



**PROMOTION AND TENURE  
GUIDELINES  
2010-2011**

**DIVISION OF ACADEMIC AFFAIRS  
Office of Faculty Affairs**

Online version under "Promotion and Tenure,"  
Faculty Affairs web page: [www.facultyaffairs.ucf.edu](http://www.facultyaffairs.ucf.edu)

## **TABLE OF CONTENTS**

<b>ARTICLE 14 .....</b>	<b>1</b>
<b>PROMOTION OF FACULTY.....</b>	<b>3</b>
<b>TENURE REGULATION.....</b>	<b>10</b>
<b>ARTICLE 15 .....</b>	<b>15</b>
<b>PROMOTION AND/OR TENURE SCHEDULE AND GUIDELINES .....</b>	<b>18</b>
<b>GENERAL INSTRUCTIONS FOR COMPLETING DOSSIER .....</b>	<b>22</b>
<b>FORMS.....</b>	<b>25</b>

## **ARTICLE 14**

### **PROMOTION PROCEDURE**

#### 14.1 Policy.

(a) Promotion decisions are not merely a totaling of an employee's annual performance evaluations. Rather, the University, through its faculty, professional employees, and administrators, assesses the employee's potential for growth and scholarly contribution as well as past meritorious performance.

(b) Beginning with the second year of employment, assistant professors eligible for consideration for promotion to associate professor shall be apprised of their progress toward promotion. The appraisal shall be included as a separate component of the annual evaluation and is intended to provide assistance and counseling to candidates to help them to qualify themselves for promotion. The employee may request, in writing, a meeting with an administrator at the next higher level to discuss concerns regarding the promotion appraisal which were not resolved in previous discussions with the evaluator. Associate professors eligible for promotion to full professor may, at their option and upon written request, be similarly apprised of their progress toward promotion.

#### 14.2 Criteria.

(a) Promotion decisions shall be a result of meritorious performance and shall be based upon established criteria specified in writing by the University. All affected employees shall be given a copy of the criteria. The University may modify these criteria so long as the local UFF Chapter has been notified of the proposed changes and offered an opportunity to discuss such changes in consultation with the president or representative. Changes in criteria shall not become effective until one (1) year following adoption of the changes, unless mutually agreed to in writing by the local UFF Chapter President and the president. The date of adoption shall be the date on which the changes are approved by the administrator at the highest level required under applicable University policies and procedures. Any proposal to develop or modify promotion criteria shall be available for discussion by members of the affected departments/units before adoption.

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

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

#### 14.3 Procedures.

(a) Recommendations for promotion shall begin with the employee's supervisor and shall be submitted to the appropriate officials for review. Prior to the consideration of the employee's promotion, the employee shall have the right to review the contents of the

promotion file and may attach a brief response to any material therein. It shall be the responsibility of the employee to see that the file is complete. The provisions of Article 11 of this Agreement shall apply to the contents of the promotion file. If any material is added to the file after the commencement of consideration, a copy shall be sent to the employee within five (5) days (by personal delivery or by mail, return receipt requested). The employee may attach a brief response within five (5) days of his/her receipt of the added material. The file shall not be forwarded until either the employee submits a response or until the second five (5) day period expires, whichever occurs first.

(b) Recommendations for promotion shall include a copy of applicable promotion criteria, the employee's annual assignments and annual evaluations, and, the employee's promotion appraisal(s).

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

**Promotion of Faculty**  
(UCF Regulation, 6C7-3.017)

(1) Policy.

(a) The University of Central Florida adheres to the regulations of the Board of Governors governing promotion (Rule 6C-5.935, F.A.C.).

(b) There shall be sufficient discipline flexibility in interpretation of the standards for promotion so that individuals may have a reasonable expectation of fulfilling the requirements.

(c) A faculty member shall normally be recommended for promotion to associate professor prior to or at the same time that tenure is recommended. To save time for both faculty member and committees, the necessary papers for both will go forward simultaneously. It is recommended that the vote for promotion precede the vote on tenure at department or unit, college, and university levels.

(2) Nomination Eligibility.

(a) Promotion to associate professor. Promotion from assistant to associate professor calls for substantial contributions in teaching and research, as well as acceptable service contributions or other university duties. The record must demonstrate professional accomplishment beyond the doctoral or terminal degree level of the specific discipline.

(b) Promotion to professor. The rank of professor reflects not only an individual's contributions within the institution but also denotes a status and level of significant achievement among one's disciplinary peers on a national or international level. Substantial contributions of a continuing nature in each of the areas, beyond that expected of an associate professor, are necessary components for the achievement of the rank of professor.

(c) Criteria for promotion to all faculty ranks shall also consider service to public schools. Service to public schools shall be included under service or research/creative activities, as appropriate. Judgments pertaining to the decision to promote a faculty member being nominated shall include the faculty member's activities involving public schools under the following circumstances:

1. The faculty member has been assigned such activities and has been given a reasonable opportunity to perform such activities, or

2. The faculty member requests that such activities be included.

(3) Procedures for Recommending Faculty Members for Promotion.

(a) Recommendations for promotion will be initiated by the department chair or unit head and evaluated successively the department's or unit's tenured professors, the department chair or unit head, the college promotion and tenure committee, the dean of the college, the university

promotion and tenure committee, the provost, and the president. The dean of the college will initiate recommendations for promotion of department chairs or unit heads, assistant deans, and persons occupying similar positions.

(b) Recommendations by department chairs or unit heads, deans, and all committees should be brief and cite reasons for their recommendations.

(c) Outside review. Each faculty member being considered for promotion will have all relevant material from his/her application file submitted to an even number of at least four outside reviewers for evaluation. The outside reviewers are to be selected using the following procedures.

1. The department chair or unit head and the department promotion and tenure committee shall jointly nominate a panel of an even number of at least four outside reviewers; and the faculty member being considered for promotion shall nominate a panel of an even number of at least four outside reviewers. The final panel of outside reviewers shall consist of an even number of at least four persons: half selected by the faculty candidate from the panel proposed by the department chair or unit head and promotion and tenure committee, and half selected by the department chair or unit head and the promotion and tenure committee from the panel proposed by the faculty candidate. When a department chair or unit head is under consideration for promotion, his/her dean shall appoint a person to participate in the promotion process in the role of the chair's supervisor.

2. Outside reviewers' comments shall be based upon the candidate's professional curriculum vita and selected material provided jointly by the department chair or unit head and the candidate to the outside reviewers. In the event that an agreement cannot be reached as to the selected material, the department promotion and tenure committee shall adjudicate the matter.

3. In all instances, a standard letter provided by the Office of Academic Affairs shall be used by the department chair or unit head for the purpose of submitting a file to the outside reviewers. When a department chair or unit head is a candidate, his/her immediate supervisor shall handle the letters and application file distributions.

4. Outside reviewers primarily provide comments about the significance of the candidate's research and creative activity within their common discipline or area of study.

(d) When complete, the recommendations for promotion will be accompanied by the supporting materials as listed below:

1. A nomination format that will be provided by the Office of Academic Affairs.
2. Summary evaluations completed by the department chair or unit head and the dean in a format to be provided by the Office of Academic Affairs.

3. The employee's annual performance evaluations for the period under consideration and all cumulative progress evaluations by the department or unit tenured faculty, the department chair or unit head, and the dean, where applicable, in formats to be provided by the Office of Academic Affairs.

