

ARTICLE 9

GUIDELINES

WHAT CHANGES ARE PROPOSED

- Adds language to strongly encourage all departments to develop discipline specific guidelines for evaluation, tenure, and promotion.
- Adds timelines to the process for getting departmental guidelines approved.

WHY THE CHANGES ARE IMPORTANT

- All other SUS institutions have provisions in their CBA for discipline specific guidelines or bylaws to inform evaluations and decisions about tenure and promotion. Guidelines set the expectations for faculty members for what they should be achieving on an annual basis and prior to tenure or promotion. Such expectations should be consistent with discipline specific criteria and informative to administrators and University committee members in evaluating faculty members and making decisions about promotion and tenure.
- Initial attempts to get guidelines approved were delayed. The added clarification to the timeline and process for approval should help eliminate these delays and clarify expectations at each step of submission and approval.

Article 9

***NOTE: Changes in 9.1 and 9.2 that pertain to the library are contingent upon acceptance of proposed article 21.**

GUIDELINES FOR APPLICATION OF UNIVERSITY CRITERIA

9.1 The contents of this Article apply to the development of guidelines by departments and the library (i.e., the “unit”) ~~that may be used when for~~ applying University Criteria governing annual performance evaluations, tenure (where applicable), and promotions to faculty members who are subject to this Agreement. Such guidelines may reference standards found within professional associations, accreditation agencies, or other disciplinary-specific institutions. ~~With the exception of Article IV of University of North Florida Thomas G. Carpenter Library Bylaws: Articles Governing Terms and Conditions of Employment of Library Faculty, approved on March 28, 2007, as modified and incorporated in this Agreement as Appendix H which shall govern evaluation procedures for librarians until evaluation procedures specific to librarians are included in Article 18, all previously approved bylaws relating to wages, hours, or terms and conditions of employment, including the previous Appendix H Model Performance Evaluation By-Law, are deemed null and void.~~

9.2 Guidelines for Application of University Criteria on Performance Evaluations.

All departments/units are strongly encouraged to develop Guidelines ~~may shall be developed for a unit~~ to assist chair(s)/ supervisor(s) in applying the University Criteria set forth in Article 18.4 or Article 21 for librarians during the performance evaluation process, and to provide guidance to faculty members in achieving standards of performance corresponding to the evaluation ratings. Guidelines may clarify, but shall not delete from, or conflict with, or change in any substantive manner, the University Criteria set forth in Article 18.4. or Article 21 for librarians Guidelines may identify those University Criteria, individually and as a group, that are appropriate or specific to the discipline(s) within the particular unit and to the respective faculty members’ positions (i.e., tenured or tenure earning, clinical, non-tenure earning, library faculty). Guidelines may specify the relative weight each University Criteria, or group of criteria, should be accorded in the annual evaluations of faculty members in the unit. No provision of the guidelines shall be inconsistent with the provisions of this Agreement or with the mission and goals of the unit or of the University.

9.3 Guidelines for Application of University Criteria for Tenure.

- (a) Judgments of academic excellence are complex. They cannot easily be reduced to a quantitative formula, nor can the considerations that must be applied in each individual case be completely described in general terms or by numbers alone, separate from necessary qualitative assessments. On the other hand, faculty members seeking tenure must have available to them a description of what

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37 tangible accomplishments would normally qualify a candidate for tenure,
38 assuming that the accomplishments are of excellent quality.

39 (b) In order to provide guidance to tenure-earning faculty members regarding the
40 expectations for achieving tenure, each unit ~~may adopt~~ is strongly encouraged to
41 develop and adopt guidelines for application of University Criteria for tenure in
42 terms more appropriate or specific to the unit's discipline. These guidelines may
43 indicate

44 1. the breadth and depth of accomplishments in teaching,
45 research/scholarship/creative activity, and professional service that would
46 normally qualify a candidate for tenure assuming that the
47 accomplishments are of excellent quality;

48 2. appropriate combinations of such accomplishments that would normally
49 qualify a candidate for tenure assuming that the accomplishments are of
50 excellent quality; and

51 3. how the breadth and depth of the appropriate accomplishments will be
52 evaluated.

