

1 **ARTICLE 6**  
2 **APPOINTMENT & PROMOTION**

3 **6.1 General Principles**

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

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

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

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

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

21 (3) ~~as well as~~ the faculty member’s potential for continued appropriate  
22 contributions and growth.

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

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

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

27 (3) an external set of recommendations appropriate for that faculty member by  
28 subject matter experts in the ~~candidate’s~~ Candidate’s field, and;

29 (4) administrative review.

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

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

**6.2 Appointment and Reappointment Terms.**

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

(1) Assistant Librarian and Wellness Counselor

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

(2) Instructor<sup>[FPU-BOT1]</sup>

a. Initial term: two (2) years

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

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

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

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

3. other supporting materials.

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

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

(3) Assistant Professor.

a. Initial term: three (3) years.

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

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- 1 2. Individuals whose employment did not start at the beginning
- 2 of the fall semester will have their Preliminary Review
- 3 delayed to the first spring semester following the completion
- 4 of a minimum of five (5) full, contiguous semesters
- 5 following their initial appointment.
- 6 **b. Reappointment term: three (3) years.**
- 7 **1. May only be reappointed once and must apply, consistent**
- 8 **with the start of the process in the fall semester,** for
- 9 **promotion no later than at the completion of six (6), fall to**
- 10 **spring,** academic years (fall to spring).
- 11 **2. —However, if hired prior to June 1, 2017, such faculty must**
- 12 **apply for promotion to Associate Professor no later than the**
- 13 **last year of their three-year reappointment term.**
- 14 **c. -Promotion term: Faculty members promoted from Assistant to**
- 15 **Associate Professor shall receive an appointment term of six (6)**
- 16 **years**
- 17 **1. The University may, at its sole discretion, permit a faculty**
- 18 **member to delay promotion review by granting a maximum**
- 19 **one (1) year extension at this rank due to a valid request for**
- 20 **FMLA or other appropriate leave.**
- 21 **~~1.2.~~ -Additional extensions beyond the extra year are not**
- 22 **permitted.**
- 23 **(4) Associate Professor**
- 24 **a. Initial term: three (3) years, unless the University determines that an**
- 25 **initial term of four (4) or five (5) years is appropriate or** warranted.
- 26 **The reason for a longer initial term shall be provided to the**
- 27 **UFFunion** upon request.
- 28 **b. Reappointment terms:**
- 29 **1. ~~Three~~ Three (3) years based upon a Preliminary Review (see**
- 30 **Section 6.8(a)(1)).(shortened review) or**
- 31 **~~a.1.~~ six (6) years (full review)**
- 32 **(1) Preliminary review for reappointment is only**

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available to Associate Professors as their first review after their initial appointment.

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

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

2. Six (6) years based upon a Full Review (see Section 6.8(a)(2)).(full review)

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

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

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

**(5) Full Professor**

- a. Initial term: six (6) years, unless the University determines that it is in its best interest to offer an initial contract with a ~~preliminary~~shortened duration.
- b. Reappointment term: six (6) years when based upon a Full Review (see Section 6.8(a)(2))~~“full” review; three (3) years when based upon a “shortened” review~~

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1                   c.     Promotion term: Faculty members promoted from Associate  
2                   Professor to Full Professor shall receive an appointment term of six  
3                   (6) years

4     ~~(b)     Exception for Professors Employed Prior to June 1, 2017. A professor employed~~  
5     ~~at the University prior to June 1, 2017, and continuously employed thereafter, who~~  
6     ~~has not been promoted while at the University, will have their “shortened” review~~  
7     ~~conducted in the spring of 2019, 2020, or 2021.~~

8     ~~(0)     Professors must request inclusion in the shortened review pool. The~~  
9     ~~University shall notify faculty in a timely manner that they must request~~  
10    ~~inclusion.~~

11    ~~(0)     Up to fifteen (15) professors may elect to be reviewed in the first round of~~  
12    ~~shortened reviews in the spring of 2019, and eighteen (18) professors may~~  
13    ~~elect to be reviewed in the spring of 2020. The remaining faculty that~~  
14    ~~request a review will be reviewed in the spring of 2021.~~

15    ~~(0)     If more than fifteen (15) professors elect to be reviewed in the first round,~~  
16    ~~or eighteen (18) professors in the second round, elect to be reviewed, the~~  
17    ~~reviews will be granted in reverse order of seniority by rank (Full Professors~~  
18    ~~reviewed first) and regular order by employment seniority.~~

