

**ARTICLE 6  
APPOINTMENT & PROMOTION**

**6.1 General Principles.**

(a) The University and UFF recognize that Florida Polytechnic University is a new institution, and as such, both parties accept that flexibility is required as we develop an excellent faculty through the process of appointment and promotion. The University and UFF share the desire to improve the quality of the University in all areas, but particularly in the execution of teaching, research, and service by the faculty. This article balances a recognition of the University’s unique history, newness, and current situation with a shared desire for continuous improvement.

(b) The University and UFF further recognize that reappointment and promotions are an important method by which the University recognizes excellence and rewards its employees’ contributions to advancing the mission of the University. ~~Promotion~~

(c) Reappointment and promotion decisions are not determined by any sole factor and are based upon a careful and rigorous assessment that relies upon faculty and administrative review of:

(1) a faculty member’s demonstrated teaching, scholarship, research and service contributions at the University;

(2) the assessment of the faculty member’s continued positive contribution to their department and the University, ~~as well as and;~~

(3) the faculty member’s potential for continued appropriate contributions and growth.

(d) Elements critical to the promotion process include, but may not be limited to:

(1) a faculty member’s annual performance evaluations;

(2) a significant and careful review of credentials by a set of faculty that hold at least the rank sought by the ~~e~~Candidate;

~~(3)~~(3) an external set of recommendations appropriate for that faculty member by subject matter experts in the ~~e~~Candidate’s field, and ~~administrative review.~~

(4) administrative review.

~~(b)~~(e) Every ~~e~~Candidate for reappointment and promotion will be fairly evaluated and the integrity of the evaluation process will be maintained to the highest degree.

~~(e)~~(f) Non-reappointments shall not be made in an arbitrary or capricious manner.

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1 **6.2 Appointment and Reappointment Terms.**

2 (a) Terms for appointments and reappointments are as follows:

3 (1) Assistant Librarian and Wellness Counselor

4 a. Terms will be determined, and negotiated with the UFF, prior to the  
5 date of hire.

6 (2) Instructor

7 a. Initial term: two (2) years

8 b. Reappointment term: two (2) years. The University will provide  
9 instructors with its reappointment decision at least one (1) year prior  
10 to the end of the instructor’s current contract.

11 c. Reappointment decisions must be considered by the ~~division~~  
12 ~~director~~ Division Director (or ~~chair~~ Department Chair if no director  
13 is present), the Provost, and the Vice Provost of Academic Affairs.  
14 ~~Said consideration~~ Consideration will be based on-;

15 1. the ~~faculty member’s~~ instructor’s performance reviews since  
16 their last reappointment or, if they have not yet been  
17 reappointed, since their initial appointment-;

18 2. faculty ~~dossier~~ dossiers for past three (3) years, and-;

19 3. other supporting materials.

20 e.d. If supporting materials are used as part of the review, the ~~e~~ Candidate  
21 will be informed of this information, and provided a minimum of  
22 five (5) days to respond to the information.

23 d.e. Upon request, the Provost will provide a written justification for  
24 his/her decision.

25 (3) Assistant Professor.

26 a. Initial term: three (3) years.

27 1. Preliminary Review (see 6.8(a)(1)) for reappointment begins  
28 at the start of the first spring semester following the  
29 completion of a minimum five (5) full, contiguous semesters  
30 at the current appointed rank.

31 2. Individuals whose employment did not start at the beginning

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of the fall semester will have their Preliminary Review delayed to the first spring semester following the completion of a minimum of five (5) full, contiguous semesters following their initial appointment.

**b. Reappointment term: three (3) years.**

**1.** May only be reappointed once and must apply, consistent with the start of the process in the fall semester, for promotion no later than at the completion of six, ~~fall to spring, (6)~~ academic years. ~~(fall to spring).~~

**1.2.** However, if hired prior to June 1, 2017, such faculty must apply for promotion to Associate Professor no later than the last year of their three-year reappointment term.

~~**0.1.** The University may permit a faculty member to delay promotion review by granting a maximum one (1) year extension at this rank due to a valid request for FMLA or other appropriate leave. Additional extensions beyond the extra year are not permitted.~~

~~**(4) Associate Professor**~~

~~**a.** Initial term: three years, unless the University determines that an initial term of four (4) or five (5) years is warranted. The reason for a longer initial term shall be provided to the union upon request.~~

~~**b.** Reappointment term: three (3) years (shortened review) or six (6) years (full review)~~

**c. Promotion term:** Faculty members promoted from Assistant to Associate Professor shall receive an appointment term of six (6) years.

**1.** The University may, at its sole discretion, permit a faculty member to delay promotion review by granting a maximum one (1) year extension at this rank due to an approved valid request for FMLA or other appropriate leave.

**2.** Additional extensions beyond the extra year are not permitted.

~~**(5) Full Professor**~~

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1           (4) Associate Professor.

2           a. Initial term: three (3) years, unless the University determines that an  
3           initial term of four (4) or five (5) years is appropriate or warranted.  
4           The reason for a longer initial term shall be provided to the UFF  
5           upon request.

6           b. Reappointment terms:

7           1. Three (3) years based upon a Preliminary Review (see  
8           Section 6.8(a)(1)).

9           (I) Preliminary review for reappointment is only  
10           available to Associate Professors as their first review  
11           after their initial appointment.

12           (II) Preliminary Review for reappointment begins at the  
13           start of the first spring semester following the  
14           completion of a minimum five (5) full, contiguous  
15           semesters at the current appointed rank.

16           (III) Individuals whose employment did not start at the  
17           beginning of the fall semester will have their  
18           Preliminary Review delayed to the first spring  
19           semester following the completion of five (5) full,  
20           contiguous semesters following their initial  
21           appointment.

22           2. Six (6) years based upon a Full Review (see Section  
23           6.8(a)(2)).

24           (I) Full reviews are required to be completed before the  
25           expiration date of a candidate’s existing contract and  
26           are typically performed after the individual has  
27           previously completed a Preliminary Review.

