

## **ARTICLE 22**

### **NON-TENURE TRACK PROMOTIONS**

#### **WHAT CHANGES ARE PROPOSED**

- Changes NTT titles and clarifies ranks;
- Provides professional working titles for terminal degrees;
- Proposes multi-year appointments;
- Adds relevant faculty accomplishments outside UNF to promotion considerations.

#### **WHY THE CHANGES ARE IMPORTANT**

- Provides for comprehensive evaluation of performance.
- Aligns working titles with a faculty member's qualifications.
- Improves job security for accomplished faculty.

**ARTICLE 22**  
**PROMOTIONS FOR INSTRUCTORS AND LECTURERS**

Promotion decisions shall be based on established University criteria as interpreted and clarified by each department/unit in guidelines adopted pursuant to Article 9 for the application of those criteria in terms appropriate or specific to the department's discipline(s).<sup>1</sup> Promotion decisions for Instructors and Lecturers shall reflect assessments that are not merely a totaling of a faculty member's annual performance evaluations but an assessment of the faculty member's performance since his/her last promotion or since his/her hiring (if there is no previous promotion). The rating of Meets Expectations on an annual performance evaluation is not necessarily reflective of successful progress toward promotion. The promotion decision shall reflect a demonstration of the faculty member's potential for growth, teaching, and service contributions.

22.1 Rank Titles

(a) Job titles for the three levels of Instructor and Lecturer shall be ~~Instructor or Lecturer, Associate Instructor or Associate Lecturer, and University Instructor or University Lecturer~~ Teaching Faculty, Rank I, Teaching Faculty, Rank II, and Teaching Faculty, Rank III. Teaching Faculty will be assigned a working title as follows:

- (1) Teaching Faculty, Rank I
  - a. Instructor
  - b. Lecturer
  - c. Assistant Teaching Professor
- (2) Teaching Faculty, Rank II
  - a. Associate Instructor
  - b. Associate Lecturer
  - c. Associate Teaching Professor
- (3) Teaching Faculty, Rank III
  - a. University Instructor
  - b. University Lecturer
  - c. Teaching Professor

(b) Honorific working titles containing the word "professor" will be assigned to faculty who hold a SACs-approved terminal degree in their field.

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<sup>1</sup> Section 447.209, Florida Statutes, reserves to the University, as the public employer, the right to unilaterally determine the standards of service to be offered by the University.

38 (c) Instructors and Lecturers currently holding the title of Senior Instructor or Senior  
39 Lecturer will retain that title but may seek promotion to ~~Associate Instructor or~~  
40 ~~Associate Lecturer.~~ Teaching Faculty, Rank II.

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42 22.2 Promotion Eligibility

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44 (a) Promotion shall be through the faculty member's department/unit, and faculty  
45 members shall carry their rank with them if they change departments. Eligible  
46 employees are those classified as Instructor or Lecturer, whose position has been one of  
47 continued employment, and who have not been given notice of non-reappointment or  
48 termination. An individual may not be hired at a rank higher than the entry-level Instructor  
49 or Lecturer rank.

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51 (b) To be eligible for promotion, a faculty member must have completed the  
52 following minimum number of years of full-time academic service in rank.

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54 (1) ~~Instructor or Lecturer to Associate Instructor or Associate Lecturer~~  
55 Teaching Faculty, Rank I to Teaching Faculty, Rank II- five (5) three (3)  
56 years of full-time service at the Instructor or Lecturer level at UNF.

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58 (2) ~~Associate Instructor or Associate Lecturer to University Instructor or~~  
59 ~~University Lecturer — five (5) years of full-time service at the Associate~~  
60 ~~Instructor or Associate Lecturer level at UNF. — Teaching Faculty, Rank II~~  
61 to Teaching Faculty, Rank III – four (4) years of full-time service at the  
62 Teaching Faculty, Rank II level.

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64 (c) Non-tenure track ranks at the associate (Teaching Faculty, Rank II) and  
65 university levels (Teaching Faculty, Rank III) levels are continuous multi-  
66 year appointments as defined in Article 12.8. Teaching Faculty, Rank II is  
67 a three (3) year appointment. Teaching Faculty, Rank III is a five (5) year  
68 appointment.

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70 (d) ~~Instructors or Lecturers~~ Teaching Faculty are not required to seek  
71 promotion. There is no penalty for an Instructor's or Lecturer's  
72 unsuccessful bid for promotion.