19    ~~(0)     If less than eighteen (18) faculty elect to be reviewed in the second round~~  
20    ~~(2020), the University will select candidates in reverse order of seniority by~~  
21    ~~rank (Full Professors first) and regular order by employment seniority~~  
22    ~~(employees that have the greatest longevity of employment are reviewed~~  
23    ~~first).~~

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

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

34    ~~(i)     If a professor has participated in a review and is not provided with a reappointment~~

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~~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.~~

**(b) Employment Contract.**

**(1) All appointments will be made on the University employment contract and signed by the President or designee, and the employee.**

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

**a. No special commitment or conditions offered to new hires shall bind the University indefinitely.**

**b. A special commitment or condition will be observed unless it is no longer financially or logistically feasible or circumstances have changed enough that it is no longer in the legitimate interests of the University.**

**(3) ~~Appointment Expiration and Reappointment Notice.~~ Faculty appointments expire on the date set forth in the faculty member's employment contract. No further notice of cessation of employment is required, unless otherwise provided in this Agreement.**

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

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

**6.3 Non-Reappointment.**

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

(b) Reappointment or Promotion Review. If a professor faculty member has participated in a reappointment or promotion review and is not provided with an offer of reappointment or promotion offer,

(1) ~~the professor~~ a faculty member with a remaining contract term of more than one (1) year will be provided written notice of non-reappointment, advising that the existing contract will not be renewed ~~shall be entitled to one (1) additional year of employment, with no right to continued employment, or;~~

(2) a faculty member with a remaining contract term of less than one (1) year will be provided a notice of non-reappointment that the existing contract will not be renewed, and the University shall offer a terminal contract which supersedes the existing contract and expires one (1) year from the date of the written notice, with no right to continued employment.

(c) 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 will be administratively non-reappointed and the professor’s employment shall end on the last date of the professor’s existing contract.

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

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

(f) Payout option.

(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

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contract which the University is paying out, and the employee's employment will terminate immediately.

**6.4 Faculty Reappointment ~~Review for Professors.~~**

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

(1) Assistant Professors shall receive a ~~shortened-Preliminary R~~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 Preliminary R~~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 Preliminary R~~review will also be used for the initial review of Full Professors hired for an initial term of less than six (6) years.

**(b) Full Review (See Section 6.8(a)(2))**

(1) ~~All Assistant Professors must receive a Ffull R~~review in order to be promoted to Associate Professor. ~~All Full Professors hired for an initial term of six (6) years shall receive a full review during the spring semester (process begins in the fall) of the final year of their initial appointment term and every six (6) years thereafter.~~

(2) ~~An Associate Professor seeking a promotion shall normally have any such promotion considered during the Ffull R~~review process. ~~All Associate Professors shall receive a full review during the spring semester (process begins in the fall) of the final year of a six-year appointment term or a non-initial three-year term.~~

(3) ~~All Associate Professors shall receive a fFull R~~review during the spring semester (process begins in the fall) of the final year of a six-year appointment term or a non-initial three-year term. ~~An Associate Professor seeking a promotion shall normally have any such promotion considered during the full review process.~~

(4) ~~All Assistant Professors must receive a full review in order to be promoted~~

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~~to Associate Professor. All Full Professors hired for an initial term of six (6) years shall receive a Full Review during the spring semester (process begins in the fall) of the final year of their initial appointment 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, shall 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 four years of employment at the University.~~

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

**(2)** ~~The Provost shall 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 shall review, within fourteen (14) days of receipt, the format and guidelines and shall recommend approval or changes to the Provost.~~

**(4)** ~~-Should the FRC recommend changes, the Provost shall, 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.~~

**(a)(b) Reference Letters.** ~~Reference letters are required for promotion reviews and may be requested for “full” reviews reviews by either the candidate or the division director (or chair if no director is present).~~

**(1)** ~~Reference letters are confidential and will be requested using a template that instructs the external reviewer on the individual being evaluated, regarding the materials supplied, and any special considerations, including the~~

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1 University’s history, teaching expectations, and research infrastructure.  
2 This template will be developed according to and as part of the process laid  
3 out in Section 6.8—~~Reappointment and/or Promotion Procedure for~~  
4 ~~Professors.~~

5 (2) Requesting Reference Letters.