53 (c) With respect to research/scholarship/creative activity, each unit ~~may~~ is strongly
54 encouraged to develop and adopt guidelines for the standard of excellence that are
55 consistent with the University's publicly articulated mission. These guidelines
56 may also

57 1. address the relative value of different categories of
58 research/scholarly/creative activity and the outlets in which candidates
59 might be reasonably expected to publish, exhibit, or perform; and

60 2. provide a general range of the number of publications, exhibitions, or
61 performances that candidates might be reasonably expected to publish,
62 exhibit, or perform in the various outlets that the unit specifies in (c) 1.
63 above. It should be understood that merely having accomplishments
64 within the qualifying general range without the required standard of
65 excellence shall not guarantee that the faculty member will receive tenure.
66 Conversely, a faculty member may qualify for tenure with
67 accomplishments that fall below the qualifying general range but are of
68 extraordinary quality.

69 (d) The guidelines may clarify, but shall not delete from, conflict with, or change in
70 any substantive manner, the University Criteria for tenure described in Article

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71 19.5 (b). No provision of the guidelines shall be inconsistent with the provisions
72 of this Agreement or with the mission and goals of the unit or of the University.

73 9.4 Guidelines for Application of University Criteria for Promotion (Tenure-Earning and
74 Tenured Faculty).

75 (a) Judgments of academic performance are complex. They cannot easily be reduced
76 to a quantitative formula, nor can the considerations that must be applied in each
77 individual case be completely described in general terms or by numbers alone,
78 separate from necessary qualitative assessments. On the other hand, faculty
79 members seeking promotion must have available to them a description of what
80 tangible accomplishments would normally qualify a candidate for promotion,
81 assuming that the accomplishments are of excellent (promotion from Assistant
82 Professor to Associate Professor) or outstanding (promotion from Associate
83 Professor to Professor) quality.

84 (b) In order to provide guidance to faculty members regarding the expectations for
85 achieving promotion, each unit ~~may~~ is strongly encouraged to develop and adopt
86 guidelines for the application of University Criteria on promotion for tenured and
87 tenure-earning faculty in terms more appropriate or specific to the unit's
88 discipline(s).

89 1. These guidelines may indicate

90 a. the breadth and depth of accomplishments in teaching,
91 research/scholarship/creative activity, and professional service that
92 would normally qualify a candidate for promotion assuming that
93 the accomplishments are of excellent quality in the case of
94 promotion to Associate Professor and outstanding quality in the
95 case of promotion to Professor;

96 b. appropriate combinations of such accomplishments that would
97 normally qualify a candidate for promotion assuming that the
98 accomplishments are of excellent quality in the case of promotion
99 to Associate Professor and outstanding quality in the case of
100 promotion to Professor; and

101 c. how the breadth and depth of the appropriate accomplishments will
102 be evaluated.

103 2. With respect to research/scholarship/creative activity, each unit ~~may~~ is
104 strongly encouraged develop and adopt guidelines for the standards of
105 "excellent" and "outstanding" that are consistent with the University's

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- 106 publicly articulated mission. These guidelines may also
- 107 a. address the relative value of different categories of
108 research/scholarly/creative activity and the outlets in which
109 candidates might be reasonably expected to publish, exhibit, or
110 perform; and
- 111 b. provide a general range of the number of publications, exhibitions,
112 or performances that candidates might be reasonably expected to
113 publish, exhibit, or perform in the various outlets that the unit
114 specifies in a. above. It should be understood that merely having
115 accomplishments within the qualifying general range without the
116 required standards of “excellent” or “outstanding” shall not
117 guarantee that the faculty member will receive promotion.
118 Conversely, a faculty member may qualify for promotion with
119 accomplishments that fall below the qualifying range but are of
120 extraordinary quality.
- 121 3. The guidelines may clarify, but shall not delete from, conflict with, or
122 change in any substantive manner, the University Criteria for promotion
123 described in Article 20.3 (b). No provision of the guidelines shall be
124 inconsistent with the provisions of this Agreement or with the goals of the
125 unit or of the University.

126 9.5 Guidelines for Application of University Criteria for Promotion (Library Faculty).

