

Article 14
PROMOTION

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14.1 Policy. Promotion decisions are not merely a totaling of a faculty member’s performance evaluations. Rather, the University, through faculty and administrative review, assesses the faculty member’s potential for growth and scholarly contribution, as evidenced by the faculty member’s record, as well as past meritorious performance. Promotion in the tenured and tenure-earning ranks is attained through meritorious performance in teaching, research or other scholarly activities, and service. Promotion in other faculty classifications is attained through meritorious performance of duties in the faculty member’s present position. Administrators who are in the tenured and tenure-earning ranks and are being considered for promotion must qualify on the basis of the criteria as stated in this article rather than on the basis of their administrative duties.

14.2 Criteria and Procedures for Promotion.

(a) Promotion decisions shall be a result of meritorious performance and shall be based upon established criteria and procedures specified in writing by the University. Such criteria and procedures shall be consistent with the provisions of this Agreement.

(b) The University criteria and procedures for promotion shall be refined and adapted by each department/unit to reflect, as appropriate, the particular practices of the department’s disciplines. Such refinements or adaptations shall be developed and approved by the faculty of the unit to which they apply, in a manner consistent with applicable bylaws of the unit, and shall be consistent with the University criteria and procedures and the provisions of this Agreement.

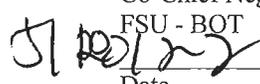
(c) Promotion criteria and procedures shall be available in the department/unit office and/or at the college/unit level, and posted on the websites of the corresponding organizational units if they have websites.

(d) Basis for Promotion Decision. The promotion decision shall take into account the following:

- (1) Tenure Review Report(s) for Assistant Professors and the Annual Progress Toward Promotion letters for all faculty members;
- (2) Annual assignments;
- (3) Fulfillment of the department/unit written promotion criteria, as related to the candidate’s assignments;
- (4) Whether, pursuant to Article 9 Assignment of Responsibilities, the candidate has been provided equal opportunities, in relation to other faculty in the same department, meet the promotion criteria; and
- (5) Evidence of effective performance of assigned responsibilities. Examples of such evidence for teaching include syllabi and peer evaluations of teaching. The evaluation of teaching may not be based primarily on student perceptions.

(e) Progress toward promotion.

(1) Faculty members eligible for promotion shall be apprised annually in writing of their progress toward promotion. The appraisal shall be included in the annual evaluation.


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1 (2) The faculty member may request, in writing, a meeting with an administrator at the
2 next higher level to discuss concerns regarding the promotion appraisal that were not resolved in
3 previous discussions with the evaluator.

4 14.3 Modification of University Criteria and Procedures for Promotion.

5 (a) No criteria or procedures for promotion shall be applied to a member of the bargaining unit
6 if they are inconsistent with a provision of this Agreement.

7 (b) No change in promotion criteria or procedures that would be inconsistent with a provision
8 of this Agreement shall be made without entering into collective bargaining negotiations with the
9 UFF, unless the UFF Chapter agrees to the changes in writing.

10 (c) The University may modify the criteria or procedures for promotion, so long as the
11 modifications are consistent with the provisions of this Agreement and the UFF Chapter has been
12 notified of the proposed modifications and offered an opportunity to discuss them in consultation
13 with the University President or representative.

14 (d) Any proposal to develop or modify criteria or procedures for promotion shall be available
15 for discussion by members of the affected departments/units before adoption.

16 (e) The UFF Chapter must be provided with a copy of any proposed changes in the criteria or
17 procedures for promotions.

18 (f) Changes in criteria or procedures shall not become effective until one (1) year following
19 adoption of the changes, unless an earlier adoption date is mutually agreed to in writing by the
20 UFF Chapter President and the University President or representative. The date of adoption shall
21 be the date on which the changes are approved in writing by the Board or its representative and,
22 where required, the UFF.

23 14.4 Recommendations.

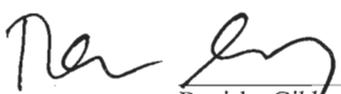
24 (a) Recommendations for promotion shall begin with the faculty member's supervisor and
25 shall be submitted to the appropriate officials for review.