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

7 ~~a.b.~~ The Candidate “nominates” up to four (4) individuals to provide  
8 reference letters.

9 ~~b.c.~~ The Division Director, or if the academic unit does not belong to a  
10 division, Department Chair, in conjunction with the Department (or  
11 Division) Evaluation Panel (“DEP”) ~~Program Area Evaluation Panel~~  
12 ~~(“PAEP”)~~ formally requests all external reference letters, which  
13 shall include at a minimum two (2) individuals nominated by the  
14 Candidate, and a minimum of two (2) letters from individuals not  
15 nominated by the Candidate.

16 (3) The confidential reference letters shall be included for review with  
17 Candidate’s dossier and any supplemental materials.

18 ~~e.a.~~ A single negative reference may not be the sole basis for not  
19 reappointing a candidate or for not promoting a ~~e~~Candidate.

20 ~~d.~~ A minimum of four (4) reference letters must be requested. The  
21 confidential reference letters shall be included for review with  
22 Candidate’s dossier and any supplemental materials.

23 b. Promotion and reappointment decisions shall not be based solely on  
24 the reference letters received.

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

28 ~~.~~ Promotion and reappointment decisions shall not be based solely on  
29 the reference letters received.

30 **6.86.6 Reappointment and Promotion Criteria for Assistant Professors, Associate**  
31 **Professors, and Full Professors.** The awarding of reappointment or promotion shall be  
32 based on written criteria, which are established by the University and ~~tailored~~ developed  
33 by each department in accordance to this Article.

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1 (a) University Criteria. No later than January 15 of every even-numbered calendar  
2 year, ~~t~~The ~~The~~ University shall establish the general criteria for the granting of  
3 promotion or reappointment, ~~on an annual basis, and provide that criteria to each~~  
4 department's Division Director, or Chair if no Division Director is  
5 present. University will provide general criteria for the granting of promotion or  
6 reappointment to each department.

7 (1) Promotion and reappointment criteria shall consider the performance of the  
8 work that the professor has been assigned (as reflected in FARE forms),  
9 criteria for each rank as set forth in the most recent, BOT-approved 2018-  
10 2019 Faculty Handbook, and the faculty member's responsibilities as a  
11 member of the University and department community.

12 (4)(2) The University general criteria are recognized shall broadly recognize and  
13 consist of the following: in three (3) categories as follows:

- 14 a. Instruction, including regular classroom and laboratory teaching,  
15 classroom development, effective development/application of new  
16 instructional methods, directing thesis or dissertation committees,  
17 and other instructional activities;
- 18 b. Research or other creative activities relevant to the department  
19 mission, including scholarly publications, support and advising of  
20 graduate students; and
- 21 c. Service to professional societies and contributions to the University  
22 and department.

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

- 24 a. a demonstrated record of scholarly activity, teaching, and as  
25 appropriate, course and/or curriculum development commensurate  
26 with the University's mission and relevant academic discipline(s);;
- 27 b. evidence of a positive and growing reputation in his/her chosen sub-  
28 field within the department's mission, and;
- 29 c. promise of continued successful performance.

30 (2)(4) The Provost will formally request input from the FRC as to the University  
31 criteria before providing the finalized University criteria to each  
32 department's Division Director, or Chair if no Division Director is present.

33 (b) Department Clarifications of University Criteria. The department clarifications, as

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1 ~~described in Error! Reference source not found.6.6(e).~~ shall provide context for  
2 ~~flexibly define department criteria based upon~~ the broader University criteria and:

3 (1) ~~Be-be~~ consistent with university requirements and faculty ~~duty-work~~  
4 assignments;

5 (2) ~~Be-be~~ detailed enough that a reasonable professor should be informed about  
6 the expectations for performance or accomplishment  
7 ~~expectations~~accomplishments which are necessary to earn reappointment or  
8 promotion, assuming that the accomplishments are of sufficient quality,  
9 quantity, and consistency; and;

10 (3) ~~Identify~~ some representative examples of the achievements or performance  
11 characteristics which, if the requirement or distinction were met, are  
12 appropriate comparisons for reappointment or promotion.

13 (c) Criteria and ~~Discipline~~Department-sSpecific Clarification Review Process. Criteria  
14 and department-specific clarifications shall be developed and approved on a bi-  
15 annual cycle according to the following procedures:

16 (1) Department Committee Formation and Membership.