28           (II) The full review may be used, at the Candidate’s  
29           election, to also request promotion to the rank of  
30           Professor.

31           c. Promotion term: Individuals promoted from Associate Professor to  
32           Professor shall receive an appointment term of six (6) years.

33           (5) Professor

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- 1           a.    Initial term: six (6) years, unless the University determines that it is
- 2                    in its best interest to offer an initial contract with a
- 3                    ~~shortened~~preliminary duration.
- 4           b.    Reappointment term: six (6) years when based upon a ~~“full” review;~~
- 5                    ~~three (3) years when based upon a “shortened” review~~Full Review
- 6                    (see Section 6.8(a)(2))
- 7           c.    Promotion term: Faculty members promoted from Associate
- 8                    Professor to Full Professor shall receive an appointment term of six
- 9                    (6) years

10    **(b)**    ~~Exception for Professors Employed Prior to June 1, 2017. A professor employed~~  
 11            at Employment Contract.

12            (1)    All appointments will be made on the University prior to June 1, 2017,  
 13                    employment contract and continuously employed thereafter, who has not  
 14                    ~~been promoted while at~~signed by the President or designee, and the  
 15                    employee.

16            (2)    No appointment or assignment will create any right, interest, or expectancy  
 17                    in any other appointment or assignment beyond its specific terms, except as  
 18                    provided in this Agreement.

19            a.    No special commitment or conditions offered to new hires shall bind  
 20                    the University, ~~will~~ indefinitely.

21            d.b.    A special commitment or condition will be observed unless it is no  
 22                    longer financially or logistically feasible or circumstances have their  
 23                    ~~“shortened” review conducted in the spring~~changed enough that it  
 24                    is no longer in the legitimate interests of 2019, 2020, or 2021the  
 25                    University.

26            (6)    ~~Professors must request inclusion in the shortened review pool. The~~  
 27                    ~~University shall notify faculty in a timely manner that they must request~~  
 28                    ~~inclusion.~~

29            (7)    ~~Up to fifteen (15) professors may elect to be reviewed in the first round of~~  
 30                    ~~shortened reviews in the spring of 2019, and eighteen (18) professors may~~  
 31                    ~~elect to be reviewed in the spring of 2020. The remaining faculty that~~  
 32                    ~~request a review will be reviewed in the spring of 2021.~~

33            (8)    ~~If more than fifteen (15) professors elect to be reviewed in the first round,~~  
 34                    ~~or eighteen (18) professors in the second round, elect to be reviewed, the~~  
 35                    ~~reviews will be granted in reverse order of seniority by rank (Full Professors~~

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~~reviewed first) and regular order by employment seniority.  
(9) If less than eighteen (18) faculty elect to be reviewed in the second round (2020), the University will select candidates in reverse order of seniority by rank (Full Professors first) and regular order by employment seniority (employees that have the greatest longevity of employment are reviewed first).~~

~~(10) The Provost may elect to allow another maximum of six (6) individuals to be reviewed in each round of reviews based on a request from the individual and their director, or chair if the director is not present.~~

~~(11) Until a professor has received a three (3) year appointment based on a shortened review, or alternatively, has been promoted, such professor is only eligible for a contract that is at most two (2) years in duration. During this time period, the University retains the right non-reappoint such professors for substantiated poor performance. A single performance evaluation finding that is "Needs Improvement" shall not be considered substantiated poor performance.~~

~~(b) If a professor has participated in a review and is not provided with a reappointment offer, the professor shall be entitled to one (1) additional year of employment, with no right to continued employment. If a professor chooses not to participate in a reappointment review, or in the case of an Assistant Professor, chooses not to participate in the promotion process, the professor's employment shall end on the last date of the professor's existing contract.~~

~~(3) Appointment Expiration and Reappointment Notice. Faculty appointments Appointments expire on the date set forth in the faculty member's employment contract. ~~Prior to the expiration of a faculty member's appointment, the University will provide a letter to the faculty member notifying them of the expiration of their appointment. No further notice of cessation of employment is required, unless otherwise provided in this Agreement.~~~~

~~(4) If the University intends to offer a faculty member reappointment, the University will inform the faculty member by August 15 following the academic year in which the reappointment review was conducted.~~

~~(5) Faculty Resignation.  
a. An employee who wishes to resign has the professional obligation, when possible, to provide the University with sufficient notice to avoid scheduling and classroom disruptions or, where the employee~~

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1 does not have an instructional assignment, a minimum of four (4)  
2 weeks notice.

3 b. Upon resignation, all consideration for reappointment and  
4 promotion will cease.

5 **6.3 Non-Reappointment.**

6 (a) Faculty members on multi-year appointments cannot be terminated during the  
7 contract period except for just cause, layoff, termination of the funding source in  
8 the case of soft money appointments, or substantiated poor performance.

9 ~~(e)(b)~~ **Reappointment or Promotion Review for Professors.** If a faculty member has  
10 participated in a reappointment or promotion review and is not provided with an  
11 offer of reappointment or promotion;

12 ~~(d)~~ **Shortened Review**

13 (1) a faculty member with a remaining contract term of more than one (1) year  
14 will be provided written notice of non-reappointment, advising that the  
15 existing contract will not be renewed with no right to continued  
16 employment.

17 (2) a faculty member with a remaining contract term of less than one (1) year  
18 will be provided a notice of non-reappointment that the existing contract  
19 will not be renewed, and the University:

20 a. may offer an employee a terminal contract of a duration necessary  
21 to fulfill any one (1) year advance notice requirement in this  
22 Agreement or other University rule, or;

23 b. may exercise the Payout Option described in Section 6.3(f).

24 (c) If a professor chooses not to participate in a reappointment review, or in the case of  
25 an Assistant Professor, chooses not to participate in the promotion process, the  
26 professor will be administratively non-reappointed and the professor's employment  
27 shall end on the last date of the professor's existing contract.