4. An evaluation and recommendation by the department or unit tenured faculty ranked at or above the level sought, where available, in a format to be provided by the Office of Academic Affairs. Evaluations and recommendations also will be made by college and university committees, in accordance with the following procedures.

(e) Department promotion and tenure committee:

1. A department promotion and tenure committee shall be established within each academic department to function as an advisory group to the department chair or unit head. This committee shall consist of all tenured department or unit faculty ranked at or above the level sought by the candidate, where available. If a department or unit has fewer than three (3) tenured faculty, departments or units (normally within the respective college) can be merged for the purpose of evaluating and voting on the candidate's file. If a faculty member is a candidate for promotion and/or tenure or if a faculty member will be serving as a member of the college or university committee that individual shall not be eligible to serve on the department committee. Department promotion and tenure committee members must remove themselves from voting and be replaced by an alternate in the following cases:

- a. Where there is a conflict of interest, or
- b. If in their judgment, personal factors might impair their objectivity regarding an individual applicant.

2. The committee chair shall be a member of the committee elected by majority vote of its members and shall call the committee into session to transact such business as required. The committee shall, at the request of the department chair or unit head, review the evaluation folders of faculty under consideration for a change of status. The department or unit may designate, with approval of the provost, criteria for evaluation in addition to those in subsection (2) above. Additional criteria must be approved by a majority of the tenured full-time faculty members of the department or unit, the department chair or unit head, and the dean. If a department or unit has fewer than three (3) tenured faculty, departments or units (normally within the respective college) can be merged. The committee will be professional and discriminating in its decision making and will make its review based on consideration of facts and supportive evidence contained in the candidates application file.

3. An evaluation and recommendation of the candidate by the appropriate faculty shall be completed for each faculty member evaluated. Each committee member shall vote on each case considered, and the result shall be recorded. Each evaluation and recommendation must be accompanied by an explanation of the committee's action.

4. The committee chair shall forward to the department chair or unit head the following:

a. A copy of the record of attendance, and the committee's evaluation and recommendation; and promotion application file; and

b. The promotion application file. The committee shall also designate one of its members to orally report the basis for the committee recommendation to the department chair or unit head and to the college promotion and tenure committee, if requested by either.

5. The department chair or unit head shall, within five calendar days, notify the faculty candidate of the committee's evaluation and recommendation.

6. Evaluated faculty members may review the committee's evaluation and recommendation. Evaluated candidates choosing to provide comments on the committee's evaluation and recommendation may do so in writing within five calendar days after receipt of notice of the committee's decision and this response shall be placed in the candidate's evaluation file.

(f) College promotion and tenure committee:

1. A college promotion and tenure committee consisting of one tenured faculty member at the rank of professor, where available, from each department or unit shall be established within each college to function as an advisory group to the dean. Each committee member shall serve a term of two academic years. Terms shall be staggered to provide for continuity and uniformity of committee action. Committee members are not allowed to serve two successive terms, except in departments or units with only one eligible professor.

2. Each department or unit shall elect a representative to the college promotion and tenure committee. Small units (i.e. those with fewer than three tenured faculty members) shall elect a representative to the college promotion and tenure committee only when a member of the respective unit is applying for promotion and/or tenure, contingent upon approval from the appropriate dean. Representatives shall be tenured professors (where available) elected by majority vote of tenured and tenure-earning faculty of the department or unit. Exempted from service on college promotion and tenure committees are faculty not eligible because of prior service and faculty who are candidates for promotion and/or tenure.

3. Members of the college promotion and tenure committee shall be elected at department or unit meetings in the spring semester. The dean of the college shall serve as the election official. If



a faculty member is a candidate for promotion and/or tenure or if a faculty member served as a member of the department committee or will be serving as a member of the university committee that individual shall not be eligible to serve on the college committee. College promotion and tenure committee members must remove themselves from voting and be replaced by an alternate in the following cases:

- a. Where there is a conflict of interest, or
- b. If in their judgment personal factors might impair their objectivity regarding an individual applicant.

4. The committee chair shall be a member of the committee elected by a majority vote of its members, and shall call the committee into session to transact such business as required. Except for the College of Arts and Sciences, a quorum shall consist of the attendance of all regular committee members. Attendance by eighty percent (80%) of the committee members representing the College of Arts & Sciences will constitute a quorum. In case of serious or prolonged illness, an alternate member will serve.

5. The committee shall, at the request of the dean, review those credentials submitted by the department chairs or unit heads for consideration of faculty change of status. The college may designate, with approval of the provost, as provided for by the then-current collective bargaining agreement, additional criteria for evaluation at the college-wide level in addition to those in applicable regulations. Such additional criteria must be approved by a majority of the tenured faculty members of the college and its dean. The committee will be professional and discriminating in its decision making and will make its review based on consideration of the facts and supporting evidence contained in the application file, including the evaluations and recommendations in the file.

6. Faculty shall complete an evaluation and recommendation for each candidate applying for promotion. Each committee member shall vote on each case considered, and the result shall be recorded. Each evaluation and recommendation must be accompanied by an explanation of the committee's action. Evaluations and recommendations shall not be an order ranking.

7. The committee chair shall forward to the dean the following:

- a. A copy of the record of attendance, and the committee's evaluation and recommendations, and
- b. The promotion application file.

8. The dean shall, within five calendar days, notify the candidate and advise that they may review the evaluation and recommendation of the college promotion and tenure committee.

Evaluated candidates choosing to provide comments on the committee's evaluation and recommendation may do so in writing within five calendar days after receipt of notice of the committee's decision, and this written response shall be placed in the candidate's application file.

(g) University promotion and tenure committee:

1. The university promotion and tenure committee shall be established to function as an advisory group to the provost. The university promotion and tenure committee is a reporting committee of the Faculty Senate. It shall consist of tenured faculty members who hold the rank of professor and who are active scholars within their particular fields. Committee members shall be elected by the tenured and tenure-earning faculty in each college for staggered two-year terms. Each college shall have one member except for the College of Arts and Sciences, which shall have two. If no faculty at the rank of professor are available from a particular college, a faculty member holding the rank of associate professor may serve as the college's representative(s). The committee chair is elected by the committee. No member of the committee may also be a member of a department or college promotion and tenure committee. Vacancies are filled during the term in which they occur from the area of the vacating member for the remainder of that person's term. The committee membership will be a matter of public record. University promotion and tenure committee members must remove themselves from voting and be replaced in the following cases:

- a. Where there is a conflict of interest, or
- b. If in their judgment personal factors might impair their objectivity regarding an individual applicant.

2. The committee shall, upon request of the provost, review the evaluation folders of faculty under consideration for change of status. In this review, the committee will rely upon the same criteria used by the department promotion and tenure committee and the college promotion and tenure committee. It will be professional and discriminating in its decision making and will make its review based on consideration of the facts and supporting evidence in the application file including the evaluations and recommendations in the file.

3. The committee chair shall forward to the provost the following:
- a. A copy of the record of attendance,
  - b. The committee's evaluation recommendation,
  - c. A copy of a form informing the faculty member of the committee's evaluation and recommendation and advising the candidate that any response must be submitted within five calendar days,
  - d. The promotion application file.

(4) Promotion Decision and Notification.