17 a. The Committee shall consist of:

18 1. ~~the~~ Vice Provost of Academic Affairs (or designee);

19 2. Department Chair (or if Division/Department Director is  
20 present, Division director, or designee) of each respective  
21 department, and;

22 3. two (2) faculty members from the department, (at least one  
23 (1) holding the most senior rank in the department, subject  
24 to the limitations below in Error! Reference source not  
25 found.6.6(e)(1)e.) shall form the “Committee.”

26 b. In years during which the clarifications are reviewed, ~~D~~department  
27 faculty shall select their two (2) representative faculty members ~~on~~  
28 an annual basis during the first week of the fall semester (except for  
29 Spring 2019, when the Committee shall be formed as early as  
30 possible in the semester).

31 c. Exceptions to Department Committee Membership.

32 1. The Department Committee requires senior-ranking

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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 (this includes individuals that contest their non-renewal status).

(2) Development of Department-Specific Clarifications.

a. The Provost shall provide a framework for department-specific clarifications and formally charge said the Department Committee to develop and maintain written clarifications of the University’s reappointment and promotion criteria in terms tailored aligned with to the department’s discipline(s) and assigned duties, and consistent with University standards as established in the most recent BOT-approved version of the 2018-2019 Faculty Handbook. The University shall establish the criteria on an annual basis, and provide to each department’s Division Director, or Chair if no Division Director is present.

b. Upon receiving the University criteria and clarification framework following receipt by the department, the Department Committee shall convene to tailor develop clarifications of the University criteria consistent with to the department disciplines in accordance with the procedures outlined herein.

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

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1 **(3)** Department Faculty Vote. Within ten (10) days of the Committee finalizing  
2 the department clarifications, the department faculty shall conduct a  
3 confidential and anonymous vote on said clarifications.

4 **b.a.** Faculty that are in their terminal year of employment (as a result of  
5 non-reappointment, resignation, or layoff), visiting/adjunct faculty,  
6 and instructors ~~do~~ are not eligible to vote on the clarifications.

7 **e.b.** If a majority of a department’s professors vote in favor of the  
8 proposed department clarifications, the department clarifications are  
9 forwarded to the Provost for review and approval.

10 **c.** If athe majority of a department’s professors ~~does~~ not vote in favor  
11 of the proposed department clarifications, the Department  
12 Committee ~~(as outlined in Section 6.5(d))~~, shall reconsider the  
13 proposed clarifications prior to conducting a second vote.

14 **1.** The Department Committee shall have five (5) days to  
15 reconsider the proposed clarifications and ~~hold~~ conduct a  
16 second vote within five (5) days of finalizing the second  
17 round of department clarifications.

18 **1.2.** If the second vote is also unsuccessful, the proposed  
19 clarifications shall be forwarded to the Provost for approval,  
20 noting the lack of department faculty support.

21 **2.3.** If a vote does not occur within five (5) days of the  
22 Committee finalizing the department clarifications, the  
23 department clarifications shall be forwarded to the Provost  
24 for review, noting that no vote occurred.

25 **(4)** Provost Review. Within ten (10) days of receipt, the Provost shall review  
26 the proposed department clarifications to ensure compliance with this  
27 Agreement, the mission and goals of the University, and University  
28 standards as established in the most recent, BOT-approved version of the  
29 2018-2019 Faculty Handbook.

30 **a.** The Provost will either approve the proposed department  
31 clarifications, or return them to the Committee for reconsideration.

32 **d.b.** In the event the Provost returns the proposed department  
33 clarifications to the Committee for reconsideration, he/she shall  
34 provide objections to any such provision in writing.

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1 ~~(2)(5)~~ Committee Reconsideration. The Department Committee shall reconsider  
2 the Provost’s written objections and within ten (10) days after receiving  
3 them, shall resubmit the proposed written clarifications to the Provost,  
4 incorporating all, some, or none of the objections, along with a written  
5 explanation and justification for the resubmitted language.

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

9 ~~(e)(a)~~ Department Committee.

10 ~~(5)~~ The Vice Provost of Academic Affairs (or designee), Department Chair (or  
11 if Division/Department Director is present, Division director, or designee)  
12 of each respective department, and two (2) faculty members from the  
13 department (at least one holding the most senior rank in the department,  
14 subject to the limitation below) shall form the “Committee.” Department  
15 faculty shall select their representative faculty members on an annual basis  
16 during the first week of the fall semester (except for Spring 2019, when the  
17 Committee shall be formed as early as possible in the semester). Faculty  
18 members that received a notice of non-reappointment or notice of layoff,  
19 instructors, and visiting faculty are not eligible to serve on the Committee  
20 or participate in the Committee selection process (this includes individuals  
21 that contest their non-renewal status).