28 (d) Non-reappointed employees are not eligible to receive any salary increases or  
29 bonuses during the notice period.

30 (e) Non-reappointed employees are not eligible to serve on departmental or university  
31 committees without prior approval of the Provost.

32 (f) Payout option.

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- (1) At the time of or following issuance of a notice of non-reappointment to any employee, the University may elect in its discretion to pay the employee for all or a portion of the remaining term of the contract, as may be allowed under Florida law.
- (2) If the University elects this option, it will pay the employee an amount, less withholding, equal to the salary for that portion of the remaining term of the contract which the University is paying out, and the employee’s employment will terminate immediately.

**6.4 Faculty Reappointment.**

**(a) Preliminary Review (See Section 6.8(a)(1))**

- (1) Assistant Professors shall receive a ~~shortened review~~ Preliminary Review during the spring semester of the final year of their initial appointment ~~(or in the case of those hired before June 1, 2017, the schedule noted above is followed), except Assistant Professors applying for promotion to Associate Professor.~~
- (2) Associate Professors ~~hired after June 1, 2017,~~ shall receive a ~~shortened review~~ Preliminary Review during the spring semester of the final year of their initial appointment only.
- ~~(3) Assistant and Associate Professors hired on or before June 1, 2017 shall receive a shortened review as provided in 6.2(b) above.~~
- ~~(4)~~(3) The ~~shortened review~~ Preliminary Review will also be used for the initial review of Full Professors hired for an initial term of less than six (6) years.

~~(e) Full Review~~

**(b) ~~All Full Professors hired for an initial term of six (6) years~~ Full Review (See Section 6.8(a)(2))**

- (1) All Assistant Professors must receive a full review in order to be promoted to Associate Professor.
- (2) An Associate Professor seeking a promotion shall have any such promotion considered during the Full Review process.
- ~~(1)~~(3) All Associate Professors shall receive a full review during the spring semester (process begins in the fall) of the final year of ~~their initial a six-year~~ appointment term ~~and every six (6) years thereafter~~ or a non-initial three-year term.
- ~~(2)~~(4) All ~~Associate~~ Full Professors shall receive a full review during the spring semester (process begins in the fall) of the final year of ~~a six year~~ their

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initial appointment term ~~or a non-initial three-year term~~ and every six (6) years thereafter.

**6.5 Reappointment and/or Promotion Packet for Professors.** The Reappointment and/or Promotion Review Packet (“Packet”), utilized in the procedure set forth in Section 6.8, will include, at a minimum, the following:

**(a) Candidate Prepared Dossier.** A Candidate for reappointment or promotion must prepare a dossier for consideration, which must include: a personal statement from the Candidate and elements that show the Candidate’s demonstrated abilities and competencies in teaching, service, and research—including, but not limited to, all evaluation materials from prior ~~An Associate Professor seeking~~ four years of employment at the University.

**(1)** Intentional or significant misrepresentations contained in the Candidate’s dossier will serve as cause for termination.

**(2)** The Provost will develop the format and guidelines for the Candidate Prepared Dossier and send them to the Faculty Representative Council (“FRC”) for review and comment by February 15 of the spring semester in even numbered calendar years.

**(3)** The FRC will review, within fourteen (14) days of receipt, the format and guidelines and will recommend approval or changes to the Provost.

**(4)** Should the FRC recommend changes, the Provost will, within ten (10) days, either accept the changes or give a written justification for not accepting the changes.

**(5)** The Candidate Prepared Dossier must follow the final format as finalized by the Provost and faculty are solely responsible for the content within, and production of, the dossier.

**(b) Reference Letters.** Reference letters are required for promotion ~~shall normally have any such promotion considered during the~~ reviews and “full” reviews.

~~(3)~~**(1)** Reference letters are confidential and will be requested using a template that instructs the external reviewer on the individual being evaluated, the materials supplied, and any special considerations, including the University’s history, teaching expectations, and research infrastructure. ~~review~~ This template will be developed according to and as part of the process, laid out in Section 6.8.

~~(4)~~**(1)** All Assistant Professors must receive a full review in order to be promoted to Associate Professor.

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1 (2) Requesting Reference Letters.

2 a. A minimum of four (4) reference letters must be requested.

3 b. The Candidate “nominates” up to four (4) individuals to provide  
4 reference letters.

5 c. The Division Director, or if the academic unit does not belong to a  
6 division, Department Chair, in conjunction with the Department (or  
7 Division) Evaluation Panel (“DEP”) formally requests all external  
8 reference letters, which will include at a minimum two (2)  
9 individuals nominated by the Candidate, and a minimum of two (2)  
10 letters from individuals not nominated by the Candidate.

11 (3) The confidential reference letters will be included for review with  
12 Candidate’s dossier and any supplemental materials.

13 a. A single negative reference may not be the sole basis for not  
14 reappointing a Candidate or for not promoting a Candidate.

15 b. Promotion and reappointment decisions will not be based solely on  
16 the reference letters received.

17 c. A list of the names of all individuals asked to provide a review and  
18 whether any declined to provide this review, and reason given, if  
19 any, will also be included in the Packet.

20 **6.36.6 Reappointment and Promotion Criteria for Assistant Professors, Associate**  
21 **Professors, and Professors.** The awarding of reappointment or promotion shall be based  
22 on written criteria, which are established by the University and ~~tailored~~developed by each  
23 department in accordance to this Article.

24 (a) University Criteria.~~The University will provide.~~ No later than January 15 of every  
25 even calendar year, the University shall establish the general criteria for the  
26 granting of promotion or reappointment-, and provide to each department’s-  
27 Division Director, or Chair if no Division Director is present.