(a) The evaluation process begins with the department's or unit's promotion and tenure committee and proceeds through to the department chair or unit head, the college promotion and tenure committee, the dean, the university promotion and tenure committee, the provost and then president. All evaluations and recommendations will be forwarded successively, and the faculty member will receive a notice of each evaluation and recommendation at the time it is forwarded.

(b) All candidates, whose application files are not withdrawn, will be reviewed by the provost and the president. Final decisions shall be made by the president and rendered in writing.

(c) Promotions will normally become effective at the beginning of the succeeding academic year.

**Tenure Regulation**  
(UCF Regulation, 6C7-3.011)

(1) Scope. This rule shall apply to all faculty members.

(2) General Policy.

(a) The award of tenure shall provide annual reappointment until voluntary resignation, retirement, removal for just cause, or layoff.

(b) University of Central Florida adheres to the Board of Governors Rules 6C-5.940, F.A.C., governing tenure and permanent status.

(c) University of Central Florida adheres to the provisions of any applicable collective bargaining agreement regarding tenure procedures.

(d) There shall be sufficient discipline flexibility in the interpretation of the standards for tenure so that individuals have a reasonable expectation of fulfilling the requirements.

(e) A faculty member shall be recommended for promotion to associate professor prior to or at the same time tenure is recommended. To save time for both faculty members and committees, the application for both status changes shall proceed simultaneously. A vote for promotion to associate professor shall precede the vote on tenure at department or unit, college, and university levels.

(f) If an employee has at least four (4) years of tenure-earning credit as of the effective date of a modification to the tenure criteria, the employee shall be evaluated for tenure under the criteria as it existed prior to modification unless the employee notifies the university at least thirty (30) days prior to the commencement of the tenure consideration that he/she chooses to be evaluated under the newly adopted criteria.

(3) Tenure Criteria.

(a) "Tenure is awarded upon the demonstration of highly competent performance. Tenure criteria shall address the areas of teaching; research and other scholarly activities; and service to the public, the discipline, and the university including those professional responsibilities consistent with faculty status. These criteria shall take into account the mission and needs of the institution and shall place appropriate emphasis upon teaching and teaching-related scholarship. In this regard, the institution shall ensure that teaching is evaluated broadly, including assessments by peers and students, and that teaching performance is prominently considered in the award of tenure."

(b) "The recommendation of an employee for tenure shall signify that the president is satisfied that the employee will continue to make significant professional contributions to the

university and the academic community. Upon recommendation by the president and approval by the Board of Trustees, tenure shall be awarded.”

(c) Tenure is an employment classification achieved by the faculty member and shall be based on demonstrated ability and performance in the areas of teaching, research, other scholarly activities, and service. For tenure, performance over the entire term of appointment at UCF shall be considered. For candidates with prior credit towards tenure, performance before appointment at UCF shall also be considered.

(d) The quality, quantity, and consistency of such performance must provide evidence of the candidate’s value to the university and assurance of potential for the future.

(e) In general, the standards of performance expected for tenure in teaching, research, scholarship, and service shall be the same as for the rank the candidate shall hold for the year in which tenure shall be awarded.

(f) Candidates for tenure shall have demonstrated effectiveness in teaching. Evaluation of teaching by peers, students, administrators, and the candidates themselves as well as teaching-related scholarship shall be considered in assessing competency in teaching and teaching effectiveness. Development of innovative course materials and teaching methodology, curriculum development, special teaching responsibilities, awards or other public recognition of teaching, and other teaching related activities shall also be considered in assessing competency in teaching and teaching effectiveness.

(g) It is the responsibility of the candidate to ensure that the tenure file is accurate and complete.

#### (4) Procedure for Granting Tenure.

(a) At the time a faculty member becomes eligible for tenure consideration, he/she shall submit an application file in accordance with the application format that is available in the Office of Academic Affairs. Normally, a faculty member will consult with the appropriate department chair or unit head before submitting an application. However, a faculty member may submit an application without an endorsement from the department chair or unit head.

(b) Outside review: Each faculty member being considered for tenure shall have all relevant material from his/her application file submitted to an even number of at least four outside reviewers for evaluation. The outside reviewers are to be selected using the following procedures:

1. The department chair or unit head and the department promotion and tenure committee shall jointly nominate a panel of at least four outside reviewers; and the faculty member being considered for tenure shall nominate a panel of at least four outside reviewers. The final panel of

outside reviewers shall consist of an equal number of at least four persons: half selected by the faculty candidate from the panel proposed by the department chair or unit head and the promotion and tenure committee, and half selected by the chair and the promotion and tenure committee from the panel proposed by the faculty candidate. When a department chair or unit head is under consideration for tenure, his/her dean shall appoint a person to participate in the tenure process in the role of the department chair's or unit head's supervisor.

2. Outside reviews shall be required for all tenure candidates.

3. Outside reviewer's comments shall be based upon a professional resume and relevant material provided jointly by the department chair or unit head and the candidate to the outside reviewers. In the event that an agreement cannot be reached on the relevant material, the department promotion and tenure committee shall adjudicate the matter.

4. In all instances, a standard letter provided by the Office of Academic Affairs shall be used by the department chair or unit head for the purpose of submitting material for outside review. When a department chair or unit head is a candidate, his/her immediate supervisor shall handle this process.

5. Outside reviewers primarily provide comments about the significance of tenure candidate's research and creative activity within their common discipline or area of study.

(c) A committee consisting of all tenured department and unit faculty members, where available, shall meet to evaluate and make a recommendation on the candidate's application for tenure. The recommendation vote and the evaluation shall be forwarded with the tenure application. The department chair or unit head shall not vote on this department committee. If a department or unit has fewer than three tenured faculty, departments or units (typically, from within the respective college) can be merged for tenure votes.

(d) The tenure application shall be evaluated by the candidate's department or unit promotion and tenure committee, the appropriate department chair or unit head, the college promotion and tenure committee, the college dean, the university promotion and tenure committee, the provost, and the president. The tenure application shall be approved by the president before it can be submitted to the Board of Trustees.

(e) The evaluation and recommendation provided to the Board of Trustees shall be accompanied by supporting materials as listed below:

1. An application file in a format provided by the Office of Academic Affairs.

2. All annual evaluations and cumulative progress evaluations completed by department or unit tenured faculty, the department chair or unit head, and the dean over the entire term of appointment at UCF.

3. Annual assignments for at least the prior five (5) years at UCF, or such years, if fewer than five (5), that the faculty member has been at UCF. The faculty member may supplement this submission with annual assignments from other accredited universities.

4. The evaluations and recommendations of the candidate by the department or unit faculty, the department chair or unit head, the college promotion and tenure committee, the dean and the university promotion and tenure committee in a format provided by the Office of Academic Affairs.

(f) The evaluation sequence begins with all tenured faculty in the department or unit, and proceeds to the department chair or unit head, the college committee, the college dean, the university committee, and then to the provost and the president. All evaluations and recommendations shall be forwarded successively, and the faculty member shall receive a notice of each evaluation and recommendations at the time it is forwarded. Written comments can be included in the tenure application file in response to evaluations and recommendations made by the department committee, the department chair or unit head, the college committee, the dean, and the university committee if provided within five (5) days of the date of notification of each evaluation and recommendation.

(g) If the president approves the candidate's application for tenure, the nomination shall be forwarded to the Board of Trustees for action. The university shall provide the nominee with a written report of the final action taken by the Board of Trustees.