22 ~~(6)~~ The Provost shall provide a framework and formally charge said Committee  
23 to develop and maintain written clarifications of the University’s  
24 reappointment and promotion criteria in terms tailored to the department’s  
25 discipline(s) and assigned duties, and consistent with University standards  
26 as established in the 2018-2019 Faculty Handbook.

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

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

33 ~~(2)~~ Changes to discipline-specific departmental clarifications of the University  
34 criteria shall be developed and approved according to the process outlined

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1                    above.

2            (e) Access to Criteria.

3            (1) The Reappointment and Promotion criteria shall be available in the  
4 department and in the Provost’s office or upon request from the Department  
5 Chair or Division Director.

6            ~~(7)~~(2) -All such criteria shall also be provided to UFF upon written request.

7 **6.96.7 Promotion Categories and Eligibility Criteria.** Subject to the requirements set forth  
8 herein, faculty holding the rank of Assistant Professor and Associate Professor shall be  
9 eligible to apply for promotion to the next higher rank.

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

15           (b) Minimum Qualifications.

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

18           (2) At least two (2) of the five (5) immediately preceding academic years must  
19 be served at the University.

20           ~~(4)~~(3) The University, at its discretion, may provide exceptions to these minimum  
21 qualifications upon request of a professor and approval of their Chair,  
22 Director (when a Director is present), and the Provost or designee.

23           ~~(b)~~(c) If the University previously promoted the ~~candidate~~Candidate, the promotion  
24 assessment shall be based on the ~~candidate’s~~Candidate’s performance since the  
25 ~~candidate’s~~Candidate’s last promotion.

26           ~~(e)~~(d) If the University has not previously promoted the ~~candidate~~Candidate, the  
27 promotion assessment is cumulative and must include consideration of the  
28 ~~candidate’s~~Candidate’s achievements prior to employment at the University.  
29 However, the ~~candidate’s~~Candidate’s promotion assessment must also establish  
30 that the ~~candidate~~Candidate has continued to progress and achieve in the categories  
31 and criteria used for reappointment and/or promotion while employed at the  
32 University.

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~~6.106.2 Changes in Criteria for Reappointment and Promotion for Professors.~~

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

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

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

**(a) Types of Review Processes.**

**(1) Preliminary Review.**

~~a. a review that does not include external letters and is only conducted by the Department Evaluation Panel (as described below in Section 6.8(c)).~~

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

**(2) Full Review.**

~~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 Sections **Error! Reference source not found.**6.8(d)(3)e and 6.8(d)(2)d, 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 **Error! Reference source not found.**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~~

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~~an individual must seek reappointment, the The-University will provide notification notice to eligible professors prior to the semester that their reappointment and/or promotion review starts, with the exception of reviews conducted in Spring 2019.who:~~

~~a. must apply for promotion from Assistant to Associate Professor to maintain their appointment, or;~~

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

~~(2)(3) Such notificationNotice 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.~~

~~(3)(5) Professors shall provide the University with their Packet by the deadline set forth in the notice referenced herein.~~

~~. If a professor does not receive a promotion following consideration, 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.~~

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

(c) Department Evaluation Panel (“DEP”)

(1) DEP Chair.

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

b. If the Division Director or Department Chair does not hold the appropriate rank, the Provost will appoint a chair for the PAEPDEP.

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1 (2) DEP Membership.

2 a. For reviews of Associate and Assistant Professors, the PAEPDEP  
3 shall consist of faculty of a higher rank than the Candidate within  
4 the Candidate’s division, or if no division is present, within the  
5 Candidate’s department. In some cases, this requirement will lead to  
6 varying membership on DEP committees based on the cases that are  
7 being considered.

8 b. There must be a minimum of three (3) qualified (appropriately  
9 ranked) individuals serving on the PAEPDEP.

10 1. If the number of individuals available to serve on the  
11 PAEPDEP is less than three (3), the Provost and PAEPDEP  
12 Chair will each select a faculty member of appropriate rank  
13 from another unit at the University to serve on the  
14 PAEPDEP.