28 **(1)** Promotion and reappointment criteria shall consider the performance of the  
29 work that the professor has been assigned (as reflected in FARE forms),  
30 criteria for each rank as set forth in ~~the 2018-2019~~most recent BOT-  
31 approved Faculty Handbook, and the faculty member’s responsibilities as  
32 a member of the University and department community. ~~The general criteria~~  
33 ~~are recognized broadly in three (3) categories as follows:~~

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1 (2) The University criteria shall broadly recognize and consist of the following:

- 2 a. Instruction, including regular classroom and laboratory teaching,
- 3 classroom development, effective development/application of new
- 4 instructional methods, directing thesis or dissertation committees,
- 5 and other instructional activities;
- 6 b. Research or other creative activities relevant to the department
- 7 mission, including scholarly publications, support and advising of
- 8 graduate students; and
- 9 c. Service to professional societies and contributions to the University
- 10 and department.

11 (3) These criteria shall also include, but are not limited to,:

- 12 a. a demonstrated record of scholarly activity, teaching, and as
- 13 appropriate, course and/or curriculum development commensurate
- 14 with the University’s mission and relevant academic discipline(s);
- 15 ~~d.b.~~ evidence of a positive and growing reputation in his/her chosen sub-
- 16 field within the department’s mission, and ~~promise of continued~~
- 17 ~~successful performance.~~
- 18 c. promise of continued successful performance.

19 (4) The Provost will formally request input from the FRC as to the University  
20 criteria before providing the finalized University criteria to each  
21 department’s Division Director, or Chair if no Division Director is present.

22 (b) Department Clarifications of University Criteria. The department clarifications, as  
23 described in 6.6(c), shall flexibly define department criteria based upon provide  
24 context for the broader University criteria and:

- 25 (1) ~~Be~~ consistent with university requirements and faculty ~~dutywork~~
- 26 assignments;
- 27 (2) ~~Be~~ detailed enough that a reasonable professor should be informed about
- 28 the expectations for performance or ~~accomplishment~~
- 29 ~~expectations~~ accomplishments which are necessary to earn reappointment or
- 30 promotion, assuming that the accomplishments are of sufficient quality,
- 31 quantity, and consistency; and;
- 32 (3) ~~I~~ identify some representative examples of the achievements or performance
- 33 characteristics which, if the requirement or distinction were met, are

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appropriate comparisons for reappointment or promotion.

(c) Criteria and ~~Discipline-specific~~ Department-Specific Clarification Review Process.  
Criteria and department-specific clarifications shall be developed and approved on a biannual cycle according to the following procedures:

(1) Department Committee Formation and Membership.

a. The ~~University~~ Committee shall ~~establish~~ consist of the ~~criteria on an annual basis, and provide to each department's Division Director, Vice Provost of Academic Affairs (or designee), Department Chair (or if no Division/Department Director is present. Following receipt by the, Division director, or designee) of each respective department, and two (2) faculty members from the department (at least one holding the most senior rank in the department, subject to the limitations below in 6.6(c)(1)c).~~

b. Department faculty shall select their two (2) representative faculty members on an annual basis during the first week of the fall semester.

c. Exceptions to Department Committee Membership.

1. The Department Committee requires senior-ranking membership, followed by overall membership. If a department has three (3) or more senior-ranking faculty members, a senior-ranking faculty member that will be reviewed in the next academic year's review cycle may not serve on the Department Committee.

2. Similarly, if a department has more than ten (10) faculty members, a junior-ranking faculty member that will be reviewed for reappointment in the next academic year's review cycle may not serve on the departmental committee.

3. Faculty members that have resigned, received a notice of non-reappointment or notice of layoff, instructors, and visiting/adjunct faculty are not eligible to serve on the Department Committee or participate in the Department Committee selection process.

(2) Development of Department-Specific Clarifications.

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1 a. The Provost shall provide a framework for department-specific  
2 clarifications and formally charge the Department Committee to  
3 develop and maintain written clarifications of the University’s  
4 reappointment and promotion criteria in terms aligned with each  
5 department’s discipline(s) and assigned duties, and consistent with  
6 University standards as established in the most recent BOT-  
7 approved version of the Faculty Handbook.

8 b. Upon receiving the University criteria and clarification framework,  
9 the Department Committee shall convene to ~~tailor~~develop  
10 clarifications of the university criteria ~~to the~~consistent with  
11 department disciplines in accordance with the procedures outlined  
12 herein.

13 ~~a.c.~~ c. The Department Committee shall complete its review and finalize  
14 the department clarifications within fifteen (15) days of receiving  
15 the University’s criteria.

16 ~~(2)~~(3) Department Faculty Vote. Within ten (10) days of the Committee finalizing  
17 the department clarifications, the department faculty shall conduct a  
18 confidential and anonymous vote on said clarifications. ~~Faculty that are in~~  
19 ~~their terminal year of employment (as a result of non-reappointment or~~  
20 ~~layoff), visiting faculty, and instructors do not vote on the clarifications.~~

21 a. Faculty that are in their terminal year of employment (as a result of  
22 non-reappointment, resignation, or layoff), visiting/adjunct faculty,  
23 and instructors are not eligible to vote on the clarifications.

24 ~~a.b.~~ b. If a majority of a department’s professors vote in favor of the  
25 proposed department clarifications, the department clarifications are  
26 forwarded to the Provost for review and approval.

27 c. If a majority of a department’s professors ~~does~~ not vote in favor of  
28 the proposed department clarifications, the Department Committee  
29 ~~(as outlined in Section 6.5(d), 6.1(a))~~ shall reconsider the proposed  
30 clarifications prior to conducting a second vote.

31 1. The Committee shall have five (5) days to reconsider the  
32 proposed clarifications and ~~hold~~conduct a second vote  
33 within five (5) days of finalizing the second round of  
34 department clarifications.

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1 ~~1.2.~~ If the second vote is also unsuccessful, the proposed  
2 clarifications shall be forwarded to the Provost for approval,  
3 noting the lack of department faculty support.

4 ~~2.3.~~ If a vote does not occur within five (5) days of the  
5 Committee finalizing the department clarifications, the  
6 department clarifications shall be forwarded to the Provost  
7 for review, noting that no vote occurred.