(h) Notice of Denial. If any employee is denied tenure, the employee shall be notified in writing by the university within ten (10) days or as soon as possible, thereafter, of that decision. Upon written request by an employee within twenty (20) days of the employee's receipt of notice of denial of tenure, the university shall provide the employee with a written statement of the reasons why tenure was denied.

(i) Grievability. An in-unit employee who receives written notice of denial of tenure may, in accordance with the provisions and requirements of the then-current collectively bargained grievance procedure, contest the decision because of an alleged violation of a specific provision of the collective bargaining agreement. A non-unit employee who received written notice of denial of tenure may, in accordance with the provisions and requirements of the University's non-unit grievance procedure Regulation 6C7-3.0132, contest the decision because of an alleged violation of

University rule, policy, or procedure. In either case, time limits for filing such grievances shall be as set forth in the applicable procedure.



## **ARTICLE 15**

### **TENURE**

15.1 Eligibility. Employees with the rank of Associate Professor and Professor shall be eligible for tenure. Tenure shall be in a department/unit or other appropriate administrative unit. Tenure shall not extend to administrative appointments in the General Faculty or Administrative and Professional classification plans.

15.2 Tenure Decision.

(a) An employee shall normally be considered for tenure during the sixth year of continuous service in a tenure-earning position including any prior service credit granted at the time of initial employment. An employee's written request for early tenure consideration is subject to the University's written agreement.

(b) By the end of six (6) years of service at the University, an employee eligible for tenure shall either be awarded tenure by the Board or given notice that further employment will not be offered. Upon written request by an employee within twenty (20) days of the employee's receipt of such notice, the University shall provide the employee with a written statement of reasons by the President or representative why tenure was not granted.

(c) Decision by the Board. The Board shall award tenure. This decision shall normally be made at the May Board Meeting but no later than the following meeting. The employee shall be notified in writing by the President or representative within five (5) days of the decision of the Board.

(d) An employee being considered for tenure prior to the sixth (6) year may withdraw from consideration before the Provost issues a final written recommendation without prejudice.

15.3 Criteria for Tenure.

(a) The decision to award tenure to an employee shall be a result of meritorious performance and shall be based on established criteria specified in writing by the University. The decision shall take into account the following:

- (1) annual performance evaluations;
- (2) the needs of the department/unit, college/unit, and University;
- (3) the contributions of the employee to the employee's academic unit (program, department/unit, college/unit); and
- (4) the contributions the employee is expected to make to the institution.

(b) The University shall give a copy of the criteria for tenure to employees eligible for tenure, and each such employee shall be apprised in writing once each year of the employee's progress toward tenure. The appraisal shall be included as a separate component of the annual evaluation and is intended to provide assistance and counseling to candidates to help them to qualify themselves for tenure. The employee may request, in writing, a meeting with an administrator at the next higher level to discuss concerns regarding the tenure appraisal which were not resolved in previous discussions with the evaluator.

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

#### 15.4 Modification of Criteria.

(a) **Modifying Criteria.** The University may modify the criteria for tenure so long as the local UFF Chapter has been notified of the proposed changes and offered an opportunity to discuss such changes in consultation with the university President or representative. Changes in criteria shall not become effective until one (1) year following adoption of the changes, unless mutually agreed to in writing by the local UFF President and the university President or representative. The date of adoption shall be the date on which the changes are approved by the administrator at the highest level required under applicable university policies and procedures. Any proposal to develop or modify tenure criteria shall be available for discussion by members of the affected departments/units before adoption.

(b) **Effect on Employees.** The equitable opportunity provisions of Article 9 are applicable to the modified criteria. Further, if an employee has at least four (4) years of tenure-earning credit as of the date on which the tenure criteria are adopted under Section 15.4(a), above, the employee shall be evaluated for tenure under the criteria as they existed prior to modification unless the employee notified the university at least thirty (30) days prior to commencement of the tenure consideration that he/she chooses to be evaluated under the newly adopted criteria.

#### 15.5 Recommendations and Procedures.

(a) **Recommendations for the awarding of tenure** shall be made by the employee's supervisor and shall include a poll by secret ballot of the tenured members of the employee's department/unit. The performance of an employee during the entire term of employment at the institution shall be considered in determining whether to grant tenure. Recommendations regarding tenure shall include a copy of applicable tenure criteria, the employee's annual assignments and annual evaluations, and the employee's tenure appraisals. Prior to the consideration of the employee's candidacy, the employee shall have the right to review the contents of the tenure file and may attach a brief and concise response to any materials therein. It shall be the responsibility of the employee to see that the file is complete. The provisions of Article 11 of this Agreement shall apply to the contents of the tenure file.

(b) If any material is added to the file after the commencement of consideration, a copy shall be sent to the employee within five (5) days (by personal delivery or by mail, return receipt requested). The employee may attach a brief response within five (5) days of his/her receipt of the added material. The file shall not be forwarded until either the employee submits a response or until the second five (5) day period expires, whichever occurs first. The only documents which may be considered in making a tenure recommendation are those contained or referenced in the tenure file.

#### 15.6 Other Considerations.

(a) During the period of tenure-earning service, the employee's employment shall be governed by the provisions of Article 12.

(b) Part-time service of an employee employed at least one semester in any twelve (12) month period shall be accumulated. For example, two (2) semesters of half-time service shall be considered one-half year of service toward the period of tenure-earning service.

(c) An employee who is credited with tenure-earning service at the time of initial appointment may request, in writing, that the president or president's representative withdraw all or a portion of such credit. An employee may make such a request only one time, and the request must be received before the end of the spring semester prior to the fall semester of the employee's final year of eligibility.

15.7 Transfer of Tenure. When a tenured employee is transferred as a result of a reorganization or program curtailment within the University and is employed in the same or similar discipline in which tenure was granted, the employee's tenure shall be transferred to the new department.

15.8 Tenure upon Appointment. Tenure may be granted to an employee by the Board at the time of initial appointment, upon recommendation of the appropriate administrator. The administrator shall consider the recommendation of the department or equivalent unit prior to making his/her final tenure recommendation.

15.9 Leave. Authorized leaves of absence shall be credited or not credited toward the period of tenure earning service according to the provisions of Section 17.4.

15.10 Termination/Layoff. Tenure/permanent status guarantees annual reappointment for the academic year until voluntary resignation, retirement, removal for just cause or layoff.

# Promotion and/or Tenure Schedule and Guidelines for 2010-2011

## CHRONOLOGICAL LIST

### **Monday, March 1, 2010**

Deadline for Department Chair or School Director to discuss the promotion and tenure process with faculty who are to go up for tenure and/or promotion during academic year 2010-2011. Chair/Director begins working with the candidate on his/her outside reviewer list. This would include faculty who were hired into tenure-earning positions no earlier than May 7, 2005. Any person who was hired to begin working at UCF between January 1, 2006 and August 8, 2006 has the choice to seek tenure and/or promotion in either academic year 2010-2011 or 2011-2012.

Academic year	Tenure year
2010-2011	6
2009-2010	5
2008-2009	4
2007-2008	3
2006-2007	2
2005-2006	1

Faculty hired with credit toward tenure should check with their

Department Chair or School Director to confirm their promotion and tenure schedule.

Please address questions regarding tenure timing to Dr. Lin Huff-Corzine in Faculty Affairs.

### **Monday, March 1, 2010**

Annual Spring Promotion and Tenure Workshop.

