

ARTICLE 14 PROMOTION PROCEDURE

14.1 Policy.

(a) Promotion decisions are not merely a totaling of a faculty member's annual performance evaluations. Rather, the University, through faculty, professional employees, and administrators, assesses the faculty member's potential for growth and scholarly contribution, as well as part meritorious performance. Established promotion criteria should be objectively and consistently applied to all seeking promotion.

(b) Upon annual written request beginning with the second year of employment, faculty member eligible for consideration for promotion shall be apprised of their progress toward promotion. The appraisal shall be included as a separate component of the annual evaluation and is intended to provide assistance and counseling to faculty members to help them to qualify themselves for promotion. The faculty member may request, in writing, a meeting with an administrator at the next higher level to discuss concerns regarding the promotion appraisal which were not resolved in previous discussions with the evaluator. The appraisals are not binding upon the university.

14.2 Criteria.

(a) Promotion decisions shall be a result of meritorious performance of assigned duties pursuant to Article 10.3 and other established criteria specified in writing by the Board or the University. The Board and the University may modify these criteria so long as the local UFF Chapter has been notified of the proposed changes and offered an opportunity to impact bargain. Changes in criteria shall not become effective until one (1) year following adoption of the changes, unless mutually agreed to in writing by the local UFF President and the Board or University. The date of adoption shall be the date on which the changes are approved by the administrator at the highest level required under applicable policies and procedures. Any proposal to develop or modify promotion criteria shall be available for discussion by members of the affected departments/units before adoption.

(b) The University is encouraged to review its promotion criteria at the university, college/school, or department/unit level to ensure that such criteria are consistent with each other and that they conform with the mission of the University and its various academic units.

(c) Promotion criteria shall be available in the department/unit office and or at the college/unit level.

(d) Promotion to Associate Instructor or University Instructor requires that the faculty member has been in continuous academic year employment for the previous 6 years. Promotion to University Instructor requires first having obtained the rank of Associate Instructor and having held that rank for a minimum of 6 years. The first opportunity to apply for Associate Instructor will be in the 2021-22 Academic year.

(1) For the initial groups of applicants, no more than 20 applicants will be permitted on an annual basis. These will be prioritized based on number of



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continuous years of service at Florida A&M as an instructor, subject to the conditions of Article 17.4.

(2) In the event that a promoted instructor transfers within the University, any promoted rank would not transfer without the approval of the receiving Dean.

14.3 Procedures.

- (a) Recommendations for promotion shall begin with the faculty member's supervisor and shall be submitted to the appropriate officials for review. Faculty desiring to be considered for promotion may also initiate the process by nominating themselves. Prior to the consideration of the faculty member's promotion, the faculty member shall have the right to review the contents of the promotion file and may attach a brief and concise response to any material therein. It shall be the responsibility of the faculty to see that the file is complete. The provisions of Section 11.2 through 11.8 of this Agreement, regarding access to the evaluation file, shall apply also to the contents of the promotion file. If any material is added to, deleted from, or changed in the file by anyone other than the nominee after the commencement of consideration, a copy shall be sent to the faculty member within five (5) days (by personal delivery or by mail, return receipt requested). The faculty member may attach a brief response within five (5) days of his/her receipt of the added material. The file shall not be forwarded until either the faculty member submits a response or until the second five (5) day period expires, whichever occurs first.
- (b) Recommendations for promotion shall include a copy of applicable promotion criteria, the faculty member's annual assignments and annual evaluations, and, if the chooses, the faculty member's promotion appraisals. The reviewers at any stage in the review may request to review the appraisals.

14.4 Notice of Denial. If any faculty member is denied promotion, the faculty member shall be notified in writing by the appropriate administrative official, within ten (10) days or as soon as possible thereafter, of that decision. Upon written request by a faculty member within twenty (20) days of the faculty member's receipt of such decision, the university shall provide the faculty member with a written statement of reasons by the President or representative.



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