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74 (d) Service for the Purpose of Promotion Eligibility

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76 (1) Full-time service for the purpose of promotion eligibility shall mean

77 employment at 1.0 FTE during at least thirty-nine (39) weeks of any  
78 calendar or academic-year contract. Employment for one semester shall  
79 constitute one-half year of promotion-earning service.  
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- 81 (2) Part-time service of a faculty member employed at least one semester in  
82 any twelve (12) month period shall be accumulated. For example, two (2)  
83 semesters of half-time service shall be considered one-half year of service  
84 toward the period of promotion-earning service.  
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86 22.3 University Promotion Criteria for ~~Instructors/Lecturers~~ Teaching Faculty  
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88 The decision to award promotion to a faculty member shall be a result of his/her meritorious  
89 performance and shall be consistent with the University's promotion criteria and the guidelines for  
90 application of those criteria pursuant to Article 9. These judgments of academic performance are  
91 complex. They cannot easily be reduced to a quantitative formula, nor can the considerations that  
92 must be applied in each individual case be completely described in general terms. The promotion  
93 decision shall also take into account whether the faculty member has engaged in either a pattern  
94 of behavior or a single egregious instance of behavior that disrupts or obstructs the orderly and  
95 effective functioning of the department, college, or University. Documentation of such disruptive  
96 or obstructive behavior must be made in a timely manner and placed in the faculty member's  
97 ~~evaluation~~ personnel file. This section shall not be construed or used to limit the faculty member's  
98 right to exercise his/her academic freedom.  
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- 100 (a) Promotion to ~~Associate Instructor or Associate Lecturer~~ Teaching Faculty, Rank II  
101 requires a consistent record of excellence in performing assigned duties, and  
102 evidence of professional and intellectual accomplishments contributing to the  
103 University and the profession. Excellence in teaching may be demonstrated by  
104 effectiveness in presenting knowledge and skills, in stimulating students' critical  
105 thinking and/or creative abilities, and in the development or revision of curriculum  
106 and course structure. Evidence of excellence may include departmental, student,  
107 and peer evaluations of teaching, teaching awards, examples of successful student  
108 learning outcomes, demonstration of leadership and rigor in teaching, contributions  
109 to student mentoring and other departmental, college, or university service,  
110 pedagogical publications or professional presentations, discipline publications  
111 and/or creative activities, classroom and laboratory innovations, and performance  
112 in other areas of assigned duties. Excellence in service may be demonstrated by a  
113 record of active participation in departmental and/or university governance through  
114 committees and otherwise, as well as service to the broader community related to  
115 one's discipline.

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- (b) Promotion to ~~University Instructor or University Lecturer~~ Teaching Faculty, Rank III requires a consistent record of outstanding performance as an Associate Instructor or Associate Lecturer. Consistency of teaching success, evidence of teaching quality enhancement, contribution to pedagogy, innovation, and service, are important considerations for promotion to University Instructor or University Lecturer. It carries an additional expectation of leadership in the University and profession.
  
- (c) Changes in promotion criteria, or in the guidelines for application of those criteria pursuant to Article 9, shall not become effective until one (1) year following adoption of the changes unless mutually agreed to in writing by the UFF-UNF President and the University President or designee. The date of adoption shall be the date on which the University President or designee approves the changes.
  
- (d) Faculty members shall be evaluated for promotion under the criteria that exist as of the deadline by which the faculty member is required to notify the chair/comparable supervisor that he/she is a candidate for promotion. However, if new or changed University promotion criteria or department/unit guidelines have been adopted within three (3) years preceding the deadline, the faculty member may elect to be evaluated under the promotion criteria that existed prior to such addition or change. The election must be made not later than the deadline by which the faculty member is required to notify the chair/comparable supervisor that he/she is a candidate for promotion.
  
- (e) The faculty member's accomplishments outside of UNF which are applicable to the UNF promotion criteria shall be considered in addition to his/her performance during his/her service at the University.

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**NOTE: Articles 22.4 (Initiation of the Promotion Process) through 22.10 (Withdrawal from the Process) are intentionally left blank pending a proposed admin team rewrite to match the new electronic process.**

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155 ~~22.11 Phase In Period~~

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157 ~~———— (a) ——— This Article shall take effect during 2015–16. During 2015–16, only Instructors or~~  
158 ~~———— Lecturers hired on or before January 7, 1998 shall be eligible for promotion to ———~~  
159 ~~———— Associate Instructor or Associate Lecturer.~~

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161 ~~———— (b) ——— During 2016–17, only Instructors or Lecturers hired on or before August 8, 2000 ———~~  
162 ~~———— shall be eligible for promotion to Associate Instructor or Associate Lecturer.~~

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164 ~~———— (c) ——— Thereafter, all Instructors or Lecturers who meet normal years of service and ———~~  
165 ~~———— other eligibility requirement shall be eligible for promotion.~~

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169 ~~22.12 Promotion Salary Increases~~

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171 The University Administration shall increase the annual base salary rate of each faculty  
172 member awarded promotion by twelve and one-half (12.5) percent, effective at the  
173 beginning of his/her next respective annual appointment.

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