### **Friday, March 26, 2010**

Deadline for Department Chair or School Director to obtain the candidate's and the Departmental Promotion and Tenure Committee's list of outside reviewers.

### **Friday, April 2, 2010 (or sooner if possible)**

Chair or School Director are to send materials to outside reviewers, who shall not have served as the candidate's dissertation advisor, post-doctoral mentor, or close collaborative colleague.

### **Thursday, April 15, 2010**

Promotion and Tenure Dossier Preparation Workshop

### **Friday, July 9, 2010**

Deadline for outside reviews to be returned to Chair or School Director for inclusion in dossier.

### **Monday, August 30, 2010**

Candidates are to have Promotion and/or Tenure dossiers completed and delivered to Chair or School Director who should review dossiers for completeness and accuracy.

### **Wednesday, September 1, 2010**

Chair or School Director transfers Promotion and Tenure dossiers to the Department Promotion and Tenure Committee.

**Wednesday, September 15, 2010**

Department Promotion and Tenure Committee form (AA-16) with comments and recommendation(s) is to be submitted to the Chair or School Director. All votes must be placed in a sealed envelope in the section of the dossier containing the Department P&T Committee's AA-16. The Committee must explain split votes and abstentions.

**Thursday, September 16, 2010**

Chair or School Director sends the Department Promotion and Tenure Committee's AA-16 with comments and recommendation(s) to the candidate. The candidate's signature is required and the candidate may respond in writing within five calendar days. A response from the candidate is not mandatory.

**Tuesday, September 21, 2010**

Deadline for the candidate's required signature and optional written response to Department Promotion and Tenure Committee's comments and recommendation(s). Please submit response to your Department Chair or School Director for inclusion in the dossier directly in front of the Departmental Promotion and Tenure Committee's form AA-16.

**Friday, September 24, 2010**

Department Chair or School Director sends form AA-18, with comments and recommendation(s) to the candidate. Candidate's signature is required and candidate may respond within five calendar days. A response from the candidate is not mandatory.

**Wednesday, September 29, 2010**

Deadline for the candidate's required signature and optional written response to the Department Chair's or School Director's comments and recommendation(s). Please submit response to your Department Chair or School Director for inclusion in the dossier directly in front of the Departmental Chair's or School Director's form AA-18.

**Thursday, September 30, 2010**

Department Chair or School Director sends all Promotion and Tenure dossiers to College Dean.

**Friday, October 1, 2010**

Dean forwards all Promotion and Tenure dossiers to College Promotion and Tenure Committee.

**Wednesday, October 27, 2010**

The College Promotion and Tenure Committee's comments and recommendation(s) are sent to the College Dean on form AA-16. All votes must be placed in a sealed envelope in the section of the dossier containing the College P&T Committee's AA-16. The Committee must explain split votes and abstentions.

**Thursday, October 28, 2010**

Dean is to notify candidate by letter of College Promotion and Tenure Committee vote and provide candidate with a copy of AA-16. A copy of the AA-16 also goes to the Department Chair or School Director. The candidate's signature is required. The candidate may respond (not required) in writing to the Dean within five calendar days.

**Tuesday, November 2, 2010**

Deadline for the candidate's required signature and optional written response to College Promotion and Tenure Committee's comments and recommendation(s). Please submit response to your College Dean for inclusion in the dossier directly in front of the College Promotion and Tenure Committee's form AA-16.

**Friday, November 19, 2010**

The College Dean sends form AA-19, with comments and recommendation(s), to the candidate. A copy of the AA-19 also goes to the Department Chair or School Director. The candidate's signature is required. The candidate may respond (not required) in writing to the Dean within five calendar days.

**Friday, November 19, 2010 - Wednesday, November 24, 2010**

Dean's office reviews all dossiers and completes checklist. This checklist will be forwarded to Faculty Affairs under separate cover from the candidate's dossier.

**Wednesday, November 24, 2010**

Deadline for the candidate's required signature and optional written response. Please submit any written response to your College Dean for inclusion in the dossier directly in front of the College Dean's form AA-19.

**Monday, November 29, 2010**

College Deans are to forward all Promotion and Tenure dossiers to Faculty Affairs, Millican Hall, Suite 351. Support documents are to be stored by the Dean's Office and made available to authorized reviewers, as requested. The candidate should include a list of those items available in the Dean's office at the beginning of the most relevant section in the dossier.

**November 29, 2010 - December 16, 2010**

Faculty Affairs reviews all dossiers for completeness.

**Friday, December 17, 2010**

Faculty Affairs will make Promotion and Tenure dossiers available to the University Promotion and Tenure Committee.

**Wednesday, February 2, 2011**

The University Promotion and Tenure Committee's comments and recommendation(s) are sent by Faculty Affairs to the candidate on form AA-16. All votes must be placed in a sealed envelope in the section of the dossier containing the University P&T Committee's AA-16. The Committee must explain split votes and abstentions. Copies of this notification are sent to the College Dean and Department Chair or School Director. The required candidate's signature and optional written response are due to Faculty Affairs, Millican Hall, Suite 351 within five calendar days.

**Monday, February 7, 2011**

Deadline for candidate's required signature and optional written response to the University Promotion and Tenure Committee's comments and recommendation(s). Please submit the

written response to Faculty Affairs, Millican Hall, Suite 351, for inclusion in the dossier directly in front of the University Promotion and Tenure Committee's form AA-16.

**Tuesday, February 8, 2011**

All Promotion and Tenure dossiers are forwarded to the Provost.

**Tuesday, February 8, 2011 – Friday, April 1, 2011**

The Provost reviews all Promotion and Tenure dossiers.

**Friday, April 1, 2011 – Friday, April 8, 2011**

The Provost discusses the Promotion and Tenure dossiers with the President.

**Friday, April 15, 2011**

Letters are sent notifying applicants of Promotion and Tenure outcome. Faculty Affairs prepares documentation for the Board of Trustees regarding all recommended tenure applications.

**May 2011**

Board of Trustees Meeting at which Tenure applicant dossiers are presented for approval. Letters to tenure candidates are sent immediately after this meeting

## **2010-2011 PROMOTION AND TENURE**

### **GENERAL INSTRUCTIONS FOR COMPILING APPLICATION DOSSIER**

To assemble your application dossier, you should use **ONE** d-ring dossier that will hold the materials securely. Each major section (i.e., I, II, etc.) should be separated by tabs provided by Faculty Affairs. In order to keep the dossier manageable, please do not encase materials in individual plastic sleeves. Copies of necessary forms are available under Promotion and Tenure on the Faculty Affairs website: <http://facultyaffairs.ucf.edu> . Please note that in addition to the one d-ring dossier, your college may accept support materials that can be provided to reviewers at later stages of the review process.

Documentation of your accomplishments in teaching, research and grants, and service should be included in Sections XIV (Teaching), XV (Research), and XVI (Service), where appropriate.

### **APPLICATION DOSSIER CONTENTS**

(Copies of all forms are included in this booklet for your review.)

- Materials added after candidate submits dossier

#### **I. TABLE OF CONTENTS (AA-14)**

#### **II. CANDIDATE INFORMATION (AA-15)**

- The Candidate Information form should be filled out completely (AA-15). Please indicate clearly if your application is for both promotion and tenure, promotion only, or tenure only.

#### **III. SUMMARY STATEMENT**

- This is a one-page summary statement that highlights your major accomplishments and provides an opportunity for you to share information about your future teaching, research, and service plans.