8 ~~(4)~~ Provost Review. Within ten (10) days of receipt, the Provost shall review  
9 the proposed department clarifications to ensure compliance with this  
10 Agreement, the mission and goals of the University, and University  
11 standards as established in the ~~2018-2019~~ most recent BOT-approved  
12 Faculty Handbook.

13 a. The Provost will either approve the proposed department  
14 clarifications, or return them to the Committee for reconsideration-

15 b. In the event the Provost returns the proposed department  
16 clarifications to the Committee for reconsideration, he/she shall  
17 provide objections to any such provision in writing.

18 ~~(3)(5)~~ Committee Reconsideration. The Committee shall reconsider the Provost’s  
19 written objections and within ten (10) days after receiving them, shall  
20 resubmit the proposed written clarifications to the Provost, incorporating  
21 all, some, or none of the objections, along with a written explanation and  
22 justification for the resubmitted language.

23 ~~(4)(6)~~ Provost Reconsideration. The Provost shall reconsider the department  
24 clarifications and issue final revisions or approvals within seven (7) days  
25 after receiving the revised department clarifications.

26 ~~(d)~~ Changes in Criteria for Reappointment and Promotion for Professors.

27 ~~(1)~~ Following the Provost’s approval of the criteria, the University may modify  
28 the approved University criteria for reappointment and promotion so long  
29 as the UFF has been notified of the proposed changes and been offered an  
30 opportunity to discuss such changes in consultation with the President or  
31 designee.

32 ~~(d)~~ Changes to discipline-specific departmental clarifications of the University criteria  
33 Department Committee.

34 ~~(1)~~ The Vice Provost of Academic Affairs (or designee), Department Chair (or

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1 if Division/Department Director is present, Division director, or designee)  
2 of each respective department, and two (2) faculty members from the  
3 department (at least one holding the most senior rank in the department,  
4 subject to the limitation below) shall form the "Committee." Department  
5 faculty shall select their representative faculty members on an annual basis  
6 during the first week of the fall semester (except for Spring 2019, when the  
7 Committee shall be formed as early as possible in the semester). Faculty  
8 members that received a notice of non-reappointment or notice of layoff,  
9 instructors, and visiting faculty are not eligible to serve on the Committee  
10 or participate in the Committee selection process (this includes individuals  
11 that contest their non-renewal status).

12 (2) The Provost shall provide a framework and formally charge said Committee  
13 to develop and maintain written clarifications of the University's  
14 reappointment will be developed and approved according to the process  
15 outlined above.

16 (e) Access to Criteria.

17 (2) ~~The Reappointment and promotion criteria in terms tailored to the~~  
18 ~~department's discipline(s) and assigned duties, and consistent with~~  
19 ~~University standards as established in the 2018-2019 Faculty Handbook.~~

20 (1) The criteria Promotion Criteria shall be available in the each department and  
21 in the Provost's office, or upon request from the Department Chair, ~~or~~  
22 Division Director.

23 (3)(2) All such criteria shall also be provided to UFF upon written request.

24 **6.4.6.7 Promotion Categories and Eligibility Criteria.** Subject to the requirements set forth  
25 herein, faculty holding the rank of Assistant Professor and Associate Professor shall be  
26 eligible to apply for promotion to the next higher rank.

27 (a) Notice of Intent. Individuals that seek promotion from Associate Professor to Full  
28 Professor must declare their intent to seek promotion in writing to the Provost and  
29 their Department Chair or Division Director (if ~~present, chair if no director is~~  
30 ~~present, and the Provost applicable~~), no later than August 1 before the academic  
31 year in which they will seek promotion.

32 (b) Minimum Qualifications.

33 (1) Professors must serve at least five (5) academic years at their current rank  
34 in order to qualify for promotional consideration to a higher rank.

35 (2) At least two (2) of the five (5) immediately preceding academic years must

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1 be served at the University.

2 ~~(4)~~(3) The University, at its discretion, may provide exceptions to these minimum  
3 qualifications upon request of a professor and approval of their Chair,  
4 Director (when a Director is present), and the Provost or designee.

5 ~~(b)~~(c) If the University previously promoted the eCandidate, the promotion assessment  
6 shall be based on the eCandidate’s performance since the eCandidate’s last  
7 promotion.

8 ~~(e)~~(d) If the University has not previously promoted the eCandidate, the promotion  
9 assessment is cumulative and must include consideration of the eCandidate’s  
10 achievements prior to employment at the University. -However, the eCandidate’s  
11 promotion assessment must also establish that the eCandidate has continued to  
12 progress and achieve in the categories and criteria used for reappointment and/or  
13 promotion while employed at the University.

14 ~~6.5(a) Changes in Criteria for Reappointment and Promotion for Professors:~~

15 ~~(a)(1) Following the Provost’s approval of the criteria, the University may modify~~  
16 ~~the approved University criteria for reappointment and promotion so long~~  
17 ~~as the UFF has been notified of the proposed changes and been offered an~~  
18 ~~opportunity to discuss such changes in consultation with the President or~~  
19 ~~designee.~~

20 ~~(b) Changes to discipline specific departmental clarifications of the University criteria~~  
21 ~~shall be developed and approved according to the process outlined above.~~

22 **6.6.8 Reappointment and/or Promotion Procedure for Professors.** The below procedure shall  
23 be followed for all reviews related to reappointment and promotions, ~~with exceptions noted~~  
24 ~~below regarding “Shortened” reviews.~~

25 (a) The Types of review processes.

26 (1) Preliminary Review.

27 a. a review that does not include external letters and is conducted by  
28 the Department Evaluation Panel (“DEP”) only.

29 b. Results of this review are provided directly to the Provost for  
30 consideration.

31 (2) Full Review.

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a. a review that includes external letters and is conducted by the Department Evaluation Panel (“DEP”), then the University Evaluation Committee (“UEC”), except when specified in Section 6.8.

b. Except as described in Section 6.8(d)(3)c, results of the reviews are provided directly to the Provost for consideration.

