders of faculty under consideration for a change of status. The department or unit may designate, with approval of the provost ~~vice president for academic affairs~~, criteria for evaluation in addition to those in subsection (2), above. ~~6C7-3.017(2), F.A.C.~~ Additional criteria must be approved by a majority of the tenured regular-full-time faculty members of the department or unit, the department chair or unit head, and the dean. If a department or unit has fewer than three (3) tenured faculty, departments or units (normally within the respective college) can be merged. The committee will be professional and discriminating in its decision making and will make its review based on consideration of facts and supportive evidence contained in the candidate's application file ~~evaluation folder~~.

3. An evaluation and recommendation of the ~~faculty (candidate)~~ by the appropriate faculty shall be completed for each faculty member evaluated. Each committee member shall vote on each case considered, and the result shall be recorded. Each evaluation and recommendation must be accompanied by an explanation of the committee's action.

4. The committee chair shall forward to the department chair or unit head the following:
 - a. A copy of the record of attendance, and the committee's evaluation and recommendation; and promotion application file; and
 - b. The promotion application file. ~~A copy of each faculty evaluation of faculty (candidate), and~~
 - ~~c. The evaluation file.~~

The committee shall also designate one of its members to orally report the basis for the committee recommendation to the department chair or unit head and to the college promotion and tenure committee, if requested by either.

5. The department chair or unit head shall, within five calendar days, notify the faculty candidate of the committee's evaluation and recommendation.

6. Evaluated faculty members may review the committee's evaluation and recommendation. Evaluated candidates choosing to provide comments on ~~rebut~~ 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 ~~rebuttal~~ shall be placed in the candidate's evaluation file.

(f) College promotion and tenure committee:

1. A college promotion and tenure committee consisting of one tenured faculty member at the rank of professor, where available, from each department or unit shall be established within each college to function as an advisory group to the dean. Each committee member shall serve a term of two academic years. Terms shall be staggered to provide for continuity and uniformity of committee action. Committee members are not allowed to serve two successive terms, except in departments or units with only one eligible professor.~~shall be established within each college to function as an advisory group to the dean. The size of this committee, for the purpose of evaluation of faculty, shall be determined by a vote of the majority of faculty members in the college. In no case shall there be less than five members nor more than the number of departments in the college, plus two who will be "at large" representatives. Every department consisting of more than two members shall have at least one representative unless a majority of the members of the department vote to decline to be represented. Each committee member shall serve a term of two academic years. Terms shall be staggered to provide for continuity and uniformity of committee action. Committee members are not allowed to serve two successive terms.~~

2. ~~The number of committee members shall be the quantity determined in subparagraph 1. above plus one (elected) alternate member.~~

~~3. Each department or unit shall elect a representative to the college promotion and tenure committee. Small units (i.e. those with fewer than three tenured faculty members) shall elect a representative to the college promotion and tenure committee only when a member of the respective unit is applying for promotion and/or tenure, contingent upon approval from the appropriate dean. Representatives shall be tenured professors (where available) elected by majority vote of tenured and tenure-earning faculty of the department or unit. Exempted from service on college promotion and tenure committees are faculty not eligible because of prior service and faculty who are candidates for promotion and/or tenure. "At large" representatives of the college, shall be elected by the faculty of the college. Representatives shall be tenured faculty members elected by majority vote of tenured and tenure-earning faculty of the department (or the college for "at large" representatives). If a department does not have tenured faculty, then the departmental representative will be elected from the tenure-earning faculty of the department.~~

~~Exempted from service on college promotion and tenure committees are faculty not eligible because of prior service (see subparagraph 1. above), faculty who are candidates for promotion and/or tenure, and those who are members of either department or university promotion and tenure committees. Deans and department chairs are not eligible to serve on college promotion and tenure committees.~~

~~34. Members of the college promotion and tenure committee shall be elected at department or unit (or college, for “at large” members) meetings in the spring semester ~~April~~. The dean of the college shall serve as the election official. College promotion and tenure committee members must remove themselves from voting and be replaced by an alternate in the following cases:~~

- ~~a. Where there is a conflict of interest, or and~~
- ~~b. If in their judgment personal factors might impair their objectivity regarding an individual applicant.~~

~~45. No more than two members may be elected from one department.~~

~~6. Nominations for “at large” members shall be restricted to tenured members of the college, and shall be from the floor at the April meeting of the tenured and tenure-earning college faculty. Selection of members shall be by secret ballot and at least by a simple majority of those voting. In the event no nominee receives a majority of the votes cast, a runoff election shall be held among the fewest number of nominees for that particular committee seat whose total vote accumulates to be fifty percent or more of the votes cast. Election results are to be reported by the college dean to:~~

- ~~a. The college faculty,~~
- ~~b. The department chairs, and~~
- ~~c. The vice president for academic affairs.~~

~~7. The committee chair shall be a member of the committee elected by a majority vote of its members, and shall call the committee into session to transact such business as required. Except for the College of Arts & Sciences, a quorum shall consist of the attendance of all regular committee members. Attendance by eighty percent of the committee members representing the College of Arts & Sciences will constitute a quorum. In case of serious or prolonged illness, an ~~the~~ alternate member will serve.~~