#### **IV. CURRICULUM VITA**

- This should include your most current vita as of August 30, 2010, the day the dossier is due to the Chair/School Director. Only one version of your vita should be completed for both promotion and tenure. The vita should be concise but complete. Please include higher education background and relevant employment history. Also, list professional and university service (including service to public schools), all publications, all grants awarded, and all honors and awards. The listing of publications should indicate which publications were refereed, and should sort them by type of publication, e.g. articles, books, proceedings, reviews, notes, letters. The complete bibliographic style of the academic discipline should be followed in citing publications, e.g., pagination should be included if required by bibliographic style for the discipline. Presentations at meetings or conferences should be listed separately. Please consult with your Department Chair or School Director for assistance in the development of this important section.



## **V. GUIDELINES**

Include the University Promotion & Tenure Guidelines in this section. If your college or department has additional Promotion and Tenure guidelines, you must include all that apply to you.

## **VI. VERIFICATION OF PUBLICATIONS, CONTRACTS, AND GRANTS (AA-8)**

### **VII. DEPARTMENT PROMOTION & TENURE COMMITTEE (AA-16)**

- This section contains the completed form used to record the Department Committee's analysis and vote. This form is the same one used for the College and University Committees' reports. One AA-16 (Promotion and Tenure Committee Evaluation of Faculty) form is used for promotion and/or tenure, and must clearly indicate each set of votes. Your signature is required on the AA-16, and you have the option to include a written response within five days for inclusion in the dossier directly in front of the Department Promotion and Tenure Committee's comments and recommendations.

### **VIII. CHAIR'S PROMOTION & TENURE REVIEW (AA-18)**

- This section contains the Department Chair's or School Director's evaluation and recommendations for promotion and/or tenure. Your signature is required on the AA-18, and you have the option to include a written response within five days for inclusion in the dossier directly in front of the Department Chair's or School Director's comments and recommendations.

### **IX. COLLEGE PROMOTION & TENURE COMMITTEE (AA-16)**

- This form is the same one used for the Department and University Committees' reports. One AA-16 form is used for promotion and/or tenure, and must clearly indicate each set of votes. Your signature is required on the AA-16, and you have the option to include a written response within five days for inclusion in the dossier directly in front of the College Promotion and Tenure Committee's comments and recommendations.

### **X. DEAN'S PROMOTION & TENURE REVIEW (AA-19)**

- This section contains the Dean's evaluation and recommendations for promotion and/or tenure. Your signature is required on the AA-19, and you have the option to include a written response within five days for inclusion in the dossier directly in front of the Dean's comments and recommendations.

### **XI UNIVERSITY PROMOTION & TENURE COMMITTEE (AA-16)**

- This form is the same one used for the Department and College Committees' reports. One AA-16 form is used for promotion and/or tenure, and must clearly indicate each set of votes. Your signature is required on the AA-16, and you have the option to include a written response for inclusion in the dossier directly in front of the University Promotion and Tenure Committee's comments and recommendations.

### **XII. ANNUAL ASSIGNMENTS AND EVALUATIONS**

- Please provide a copy of all of your UCF Annual Assignments (AA-46) and Annual Evaluations (AA-17). In addition, please provide a copy of the Department's Annual Evaluation Standards and Procedures.

### **XIII. CUMULATIVE PROGRESS EVALUATIONS (AA-18b)**

- a. For tenure-earning faculty, include all Cumulative Progress Evaluations done since your arrival at UCF. If you are applying for promotion to Professor only, CPEs are not required.

### **XIV. LETTERS FROM EXTERNAL REVIEWERS**

- a. External reviewer's credentials summarized by faculty member
- b. Letters from external reviewers
- c. Curriculum Vitae sent to outside reviewers

### **XV. TEACHING**

- a. Please prepare a 1-2 page teaching philosophy, which includes a summary of your teaching accomplishments.
- b. Submit all student evaluation computer summaries for the last five years or since you were first employed at UCF.
- c. Other materials that you deem relevant, including; e.g., exams, syllabi, may also be added to this section.

### **XVI. RESEARCH & CREATIVE ACTIVITY**

- Please include a 2-3 page summary of your research and creative activity.
- In addition to the summary, detail the following:
  - a. Future plans and research accomplishments
  - b. Listing of Grants and Contracts (separately)
  - c. Publications, creative activity & all other research products
  - d. Other relevant information

### **XVII. SERVICE**

- Include a 1-2 page summary of your service accomplishments.
- In subsections, detail the following:
  - a. Service to the profession
  - b. Service to the community, University, College, Department

# FORMS

## **TABLE OF CONTENTS APPLICATION DOSSIER**

- I. Table of Contents (AA-14)**
- II. Candidate Information (AA-15)**
- III. Summary Statement**
- IV. Curriculum Vita**
- V. Guidelines**
- VI. Verification of Publications, Contracts and Grants (AA-8)**
- VII. Department Promotion & Tenure Committee: (AA-16)**
- VIII. Chair's Promotion & Tenure Review (AA-18)**
- IX. College Promotion & Tenure Committee (AA-16)**
- X. Dean's Promotion & Tenure Review (AA-19)**
- XI. University Promotion & Tenure Committee (AA-16)**
- XII. Annual Assignments (AA-46) and Annual Evaluations (AA-17)**
- XIII. Cumulative Progress Evaluations (AA-18b)**
- XIV. Letters From External Reviewers**
- XV. Teaching**
- XVI. Research & Creative Activity**
- XVII. Service**



## Promotion and/or Tenure Candidate Information Form

Faculty member name: \_\_\_\_\_  
*Name used on official correspondence- print or type*

Application type (check one):  
 Promotion and Tenure  
 Promotion only  
 Tenure only

Date hired at UCF	Years in current rank at UCF	Years in current rank held at another institution(s)
-------------------	------------------------------	--

Years toward tenure at UCF	Years credit toward tenure from another institution
----------------------------	---

Current rank: \_\_\_\_\_ Applying to rank (if applicable): \_\_\_\_\_

Primary department/unit: \_\_\_\_\_ College: \_\_\_\_\_

Joint department/unit: \_\_\_\_\_ College: \_\_\_\_\_

Secondary joint department/unit: \_\_\_\_\_ College: \_\_\_\_\_

Highest degree earned \_\_\_\_\_ Date: \_\_\_\_\_ Institution: \_\_\_\_\_

*Please add other promotion and/or tenure information, including relevant dates & rank(s).*

***This is to certify that I have read the Promotion and Tenure Guidelines entirely and fully understand the requirements as they relate to my promotion and/or tenure application.***

Candidate's signature \_\_\_\_\_ Date: \_\_\_\_\_

Current home address: \_\_\_\_\_

Office address: \_\_\_\_\_

Office phone number: \_\_\_\_\_ Employee ID: \_\_\_\_\_



## Verification of Publications, Contracts and Grants

---

(To be completed by Department Chair/School Director and provided to the unit's promotion and tenure committee prior to their review of the applicant's dossier)

I certify that the publications, creative and scholarly products listed in this promotion and tenure dossier are cited correctly and represent the original contributions by

\_\_\_\_\_.

(applicant's name)

I certify that information related to all grants and contracts listed in this promotion and tenure dossier accurately reflect the role(s) played by \_\_\_\_\_.