(b) Notice of Review Requirement.

(1) Individuals that require a Preliminary Review (as specified in Section 6.4), due to their appointment expiring in the coming year, will be notified of the requirement for review no later than December 10, prior to the spring semester in which their review must be completed.

(2) On or before August 1, before the start of the fall semester in the year when an individual must seek reappointment, the University will provide notification notice to eligible professors prior to the semester that their reappointment and/or who:

a. must apply for promotion review starts, with the exception of reviews conducted in Spring 2019. Such notification from Assistant to Associate Professor to maintain their appointment, or;

b. must participate in a Full Review to renew their appointment

~~(1)~~(3) Notice from the University will provide the professors with information relevant to the applicable reappointment/promotion process including instructions, information, and deadlines.

(4) Within fifteen (15) days of receiving such notice, eligible professors will inform the University of their election to apply for promotion or proceed with reappointment.

~~(2)~~(5) Professors shall provide the University with their Packet Dossier by the deadline set forth in the notice referenced herein.

(c) Department Evaluation Panel (“DEP”).

(1) DEP Committee Chair.

a. The Division Director, if present, or if there is not a division, the Department Chair, serves as the chair of the DEP if he or she holds the appropriate faculty appointment rank.

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- 1                    b. If the Division Director or Department Chair does not hold the
- 2                    appropriate rank, the Provost will appoint a chair for the DEP.
- 3                    (2) DEP Committee Members.
- 4                    a. For reviews of Associate and Assistant Professors, the DEP will
- 5                    consist of faculty of a higher rank than the Candidate within the
- 6                    Candidate’s division, or if no division is present, within the
- 7                    Candidate’s department. In some cases, this requirement will lead to
- 8                    varying membership on DEP committees based on the cases that are
- 9                    being considered.
- 10                   b. There must be a minimum of three (3) qualified (appropriately
- 11                   ranked) individuals serving on the DEP.
- 12                   1. If the number of individuals available to serve on the DEP is
- 13                   less than three (3), the Provost and DEP Chair will each
- 14                   select a faculty member of appropriate rank from another
- 15                   unit at the University to serve on the DEP.
- 16                   2. If the DEP includes no members from the Candidate’s
- 17                   department, the DEP will request input from the department
- 18                   chair before finalizing its recommendation.
- 19                   c. If the Department chair is the Candidate and no member from the
- 20                   chair’s department is a member of the DEP, the Provost or designee
- 21                   will select a member of the chair’s department to provide input to
- 22                   the DEP before the DEP finalizes their recommendation.
- 23                   d. Individuals that are in the terminal year of their employment
- 24                   contract (as a result of non-reappointment, resignation, or layoff) or
- 25                   those who received “Needs Improvement” or “Unsatisfactory” in
- 26                   their most recent performance evaluation are not eligible to serve on
- 27                   the DEP.
- 28                   e. A faculty member who is a Candidate for Reappointment may serve
- 29                   on the DEP only with the approval of the Provost and DEP Chair.
- 30                   (3) DEP Report and Recommendation.
- 31                   a. The University will provide the Packet (as described in Section 6.5)
- 32                   to the DEP for review.
- 33                   1. The DEP may acquire and provide supplemental materials

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and/or other information as appropriate.

2. If supplemental materials and/or other information is used as part of the review, the Candidate will be informed of the use of this information and provided a minimum of five (5) days, but no longer than ten (10) days, to respond to the information.

b. For Preliminary Reviews, the DEP will prepare and provide a report and recommendation to the Provost directly.

c. For Full Reviews, the DEP will prepare and provide a report and recommendation to the UEC.

d. The DEP must operate in executive session and in total confidentiality.

e. All DEP reports, recommendations, and work product constitute faculty evaluative information and/or limited-access records, pursuant to Florida Polytechnic University Rule 6C13-6.008.

(d) University Evaluation Committee (“UEC”).

(1) UEC Membership.

a. The UEC is formed from those holding Full Professor rank from a nomination pool provided by the Faculty Representative Council; however, if there are fewer than six (6) qualified individuals at the University, all such qualified individuals will be deemed in the nomination pool.

1. Individuals that are in their terminal year of employment (as a result of non-reappointment, resignation, or layoff) or those who received “Needs Improvement” or “Unsatisfactory” in their most recent performance evaluation are not eligible to serve on the UEC.

2. In years where an individual is up for reappointment review, he or she may not participate in the UEC.

b. Term duration will be staggered to have a “normal” term of three (3) years in length and with overlap in UEC membership so that committee memory is maintained.

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c. If fewer than three (3) individuals are eligible to staff the UEC, the UEC will be chaired by the Provost with all eligible faculty serving as members.

(2) Number of UEC Members.

a. If fewer than ten (10) individuals with the rank of Full Professor are present at the University, the UEC will consist of three (3) to five (5) individuals at the discretion of the University.

b. With ten (10) to twenty (20) Full Professors on staff, the UEC will consist of five (5) to seven (7) individuals at the discretion of the University.

c. With more than twenty (20) Full Professors on staff, the UEC will consist of seven (7) members.

d. If, during the review of a Full Professor, that faculty member’s unit does not have a minimum of four (4) individuals with the rank of Full Professor, the UEC will be the sole reviewing committee for that faculty member.

(3) UEC Report and Recommendation.

a. If conducted, the DEP Committee Chair will provide the UEC with the Candidate’s packet, the DEP report and recommendation, and any supplemental materials and Candidate responses which were used as part of the review.

1. The UEC may acquire and provide supplemental materials and/or other information as appropriate.

2. If supplemental materials and/or other information is used as part of the review, the Candidate will be informed of the use of this information and provided a minimum of five (5) days, but no longer than ten (10) days, to respond to the information.

b. The UEC will prepare a report and recommendation, and provide both the DEP (if conducted) and UEC reports and recommendations to the Provost.