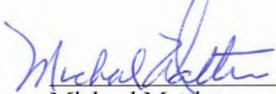
26 (b) Prior to the consideration of the faculty member's promotion, the faculty member shall
27 have the right to review the contents of the promotion binder and may attach a brief response to
28 any material therein. It shall be the responsibility of the faculty member to see that the binder is
29 complete at that time. The provisions of Sections 11.2 through 11.8 of this Agreement shall apply
30 to the contents of the promotion binder.

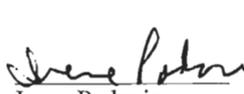
31 (c) Recommendations for promotion shall include a copy of applicable promotion criteria, a
32 narrative explanation provided by each committee in the promotion process summarizing the
33 meeting, the faculty member's annual assignments and the faculty member's promotion reports as
34 outlined in Article 14.2(d)(1).

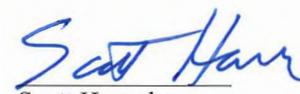
35 (d) If any material is added to the file after the commencement of consideration, a copy shall
36 be sent to the faculty member within five (5) business days (by personal delivery or by mail, return
37 receipt requested). The faculty member may attach a brief response within five (5) business days
38 of his/her receipt of the added material. The file shall not be forwarded until either the faculty
39 member submits a response or until five (5) business days after the faculty member received a
40 copy of the added material, whichever occurs first.

41 (e) The only documents that may be considered in making a promotion recommendation are
42 those contained or referenced in the promotion file.


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1 (f) There shall be only one file if a faculty member is being recommended for both promotion
2 and tenure.

3 (g) Any contents of the promotion file that are not copies of material already in the one
4 evaluation file specified in Article 11 shall become part of the faculty member's one evaluation
5 file.

6 (h) The promotion binder shall be reviewed by a faculty committee that is, elected by the
7 faculty according to the process defined in the bylaws of the department/unit. The committee is
8 charged with the responsibility for reviewing the binders/records of prospective candidates for
9 promotion in that department/unit and for making which shall make a recommendations by secret
10 ballot on the promotions by secret ballot.

11 (1) ~~Each department/unit shall have one such committee, elected by the faculty~~
12 ~~according to the process defined in the bylaws of the department/unit, which is charged with the~~
13 ~~responsibility of reviewing the records of all prospective candidates for promotion in that~~
14 ~~department/unit and recommending action on the nomination of each candidate.~~ A faculty member
15 on such committee or among the tenured faculty shall not be allowed to designate someone else to
16 cast a vote on their behalf (i.e. proxy). A faculty member may remotely cast a vote, either verbally
17 or in writing, unless prohibited by a department/unit's bylaws. If a department/unit has fewer than
18 10 faculty members, and the bylaws of the department/unit do not provide for a faculty committee
19 for review of promotions, the faculty of the department/unit shall be combined with similarly
20 situated department/units determined by the President or designee to elect a joint faculty
21 committee.

22 (2) For those department/units with tenure-track faculty members, this committee will
23 be the promotion and tenure committee specified in Appendix I 1.3(b), and shall include a majority
24 of tenured faculty members.

25 (3) Consistent with Article 32 Definitions and usage throughout this CBA, the term
26 "department/unit" as used in this section applies to the college/unit for those college/units that are
27 not organized internally into department/units.

28 14.5 Promotion Decision.

29 (a) The President shall make the promotion decision after receiving the advice of the various
30 Promotion and Tenure Committees. The President shall notify the faculty member in writing of
31 the decision.

32 (b) If any faculty member is denied promotion, he or she shall be notified in writing by the
33 appropriate administrative official, as soon as possible, of that decision. Upon written request by
34 a faculty member within twenty (20) days of the faculty member's receipt of such decision, the
35 University shall provide the faculty member with a written statement of the reasons that the
36 promotion was denied.

37 14.6 Further Details. Appendices I and J specify further details regarding the criteria and
38 procedures for granting promotion, and tenure where applicable, for specific categories of faculty
39 members.



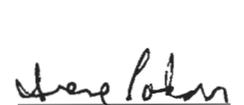
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