~~58. The committee shall, at the request of the dean, review those credentials submitted by the department chairs or unit heads for consideration of faculty change of status. The college may designate, with approval of the provost ~~vice president for academic affairs~~, as provided for by the then-current c Collective b Bargaining~~

~~a~~Agreement, additional criteria for evaluation at the college-wide level in addition to those in applicable regulations ~~rules~~. Such additional criteria must be approved by a majority of the tenured regular full-time faculty members of the college and its dean. The committee will be professional and discriminating in its decision making and will make its review based on consideration of the facts and supporting evidence contained in the application file, including the evaluations and recommendations in the file, ~~evaluation folder as well as the written and verbal reports of the department promotion and tenure committee, and the recommendation of the department chair.~~

~~69.~~ There shall be a faculty ~~an~~ evaluation and recommendation completed of the faculty (candidate) by faculty shall be completed for each candidate ~~faculty member evaluated~~. Each committee member shall vote on each case considered, and the result shall be recorded. Each evaluation and recommendation must be accompanied by an explanation of the committee's action. Evaluations and recommendations shall not be an order ranking.

~~740.~~ The committee chair shall forward to the dean the following:

a. A copy of the record of attendance; and the committee's evaluation and recommendation; and

b. The promotion application file. ~~A copy of each faculty evaluation of faculty (candidate), and~~

~~c. The evaluation file.~~

~~844.~~ The dean shall, within five calendar days, notify the evaluated faculty candidate and advise that they may review their evaluation and recommendation of the college promotion and tenure committee. Evaluated candidates ~~members~~ choosing to provide comments on ~~rebut~~ 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/rebuttal shall be placed in the candidate's ~~member's application~~ evaluation file.

(g) University promotion and tenure committee:

1. The university promotion and tenure committee shall be established to function as an advisory group to the provost ~~vice president for academic affairs~~. The university promotion and tenure committee is a reporting committee of the Faculty Senate. It shall consist of ~~six~~ tenured faculty members who hold the rank of professor and who are active scholars within their particular fields. Committee members shall be elected by the tenured and tenure-earning faculty in each college for staggered two-year terms, ~~who hold the rank of professor, and are active scholars within their particular fields~~. Each college shall have one member except for the College of Arts and Sciences, which shall have two. If no faculty at the rank of professor are available from a particular college, a faculty member holding the rank of associate professor may serve as the college's representative(s). The committee chair is elected by the committee. No member of the committee may be a member of a college promotion and tenure

committee. Vacancies are filled during the term in which they occur from the area of the vacating member for the remainder of that person's term. ~~The committee shall submit all policy concerns regarding promotion and tenure to the chair of the Faculty Senate for consideration by the Faculty Senate.~~ The committee membership will be a matter of public record. University promotion and tenure committee members must remove themselves from voting and be replaced in the following cases:

- a. Where there is a conflict of interest ~~or, and~~
- b. If in their judgment personal factors might impair their objectivity regarding an individual applicant.

2. The committee shall, upon request of the provost ~~vice president for academic affairs~~, review the evaluation folders of faculty under consideration for change of status. In this review, the committee will rely upon the same criteria used by the department promotion and tenure committee and the college promotion and tenure committee. It will be professional and discriminating in its decision making and will make its review based on consideration of the facts and supporting evidence in the application file including the evaluations and recommendations in the file, ~~evaluation folder as well as the written reports of the department promotion and tenure committee and department chair, written and verbal reports of the college promotion and tenure committee, and recommendation of the college dean.~~

3. The committee chair shall forward to the provost ~~vice president for academic affairs~~ the following:

- a. A copy of the record of attendance,
- b. ~~The committee's evaluation~~ A written recommendation,
- c. A copy of a ~~form~~ memorandum informing the faculty member of the committee's evaluation and recommendation and advising the candidate ~~member~~ that any response must be submitted within five calendar days, ~~and~~
- d. The promotion application ~~evaluation~~ file.

(4) Promotion Decision and Notification.

~~(a) The department chair will notify a faculty member of his/her intent to support or not support promotion and explain the procedure involved.~~

~~(a) The evaluation process begins with the department's or unit's promotion and tenure committee and proceeds through to the is department chair or unit head, the college promotion and tenure committee, the ~~to~~ dean, the university promotion and tenure committee, the ~~to~~ provost and then ~~vice president for academic affairs to~~~~

president. ~~All~~Positive and negative evaluations and recommendations will be forwarded successively, and the faculty member will receive a notice of each evaluation and recommendation at the time it is forwarded.

(be) All candidates, whose application files are not withdrawn, will be reviewed by the provost vice president for academic affairs and the president. Final decisions shall be made by the president and rendered in writing.

(cd) Promotions will normally become effective at the beginning of the succeeding academic year.

(5) ~~New Rules. New Rules adopted at any time by the University of Central Florida in regard to Rule 6C7-3.017, F.A.C., shall not become effective to the exclusion of prior rules for a period of one year.~~

Specific Authority: ~~1001.74(4) FS. Law Implemented 1001.74(19), 1001.75(3), 1012.94 FS~~ BOG Resolution dated January 7, 2003. History—~~New 10-8-75, Amended 11-10-77, 9-27-79, 11-14-83, 8-4-85, 12-9-85, Formerly 6C7-3.17, Amended 8-14-88, 8-2-89, 5-17-90, 2-8-93, 12-9-97, 3-16-03, _____.~~