

ARTICLE 14  
PROMOTION

14.1 Policy. Promotion decisions are not merely a totaling of an employee's annual 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 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.

(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.

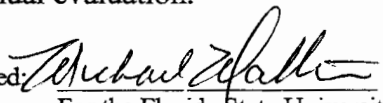
(d) Basis for Promotion Decision. The promotion decision shall take into account the following:

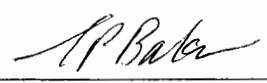
(1) Annual evaluations;  
(2) Annual assignments;  
(3) Fulfillment of the department/unit written promotion criteria, as related to the candidate's assignments;

(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, to meet the promotion criteria.

(e) Progress toward promotion.

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

Approved:   
For the Florida State University  
Board of Trustees

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1 (2) The faculty member may request, in writing, a meeting with an  
2 administrator at the next higher level to discuss concerns regarding the promotion appraisal that  
3 were not resolved in previous discussions with the evaluator.  
4

5 14.3 Modification of University Criteria and Procedures for Promotion.

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

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

11 (c) The University may modify criteria or procedures for promotion so long as the  
12 modifications are consistent with the provisions of this Agreement.

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

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

17 (f) Changes in criteria or procedures shall not become effective until one (1) year  
18 following adoption of the changes, unless an earlier adoption date is mutually agreed to in  
19 writing by the UFF Chapter President and the University President or representative. The date of  
20 adoption shall be the date on which the changes are approved in writing by the Board or its  
21 representative and, where required, the UFF.  
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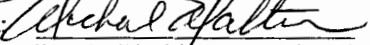
23 14.4 Recommendations

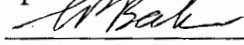
24 (a) Recommendations for promotion shall begin with the faculty member's  
25 supervisor and shall be submitted to the appropriate officials for review. Prior to the  
26 consideration of the faculty member's promotion, the faculty member shall have the right to  
27 review the contents of the promotion file and may attach a brief response to any material therein.  
28 It shall be the responsibility of the faculty member to see that the file is complete at that time.  
29 The provisions of Sections 11.2 through 11.8 of this Agreement shall apply to the contents of the  
30 promotion file.  
31

32 (b) Recommendations for promotion shall include a copy of applicable promotion  
33 criteria, the faculty member's annual assignments and annual evaluations, including the faculty  
34 member's promotion appraisal(s).  
35

36 (c) If any material is added to the file after the commencement of consideration, a  
37 copy shall be sent to the faculty member within seven (7) business days (by personal delivery or  
38 by mail, return receipt requested). The faculty member may attach a brief response within seven  
39 (7) business days of his/her receipt of the added material. The file shall not be forwarded until  
40 either the faculty member submits a response or until seven (7) days after the faculty member  
41 received a copy of the added material, whichever occurs first.  
42

43 (d) The only documents that may be considered in making a promotion  
44 recommendation are those contained or referenced in the promotion file.

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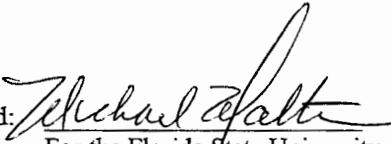
1  
2 (e) There shall be only one file if a faculty member is being recommended for both  
3 promotion and tenure.


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

8  
9 14.6 Promotion Decision.

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

13  
14 (b) If any faculty member is denied promotion, he or she shall be notified in writing  
15 by the appropriate administrative official, as soon as possible, of that decision. Upon written  
16 request by a faculty member within twenty (20) days of the faculty member's receipt of such  
17 decision, the University shall provide the faculty member with a written statement of the reasons  
18 that the promotion was denied.  
19

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