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c. If the Provost chairs the UEC, the Provost will not make a recommendation, but will provide the Candidate’s Packet, and both the UEC and DEP reports to the President for a final decision.

d. The UEC must operate in executive session and in total confidentiality.

e. All UEC reports, recommendations, and work product constitute faculty evaluative information and/or limited-access records, pursuant to Florida Polytechnic University Rule 6C13-6.008.

(e) Provost’s Review and Recommendation.

(1) The Provost shall review all procedural and substantive matters for completeness in order to ensure that the DEP and/or UEC have met their responsibilities in this Article.

(2) After a careful review of the reports and recommendations of the DEP and UEC (if applicable) and the Candidate’s packet, the Provost will make a positive or negative recommendation in writing as to the Candidate’s reappointment or promotion.

a. The Provost’s recommendation, if positive, is provided to the President for review, consistent with 6.8(f).

b. If the Provost’s recommendation is negative, the decision and written justification are provided to the Candidate. Unless overturned on appeal by the President, negative recommendations from the Provost are terminal.

c. The process for appealing a negative recommendation from the Provost is as follows:

1. Within ten (10) days of the Provost’s written justification being provided the Candidate may submit a written appeal to the Office of the President (president@floridapoly.edu).

2. Upon receipt of the Candidate’s appeal, the President will review the Provost’s negative recommendation, the UEC and DEP committee reports, and the Candidate’s packet.

3. The scope of the President’s appellate review is limited to the correcting errors of judgment or process.

4. Within twenty (20) days of receipt of the Candidate’s appeal,

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the President will render a decision either granting or denying the appeal on its merits.

(3) The Provost’s recommendation, written justification, and/or decision as a result of the review process constitute faculty evaluative information and/or limited-access records, pursuant to Florida Polytechnic University Rule 6C13-6.008.

(f) President’s Review and Authority. The President will have the sole authority to grant a Candidate’s reappointment or promotion and will act upon the request for reappointment or promotion provided by the Provost.

(1) The granting of reappointment or promotion should be based on the University’s criteria, clarifications produced by the Candidate’s unit or department, the reports and recommendations of the DEP and UEC, any documents relied upon by the DEP and UEC in creating their reports and recommendations, the Candidate’s packet, and the written recommendation of the Provost.

(2) The President will consider the items listed above, noting that the committee reports have provided a strong review of the candidate, and either:

a. grant reappointment or promotion within the terms of this contract, or;

b. deny the request for reappointment or promotion.

(3) If the President’s final decision on reappointment and promotion is negative, the Candidate may request a written justification of the decision within ten (10) days. Upon such a request, the President will provide, within twenty (20) days, written justification to the Candidate.

~~(b)~~(g) If a professor does not receive a promotion following formal consideration by a preliminary or full review, the professor may not reapply for promotion until after the completion of two (2) additional academic years. This clause shall not unreasonably deny a professor their terminal promotion consideration to Associate Professor.

~~(e)~~(h) The eCandidate being considered for promotion may withdraw from consideration provided that the withdrawal is made before the UEC begins its consideration of the eCandidate. Such withdrawal shall be without prejudice and will not render the eCandidate ineligible for the next promotional cycle.

~~(1)~~ The University shall provide the Packet (as described in Section 6.9) to the

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~~PAEP for review. For reviews of Associate and Assistant Professors, the PAEP shall consist of faculty of a higher rank than the Candidate within the Candidate's division, or if no division is present, within the Candidate's department. The Division Director, if present, or if there is not a division, the Department Chair serves as the chair the PAEP if he or she holds the appropriate faculty appointment rank. If the Division Director or Department Chair does not hold the appropriate rank, the Provost will appoint a chair for the PAEP. There must be a minimum of three (3) qualified (appropriately ranked) individuals serving on the PAEP. If the number of individuals available to serve on the PAEP is less than three (3), the Provost and PAEP Chair will each select a faculty member of appropriate rank from another unit at the University to serve on the PAEP. If the PAEP includes no members from the candidate's department, the PAEP will request input from the department chair before finalizing its recommendation. If the chair is the candidate and no member from the chair's department is a member of the PAEP, the Provost or designee shall select a member of the chair's department to provide input to the PAEP before the PAEP finalizes their recommendation. The PAEP must operate in executive session and in total confidentiality.~~

~~(2) The PAEP will prepare and provide a report and recommendation to the UEC during a full review, or if during the "shortened review" process, directly to the Provost.~~

~~(3)a. University Evaluation Committee ("UEC"). The UEC is not utilized as part of the shortened review evaluation process. The UEC is formed from those holding Full Professor rank from a nomination pool provided by the Faculty Representative Council; however, if there are fewer than five (5) qualified individuals at the University, all such qualified individuals shall be deemed in the nomination pool. Individuals that are in their terminal year of employment (as a result of non-reappointment or layoff) are not eligible to serve on the UEC or PAEP. Term duration will be staggered to have a "normal" term of three (3) years in length and with overlap in UEC membership so that committee memory is maintained. In years where an individual is up for reappointment review, he or she may not participate in the UEC. If fewer than three (3) individuals are eligible to staff the UEC, the UEC will be chaired by the Provost with all eligible faculty serving as members. When the University~~

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Chief Negotiator

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~~includes fewer than ten (10) individuals with the rank of Full Professor, the UEC will be between three and five individuals at the discretion of the Administration. With 10 to 20 Full Professors on staff, the UEC will be between five (5) and seven (7) individuals at the discretion of the Administration, with more than twenty (20) Full Professors, the UEC will include seven members. The UEC must operate in executive session and in total confidentiality.~~

~~When reviewing a Full Professor, and that faculty member's unit does not have a minimum of four (4) individuals with the rank of Full Professor, the UEC will be the sole reviewing committee for that faculty member. The UEC will prepare a report and recommendation, and provide both the PAEP (if it was done) and UEC reports and recommendations to the Provost. If the Provost chairs the UEC, the Provost will not make a recommendation, but will supply a candidate's Packet, and both the UEC and PAEP reports to the President for a final decision.~~