(applicant's name)

Department Name

Chair Name

(print name)

Signature

Date

# PROMOTION AND TENURE COMMITTEE ANALYSIS OF FACULTY CANDIDACY FORM\*

*\*This same form is to be completed by the Department, College, and the University P&T Committees.*

Name of faculty member evaluated: \_\_\_\_\_

Present faculty rank: \_\_\_\_\_

Applying for promotion to:       Associate Professor       Professor       Not Applicable

Applying for tenure:               Yes                               Not Applicable

### Vote of Committee:

#### PROMOTION:

\_\_\_\_\_ number of votes FOR promotion

\_\_\_\_\_ number of votes AGAINST promotion

\_\_\_\_\_ abstain

#### TENURE:

\_\_\_\_\_ number of votes FOR tenure

\_\_\_\_\_ number of votes AGAINST tenure

\_\_\_\_\_ abstain

After reviewing the appropriate promotion and tenure guidelines and the file in its entirety, clearly indicate the P&T committee's analysis of the candidate's qualifications and achievements in each of the following categories. Please explain split votes and abstentions, as needed. Use an additional sheet if necessary.

#### Teaching:

**Research and Other Creative Activities:**

**Service:**

**Other University Duties:**



(check one)

This is to certify the

- Department Promotion & Tenure Committee
- College Promotion and Tenure Committee
- University Promotion & Tenure Committee

Members whose signatures appear below have read the University of Central Florida's criteria, procedures and policies relating to promotion and tenure (add additional sheets with names, as necessary).

_____	_____	_____
Chair Name	Signature	Date
_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date

**Section below to be completed by candidate:**

I have reviewed the report of the

- Department Promotion & Tenure Committee
- College Promotion and Tenure Committee
- University Promotion & Tenure Committee

on my application for

- Promotion and Tenure
- Promotion only
- Tenure only

Signature \_\_\_\_\_

Candidate

Date

## DEPARTMENT CHAIR/SCHOOL DIRECTOR COMMENTS AND RECOMMENDATIONS

Faculty member \_\_\_\_\_

A. Evaluation of Teaching, if applicable:

- Unsatisfactory
- Conditional
- Satisfactory
- Above Satisfactory
- Outstanding

B. Evaluation of Research and other Creative Activity, if applicable:

- Unsatisfactory
- Conditional
- Satisfactory
- Above Satisfactory
- Outstanding

C. Evaluation of Service Activities, if applicable:

- Unsatisfactory
- Conditional
- Satisfactory
- Above Satisfactory
- Outstanding

D. Evaluation of Other University Duties, if applicable:

- Unsatisfactory
- Conditional
- Satisfactory
- Above Satisfactory
- Outstanding

E. PROMOTION RECOMMENDATION (check one):     FOR     AGAINST     Not Applicable

TENURE RECOMMENDATION (check one):         FOR     AGAINST     Not Applicable

F. The following statement details the basis on which the above recommendations were made:  
*(please attach additional sheets as necessary)*

---

Department Chair/Director's signature      date

I have reviewed the Department Chair/Director's comments and recommendations.

---

Candidate's signature      date

## DEAN'S COMMENTS AND RECOMMENDATIONS

Faculty member \_\_\_\_\_

A. PROMOTION: Dean recommends (check one)  FOR  AGAINST  NOT APPLICABLE

TENURE: Dean recommends (check one)  FOR  AGAINST  NOT APPLICABLE

B. The following statement details the basis on which the above recommendations were made:  
*(please attach additional sheets as necessary)*

\_\_\_\_\_  
Dean's signature

\_\_\_\_\_  
date

I have reviewed the Dean's recommendations.

\_\_\_\_\_  
Candidate's signature

\_\_\_\_\_  
date



## University of Central Florida In-Unit Faculty Assignment of Duties Form

NAME		RANK	
COLLEGE		DEPT.	
EMPLOYMENT PERIOD	Term (SP, SU, FA)	Year	

The following constitutes your assignment for the term indicated above. Your estimated percentage of total work time allotted to each section is assigned below. If the percent of time spent on activities is revised, a new assignment form needs to be completed by your chair or unit supervisor. Your overall activity total may not exceed 100%.

**Split Assignments:** Three columns are provided for entries in each activity category to assist with recording possible assignments to more than one department or unit. For convenience, these are termed the primary, secondary, and tertiary assignments. For most faculty, only one column will need to be completed, in which case the one (primary) chair or supervisor should sign the form. Where secondary and perhaps tertiary assignments occur, the other secondary and tertiary approvals and signatures should be included as well.

**Annual Evaluation:** Pursuant to Article 10 of the *UCF BOT-UFF Collective Bargaining Agreement (CBA)*, employees are to be evaluated annually. Effective January 2006, the period under evaluation shall be the calendar year. The employee's performance of assigned activities falling under sections I, II, III, IV, & V below are subject to such evaluation. The employee's assignment(s) for the period under evaluation is (are) to be attached to the annual evaluation.

<b>I. Instructional Activities</b>	Primary	Secondary	Tertiary	Total
	0			0

Instructional activity includes direct delivery activities (e.g., lectures, workshops, and seminars) as well as activities that support instruction such as class preparation, evaluation of student work, library faculty instruction, supervision of clinical practicums, and laboratory instruction. Work related to thesis and dissertation responsibilities, directed individual (i.e. independent) studies, experiential learning and intern/field placement & supervision are also included. Other duties may include graduate student teaching & research supervision, mentoring graduate teaching assistants, secondary instructional site travel if over 2 hours per course meeting, and development/improvement/revision of materials or teaching methods. Program planning, development, and evaluation and academic student advising may count as Instructional Activities (I), Service (III), or Other Assigned Duties (IV), but may not be counted in more than one section.

<b>II. Research &amp; Creative Activities</b>	Primary	Secondary	Tertiary	Total
C&G				0
E&G				0

Research and Creative Activities include, but are not limited to: conducting research, developing creative works, preparing articles or books for publication, writing grant or contract proposals, performing or exhibiting works, and presenting at professional meetings or conferences essential to remaining current in one's field. **Please distinguish between percent of time assigned to contract and grant (C&G) activities and other assigned research and creative activities (i.e., activities supported by Educational and General, E&G, funds).**

<b>III. Service</b>	Primary	Secondary	Tertiary	Total
				0

Service includes activities entered into with professional, academic, student, or community associations. Examples can include contributions to the department, unit, college, university, State, K-12 education, professional associations, community organizations, and governmental boards, agencies, and commissions. Contributions can be on the local, state, regional, national, and international levels. Effort for university governance activities (e.g., Faculty Senate) should also be recorded here.

<b>IV. Other Assigned Duties</b>	Primary	Secondary	Tertiary	Total
				0

Other Assigned Duties, may include, but are not limited to, attending commencement ceremonies, advising, counseling, supervision of interns, academic administration or other position-specific activities that would be additional to or in place of regular duties (e.g., as described in the employee's position description or annual evaluation standards).



## University of Central Florida In-Unit Faculty Assignment of Duties Form

<b>V. Leave of Absence with Pay</b>	Primary	Secondary	Tertiary	Total
				0

Approved leaves with pay are primarily for sabbatical or professional development. Note: Employees' performance while on paid leave is to be included in the annual evaluation. If such leave cuts across two evaluation periods, activity performed during the leave should not be evaluated until the leave is completed. Where a report is required that summarizes the employee's accomplishments during such leave (e.g., sabbatical and professional development leave programs), the employee should submit the report within the time frame specified in the respective program's provisions.

