



University in unit faculty/United Faculty of Florida

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
PROMOTIONS (UFF)	July 1, 2011	320.070

POLICY STATEMENT (R*)

In order to be considered for promotion, an employee shall meet the qualifications for initial appointment to the proposed rank and successful performance at the level of the qualifications corresponding to that rank.

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

REASON FOR POLICY (O*)

To provide academic units and employees with guidelines to be used in making promotion decisions.

PROCEDURES (O*)

(1) Eligibility: Employees classified as Instructor, Lecturer, Senior Instructor, Senior Lecturer, Instructor Librarian, Assistant University Librarian, Associate University Librarian, Assistant Scholar/Scientist/Engineer, Associate Scholar/Scientist/Engineer, Assistant Professor, and Associate Professor shall be eligible to apply for promotion. Employees appointed with the modifiers “Clinical” or “Professional Practice” shall be eligible for promotion. Employees appointed with the modifier “Visiting” shall not be eligible for promotion.

(2) Annual Promotion Appraisals. Upon annual written request, beginning with the second year of employment, employees eligible for promotion shall be apprised of their progress toward promotion. The promotion 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 highest level to discuss concerns regarding the promotion appraisal that were not resolved in discussions with the employee's supervisor. The promotion appraisals shall not be the sole basis for a decision concerning the employee's application for promotion.

(3) Promotion Criteria and Procedures.

(a) Each college/school and/or department/unit, as its faculty deem appropriate, subject to the approval of the Dean/Director and Provost, shall adopt its own promotion criteria and procedures, consistent with University-wide criteria and procedures, and reflecting the particular mission and disciplinary requirements specific to the academic unit. Policies on the promotion process must include a poll by secret ballot of the members of the employee’s department/unit concerning the employee’s promotion application, in accordance with criteria for voting set out by the employee’s department/unit. Such criteria and procedures, as appropriate to the academic unit, shall provide for promotion to Senior Lecturer, Senior Instructor, University Librarian, University Lecturer, University Instructor, Assistant University Librarian, Associate University Librarian, University Librarian, Associate Scholar/Scientist/Engineer, Scholar/Scientist/Engineer, Associate Professor, and Professor.

(b) Any proposal to develop or modify promotion criteria or procedures shall be available for discussion and a vote by members of the affected departments/units before adoption. Promotion decisions shall be a result of meritorious performance and shall be based upon established criteria and procedures specified in writing by the University. Promotion criteria and procedures shall be available in the departmental/unit office and/or at the college/unit level online. The University may modify promotion criteria or procedures so long as the UFF Chapter has been notified of the proposed

changes and offered an opportunity to discuss such changes in consultation with the Provost or designee. Changes in promotion criteria or procedures shall not become effective until one (1) year following adoption of the changes, unless mutually agreed to in writing by the UFF Chapter President and the Provost. The date of adoption shall be the date on which the changes are approved by the Provost.

(c) In the matter of promotion to Senior Lecturer, Senior Instructor, University Lecturer and University Instructor, the Provost, in accordance with the university governance process and subject to consultation with UFF, shall determine the criteria and procedures.

(d) The Promotion File. 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 is the responsibility of the employee to see that the file is complete and contains no material misrepresentation by the employee. If any material is added to the promotion 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 the employee either submits a response or the second five (5) day period expires, whichever occurs first.

(e) The promotion file shall include a copy of applicable promotion criteria, the employee's annual assignments, annual evaluations, and the employee's promotion appraisal(s). The only documents that may be considered in making a promotion recommendation are those contained or referenced in the promotion file.

(4) Notice of Award or Denial of Promotion. The University President shall decide whether to award promotion and shall notify the employee in writing of his or her decision within ten (10) days 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. Should an employee elect not to request such a written statement of reasons, the date of the act or omission giving rise to a complaint concerning the denial of promotion shall be deemed to be seven (7) days from the date of the employee's receipt of notice that a promotion shall not be awarded. Should an employee request such a written statement of reasons, the date of the act or omission giving rise to any complaint concerning denial of a promotion shall be deemed the date of the employee's receipt of a written statement of reasons why promotion was not awarded.

HISTORY (R*)

Adopted: February 27, 2006; Re-adopted: November 14, 2008; July 1, 2011. Revision Date: November 14, 2008.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Academic Affairs
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Office of the Provost
11200 S.W. Eighth Street - PC 526
Miami, Florida 33199
Telephone: (305) 348-2151

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***R = Required *O = Optional**