15 2. If the PAEPDEP includes no members from the candidate’s  
16 department, the PAEPDEP will request input from the  
17 department chair before finalizing its recommendation.

18 c. If the Department chair is the candidate and no member from the  
19 chair’s department is a member of the PAEPDEP, the Provost or  
20 designee shall select a member of the chair’s department to provide  
21 input to the PAEPDEP before the PAEPDEP finalizes their  
22 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 shall provide the Packet (as described in Section  
32 6.56.9) to the PAEP-DEP for review.

33 1. ~~PAEP and UEC Supplemental Information. Both the~~The

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~~PAEPDEP and the UEC may acquire and provide supplemental materials and/or other information as they see fit 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 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. For Preliminary Reviews, the DEP will prepare and provide a report and recommendation to the Provost directly.~~

c. ~~For Full Reviews, the The PAEP DEP 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.~~

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

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b.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.

~~(0) 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.~~

(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 ~~five~~ six (6) qualified individuals at the University, all such qualified individuals shall 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 ~~or PAEP.~~

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~~ institutional knowledge for the committee is maintained.

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. 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~~

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1 ~~deemed in the nomination pool. Individuals that are in their terminal~~  
 2 ~~year of employment (as a result of non-reappointment or layoff) are~~  
 3 ~~not eligible to serve on the UEC or PAEP. Term duration will be~~  
 4 ~~staggered to have a “normal” term of three (3) years in length and~~  
 5 ~~with overlap in UEC membership so that committee memory is~~  
 6 ~~maintained. In years where an individual is up for reappointment~~  
 7 ~~review, he or she may not participate in the UEC. If fewer than three~~  
 8 ~~(3) individuals are eligible to staff the UEC, the UEC will be chaired~~  
 9 ~~by the Provost with all eligible faculty serving as members. When~~  
 10 ~~the University includes~~ If fewer than ten (10) individuals with the  
 11 rank of Full Professor are on staff at the University, the UEC will ~~be~~  
 12 between consist of three (3) and to five (5) individuals at the  
 13 discretion of the Administration University.

14 b. With ten (10) to twenty (20) Full Professors on staff, the UEC will  
 15 ~~be between~~ consist of five (5) and to seven (7) individuals at the  
 16 discretion of the Administration University;

17 a.c. ~~w~~With more than twenty (20) Full Professors on staff, the UEC will  
 18 ~~include~~ consist of seven (7) members. The UEC must operate in  
 19 executive session and in total confidentiality.

20 b.d. ~~When reviewing~~ If, during the review of a Full Professor, ~~and~~ that  
 21 faculty member’s unit does not have a minimum of four (4)  
 22 individuals with the rank of Full Professor, the UEC will be the sole  
 23 reviewing committee for that faculty member. ~~The UEC will prepare~~  
 24 ~~a report and recommendation, and provide both the PAEP (if it was~~  
 25 ~~done) and UEC reports and recommendations to the Provost. If the~~  
 26 ~~Provost chairs the UEC, the Provost will not make a~~  
 27 ~~recommendation, but will supply a candidate’s Packet, and both the~~  
 28 ~~UEC and PAEP reports to the President for a final decision.~~

29 (3) UEC Report and Recommendation.

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

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

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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 PAEPDEP (if it was done) and UEC reports and recommendations to the Provost.

c. 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 PAEPDEP reports to the President for a final decision.

d. 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 PAEP’s DEP and UEC (if applicable)’s reports and recommendations and the Candidate’s packet, the Provost shall 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 consistent with Section 6.8(f), and

a.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, but are appealable to the President.

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

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1 to the Office of the President (president@floridapoly.edu).

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

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

7 4. Within twenty (20) days of receipt of the Candidate’s appeal,  
8 the President will render a decision either granting or  
9 denying the appeal on its merits.

10 (3) The Provost’s recommendation, written justification, and/or decision as a  
11 result of the review process constitute faculty evaluative information and/or  
12 limited-access records, pursuant to Florida Polytechnic University Rule  
13 6C13-6.008.

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

17 (3)(1) -The granting of reappointment or promotion should be based on the  
18 University’s criteria, ~~clarifications and criteria~~ produced by the Candidate’s  
19 unit or department, the reports and recommendations of the ~~PAEP-DEP~~ and  
20 UEC, any documents relied upon by the ~~PAEP-DEP~~ and UEC in creating  
21 ~~said their~~ reports and recommendations, the Candidate’s packet, and the  
22 written recommendation of the Provost.