<b>VI. Released Time for UFF Activities</b>	Primary	Secondary	Tertiary	Total
				0

The only UFF activities that should be included in the employee's assignment are those activities for which released time is received, pursuant to Article 3 of the *UCF BOT-UFF Collective Bargaining Agreement (CBA)*. Although it is appropriate to include such activity in the employee's assignment, performance of such UFF activities are not subject to evaluation by UCF administration.

<b>OVERALL ACTIVITIES</b> Note: TOTAL must be <= 1.00	Primary	Secondary	Tertiary	TOTAL
	0	0	0	0

**SIGNATURES:**

**EMPLOYEE:** By signature below, I acknowledge that I have read and followed the *CBA* and university regulations related to employee assignments and evaluations. I may be assigned off-campus instruction as part of my regular academic assignment. I further acknowledge that instructional faculty are required to establish and post weekly "office" hours and to make myself available to meet with students during those posted times.

**SUPERVISOR:** By signature below, I acknowledge that I have read and followed the *CBA* and university regulations related to employee assignments and evaluations.

<b>SIGNATURES: PRIMARY ASSIGNMENT</b>			
<b>Department Chair or Supervisor</b>	<b>Date</b>	<b>Faculty Acknowledgment</b>	<b>Date</b>

<b>SIGNATURES: SECONDARY ASSIGNMENT</b>			
<b>Department Chair or Supervisor</b>	<b>Date</b>	<b>Faculty Acknowledgment</b>	<b>Date</b>

<b>SIGNATURES: TERTIARY ASSIGNMENT</b>			
<b>Department Chair or Supervisor</b>	<b>Date</b>	<b>Faculty Acknowledgment</b>	<b>Date</b>

cc: Faculty Member  
Faculty Evaluation File  
Department Chair or Supervisor

UNIVERSITY OF CENTRAL FLORIDA  
ANNUAL EVALUATION OF IN-UNIT FACULTY PERFORMANCE

This annual evaluation of in-unit faculty performance should be completed by the faculty member's department chair, school director, or other appropriate unit supervisor. Where the employee reports to more than one supervisor (e.g., joint appointments), each of the employee's supervisors are encouraged to contribute to and sign off on the evaluation.

Effective January 2006, the period under evaluation shall be the calendar year. The purpose of the annual evaluation is to assess and communicate the nature and extent of an employee's performance of assigned duties consistent with Article 10 of the UCF BOT-UFF Collective Bargaining Agreement. The employee's assignment(s) for the period under evaluation is (are) to be attached to the annual evaluation. Where appropriate, the employee's cumulative progress evaluation, pursuant to Article 10 of the BOT-UFF Collective Bargaining Agreement, should also be attached to the annual evaluation.

---

Person Evaluated Rank/Title Period of Evaluation

---

PERFORMANCE PROFILE

CATEGORY	EVALUATION RATING	EVALUATOR COMMENTS (including suggestions for improvement or change,if appropriate)
A. Instructional Activities	Choices are: ▼	
Annual Average FTE* _____		
B. Research & Creative Activities	Choices are: ▼	
Annual Average FTE* _____		
C. Service (Including Governance)	Choices are: ▼	
Annual Average FTE* _____		
D. Other Assigned Duties	Choices are: ▼	
Annual Average FTE* _____		
E. Leave of Absence with Pay	Choices are: ▼	
Annual Average FTE* _____		

\* Weighted FTE for the categories described above over the semester in the evaluation period.

Note: Evaluation choices are: Outstanding, Above Satisfactory, Satisfactory, Conditional and Unsatisfactory. **Detailed and comprehensive comments on either Outstanding, Conditional, or Unsatisfactory ratings are required.** The back of this page may be used.

**PLEASE COMPLETE THE ADDITIONAL ITEMS ON THE BACK OF THIS FORM**



SPOKEN ENGLISH LANGUAGE COMPETENCY: Proficient

Recommended Proficiency Test

If recommending proficiency test, explain reason(s).

EVALUATOR SIGNATURE(S)

Where the employee reports to more than one supervisor (e.g., joint appointments), each of the employee's supervisors are encouraged to contribute to and sign off on the evaluation.

The signatures below certify that the data outlined in this evaluation has been derived from the following: faculty, students, self and other university officials, as appropriate.

\_\_\_\_\_  
Print Evaluator's Name

\_\_\_\_\_  
Department/Unit

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Evaluator's Name

\_\_\_\_\_  
Department/Unit

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Evaluator's Name

\_\_\_\_\_  
Department/Unit

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

COMMENTS BY PERSON EVALUATED

I acknowledge receiving my annual performance evaluation.

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

original: employee's file (Dean's Office)  
copy: employee, department/unit



## CUMULATIVE PROGRESS EVALUATION (CPE)

\_\_\_\_\_  
Name of Faculty Evaluated

\_\_\_\_\_  
Rank

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

\_\_\_\_\_  
Period of Evaluation

In accordance with Article 10 and Article 14 of the 2004-07 Collective Bargaining Agreement and Tenure Regulation 6C7-3.011, the cumulative progress evaluation provides an evaluation of progress towards tenure and/or promotion. Employees eligible for consideration for promotion to the rank of associate professor and/or tenure shall be informed of their progress toward promotion to the rank of associate professor and/or tenure annually by the unit tenured faculty (Part I.), the department chair or unit head (Part II.), and the dean (Part III.). The CPEs, which are to be completed within ninety (90) days after the end of the evaluation period, are intended to provide an accurate assessment of cumulative performance as leading to attainment of promotion to the rank of associate professor and/or tenure. Associate professors eligible for promotion to full professor may, at their option and upon written request, be similarly apprised of their progress toward promotion.

Date Annual Report Received \_\_\_\_\_

- I. Tenured Faculty Committee's Evaluation:  
Narrative of Evaluation (required - additional pages may be added)

Teaching:

Research:

Professional Service:

Summary of Progress Evaluation (check appropriate status)

Progress Above Expectation       Progress At Expectation       Progress Below Expectation

\_\_\_\_\_  
Committee Chair's Signature

\_\_\_\_\_  
print name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subcommittee Chair's Signature  
(if appointed)

\_\_\_\_\_  
print name

\_\_\_\_\_  
Date

II. Department Chair's Evaluation:  
Narrative of Evaluation (required – additional pages may be added)

Teaching:

Research:

Professional Service:

Summary of Progress Evaluation (check appropriate status)

Progress Above Expectation       Progress At Expectation       Progress Below Expectation

\_\_\_\_\_  
Department Chair's Signature

\_\_\_\_\_  
Date

III. College Dean's Evaluation:  
Narrative of Evaluation (required – additional pages may be added). Please provide information related to the faculty member's progress toward promotion and/or tenure.

Summary of appraisal (check appropriate status)

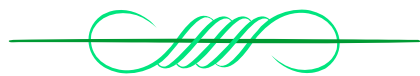
- Progress Above Expectation
- Progress At Expectation
- Progress Below Expectation

\_\_\_\_\_  
College Dean's Signature

\_\_\_\_\_  
Date

I acknowledge receipt of this appraisal: \_\_\_\_\_  
Faculty Member Date

Comments on the Promotion & Tenure Committee's, Chair's and Dean's evaluation by Faculty Member (due within 10 days):



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