~~(4)(1) Provost's Review and Recommendation. After a careful review of the PAEP's and UEC's reports and recommendations, the Provost shall make a positive or negative recommendation as to the Candidate's reappointment or promotion. The Provost's recommendation, if positive, is provided to the President, and if negative, the decision and written justification are provided to the Candidate. Negative recommendations from the Provost are terminal, but are appealable to the President.~~

~~(5)a. President's Review and Authority. The President shall have the sole authority to grant a Candidate's reappointment or promotion. The granting of reappointment or promotion should be based on the University's criteria and criteria produced by the Candidate's unit or department, the reports and recommendations of the PAEP and UEC, any documents relied upon by the PAEP and UEC in creating said reports, and the recommendation of the Provost.~~

~~(6) If the President's final decision on reappointment and promotion is negative, the Candidate may request a written justification of the decision within ten (10) days. Upon such a request, the President or his or her designee shall provide, within twenty (20) days, such a written justification to the Candidate.~~

~~**6.7 Reappointment and/or Promotion Packet for Professors.** The Reappointment and/or~~

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For the UFF

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1 Promotion Review Packet (“Packet”), utilized in the procedure set forth in Section 6.8,  
2 shall include, at a minimum, the following:

3 ~~(a) Candidate Prepared Dossier. A Candidate for reappointment or promotion must~~  
4 ~~prepare a dossier for consideration, which must include: a personal statement from~~  
5 ~~the Candidate and elements that show the Candidate’s demonstrated abilities and~~  
6 ~~competencies in teaching, service, and research including, but not limited to, all~~  
7 ~~evaluation materials from prior years of employment at the University. Intentional~~  
8 ~~or significant misrepresentations contained in the Candidate’s dossier shall serve as~~  
9 ~~cause for termination. The Provost shall develop the format and guidelines for the~~  
10 ~~Candidate Prepared Dossier and send them to the Faculty Representative Council~~  
11 ~~(“FRC”) for review and comment. The FRC shall review, within fourteen (14) days~~  
12 ~~of receipt, the format and guidelines and shall recommend approval or changes to~~  
13 ~~the Provost. Should the FRC recommend changes, the Provost shall, within ten (10)~~  
14 ~~days, either accept the changes or give a written justification for not accepting the~~  
15 ~~changes. The Candidate Prepared Dossier must follow the final format as finalized~~  
16 ~~by the Provost and faculty are solely responsible for the content within, and~~  
17 ~~production of, the dossier.~~

18 ~~6.8 Reference Letters. Reference letters are required for promotion reviews and may be~~  
19 ~~requested for “full” reviews by either the candidate or the division director (or chair if no~~  
20 ~~director is present). Reference letters are confidential and will be requested using a~~  
21 ~~template that instructs the external reviewer on the individual being evaluated, the materials~~  
22 ~~supplied, and any special considerations, including the University’s history, teaching~~  
23 ~~expectations, and research infrastructure. This template will be developed according to and~~  
24 ~~as part of the process laid out in Section 6.8—Reappointment and/or Promotion Procedure~~  
25 ~~for Professors. The Candidate “nominates” up to four (4) individuals to provide reference~~  
26 ~~letters. The Division Director, or if the academic unit does not belong to a division,~~  
27 ~~Department Chair, in conjunction with the Program Area Evaluation Panel (“PAEP”)~~  
28 ~~formally requests all external reference letters, which shall include at a minimum two (2)~~  
29 ~~individuals nominated by the Candidate, and a minimum of two (2) letters from individuals~~  
30 ~~not nominated by the Candidate. A single negative reference may not be the sole basis for~~  
31 ~~not reappointing a candidate or for not promoting a candidate. A minimum of four (4)~~  
32 ~~reference letters must be requested. The confidential reference letters shall be included for~~  
33 ~~review with Candidate’s dossier and any supplemental materials. A list of the names of all~~  
34 ~~individuals asked to provide a review and whether any declined to provide this review, and~~  
35 ~~reason given, if any, will also be included. Promotion and reappointment decisions shall~~

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1 ~~not be based solely on the reference letters received.~~

2 ~~**6.9 PAEP and UEC Supplemental Information.** Both the PAEP and the UEC may acquire~~  
3 ~~and provide supplemental materials and/or other information as they see fit. If~~  
4 ~~supplemental materials and/or other information is used as part of the review, the Candidate~~  
5 ~~will be informed of the use of this information and provided a minimum of five (5) days to~~  
6 ~~respond to the information.~~

7 (i) Promotion Date.

8 (1) Promotions for professors that are granted ~~shall~~will be effective on August  
9 15 following the decision date.

10 ~~(1)(2)~~ (2) An individual may use their new title effective ~~after~~ upon written  
11 notification of their promotion.

12 **6.9 Grievability:**

13 (a) The University’s decision to not offer reappointment or promotion to an employee  
14 shall not be considered a disciplinary action.

15 (b) The decision to not offer reappointment or promotion is grievable according to  
16 Article 11 - Grievance and Arbitration Procedure, as an employee may contest the  
17 decision because of an alleged violation of a specific term of the Agreement or  
18 because of an alleged violation of the employee’s constitutional rights.

19 (c) The remedy for any grievance filed under this provision, if successful, shall not  
20 include an award of reappointment or promotion.

21 (d) Such grievances must be filed within thirty (30) days of the Candidate’s receipt of  
22 the promotion or reappointment decision. ~~The PAEP from the President as~~  
23 ~~described in 6.8(f)(3), or the President’s denial of an appeal in Section 6.8(e)(2)c.4.~~

24 ~~(b)(e)~~ (e) Reports and recommendations from the DEP, UEC ~~reports,~~ and Provost shall be  
25 available for arbitration proceedings ~~upon request~~ consistent with the requirements  
26 described in Florida Polytechnic University Rule 6C13-6.008.

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