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

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

27 b. deny the request for reappointment or promotion

28 1. If the President’s final decision on reappointment and  
29 promotion is negative, the Candidate may request a written  
30 justification of the decision within ten (10) days.

31 1.2. -Upon such a request, the President ~~or his or her designee~~  
32 shall provide, within twenty (20) days, ~~such a~~ written  
33 justification to the Candidate.

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Date \_\_\_\_\_

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

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

10 ~~(i) Promotion Date.~~

11 ~~(1) -Promotions for professors that are granted shall be effective on August 15~~  
12 ~~following the decision date.~~

13 ~~(4)(2) -An individual may use their new title effective afterupon written~~  
14 ~~notification of their promotion.~~

15 ~~6.146.2 Reappointment and/or Promotion Packet for Professors. The Reappointment and/or~~  
16 ~~Promotion Review Packet ("Packet"), utilized in the procedure set forth in Section 6.8,~~  
17 ~~shall include, at a minimum, the following:~~

18 ~~(a) Candidate Prepared Dossier. A Candidate for reappointment or promotion must~~  
19 ~~prepare a dossier for consideration, which must include: a personal statement from~~  
20 ~~the Candidate and elements that show the Candidate's demonstrated abilities and~~  
21 ~~competencies in teaching, service, and research including, but not limited to, all~~  
22 ~~evaluation materials from prior years of employment at the University. Intentional~~  
23 ~~or significant misrepresentations contained in the Candidate's dossier shall serve as~~  
24 ~~cause for termination. The Provost shall develop the format and guidelines for the~~  
25 ~~Candidate Prepared Dossier and send them to the Faculty Representative Council~~  
26 ~~("FRC") for review and comment. The FRC shall review, within fourteen (14) days~~  
27 ~~of receipt, the format and guidelines and shall recommend approval or changes to~~  
28 ~~the Provost. Should the FRC recommend changes, the Provost shall, within ten (10)~~  
29 ~~days, either accept the changes or give a written justification for not accepting the~~  
30 ~~changes. The Candidate Prepared Dossier must follow the final format as finalized~~  
31 ~~by the Provost and faculty are solely responsible for the content within, and~~  
32 ~~production of, the dossier.~~

33 ~~6.16 Reference Letters. Reference letters are required for promotion reviews and may be~~  
34 ~~requested for "full" reviews by either the candidate or the division director (or chair if no~~

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~~director is present). 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. This template will be developed according to and as part of the process laid out in Section 6.8 – Reappointment and/or Promotion Procedure for Professors. The Candidate “nominates” up to four (4) individuals to provide reference letters. The Division Director, or if the academic unit does not belong to a division, Department Chair, in conjunction with the Program Area Evaluation Panel (“PAEP”) formally requests all external reference letters, which shall include at a minimum two (2) individuals nominated by the Candidate, and a minimum of two (2) letters from individuals not nominated by the Candidate. A single negative reference may not be the sole basis for not reappointing a candidate or for not promoting a candidate. A minimum of four (4) reference letters must be requested. The confidential reference letters shall be included for review with Candidate’s dossier and any supplemental materials. A list of the names of all individuals asked to provide a review and whether any declined to provide this review, and reason given, if any, will also be included. Promotion and reappointment decisions shall not be based solely on the reference letters received.~~

~~**6.17 – PAEP and UEC Supplemental Information.** Both the PAEP and the UEC may acquire and provide supplemental materials and/or other information as they see fit. 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 to respond to the information.~~

~~**6.18 – Promotion Date.** Promotions for professors that are granted shall be effective on August 15 following the decision date. An individual may use their new title effective after written notification of their promotion.~~

**6.9 Grievability.**

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

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

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

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Date \_\_\_\_\_

- 1 (d) Such grievances must be filed within thirty (30) days of the Candidate’s receipt of
- 2 the promotion or reappointment decision from the President as described in **Error!**
- 3 Reference source not found.6.8(f)(3), or the President’s denial of an appeal in
- 4 Section 6.8(e)(2)c.4.
- 5 (a) ~~Reports and recommendations from t~~The ~~PAEPDEP, and~~ UEC, ~~and~~ Provost
- 6 ~~reports~~ shall be available for arbitration proceedings consistent with the
- 7 requirements described in Florida Polytechnic University Rule 6C13-6.008 upon
- 8 request.
- 9 (b)(e)

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