- 127 (a) Judgments of excellent or outstanding performance are complex. They cannot
128 easily be reduced to a quantitative formula, nor can the considerations that must
129 be applied in each individual case be completely described in general terms or by
130 numbers alone, separate from necessary qualitative assessments. On the other
131 hand, library faculty members seeking promotion must have available to them a
132 description of what tangible accomplishments would normally qualify a candidate
133 for promotion, assuming that the accomplishments are of excellent (promotion
134 from Assistant University Librarian to Associate University Librarian) or
135 outstanding (promotion from Associate University Librarian to University
136 Librarian) quality.
- 137 (b) In order to provide guidance to library faculty regarding the expectations for
138 achieving promotion, the library ~~may~~ is strongly encouraged to develop and adopt
139 guidelines for the application of University Criteria governing the promotion of
140 library faculty in terms more appropriate or specific to the Library’s discipline(s).
- 141 1. These guidelines may indicate

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- 142 a. the breadth and depth of accomplishments showing increasing
143 responsibility and/or continuing growth in the profession,
144 successful application of knowledge of library science in the
145 development and organization of the library collection and/or
146 facilitation of the use of library services and resources,
147 professional and intellectual development, creative
148 accomplishments, contributions to the University and the
149 profession, and any other considerations that would normally
150 qualify a candidate for promotion assuming that the
151 accomplishments are of excellent quality in the case of promotion
152 to Associate University Librarian and outstanding quality in the
153 case of promotion to University Librarian;
- 154 b. appropriate combinations of such accomplishments that would
155 normally qualify a candidate for promotion assuming that the
156 accomplishments are of excellent quality in the case of promotion
157 to Associate University Librarian and outstanding quality in the
158 case of promotion to University Librarian; and
- 159 c. how the breadth and depth of the appropriate accomplishments will
160 be evaluated.
- 161 2. The guidelines may clarify, but shall not delete from, conflict with, or
162 change in any substantive manner the promotion criteria described in
163 Article 21.3. No provision of the guidelines shall be inconsistent with the
164 provisions of this Agreement or with the mission and goals of the Library
165 or of the University.

166 9.6 Guidelines for Application of University Criteria for Promotion (Non-tenure earning
167 Instructors and Lecturers)

- 168 (a) Judgments of academic performance are complex. They cannot easily be reduced
169 to a quantitative formula, nor can the considerations that must be applied in each
170 individual case be completely described in general terms or by numbers alone,
171 separate from necessary qualitative assessments. On the other hand, faculty
172 members seeking promotion must have available to them a description of what
173 tangible accomplishments would normally qualify a candidate for promotion,
174 assuming that the accomplishments are of excellent (promotion from Instructor or
175 Lecturer to Associate Instructor or Associate Lecturer) or outstanding (promotion
176 from Associate Instructor or Associate Lecturer to University Instructor or
177 University Lecturer) quality.

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178 (b) In order to provide guidance to faculty members regarding the expectations for
179 achieving promotion, each unit ~~may~~ is strongly encouraged to develop and adopt
180 guidelines for the application of University Criteria on promotion for Instructors
181 or Lecturers in terms more appropriate or specific to the unit's discipline.

182 1. These guidelines may indicate

183 a. the breadth and depth of accomplishments in teaching and
184 professional service that would normally qualify a candidate for
185 promotion assuming that the accomplishments are of excellent
186 quality in the case of promotion to Associate Instructor or
187 Associate Lecturer and outstanding quality in the case of
188 promotion to University Instructor or University Lecturer;

189 b. appropriate combinations of such accomplishments that would
190 normally qualify a candidate for promotion assuming that the
191 accomplishments are of excellent quality in the case of
192 promotion to Associate Instructor or Associate Lecturer and
193 outstanding quality in the case of promotion to University
194 Instructor or University Lecturer; and

195 c. how the breadth and depth of the appropriate accomplishments
196 will be evaluated.

197 2. The guidelines may clarify, but shall not delete from, conflict with, or
198 change in any substantive manner, the University Criteria for promotion
199 described in Article 22.3. No provision of the guidelines shall be
200 inconsistent with the provisions of this Agreement or with the goals of the
201 department or of the University.

202 9.7 Process for Development of Guidelines for Application of University Criteria for Annual
203 Performance Evaluations, Tenure, and Promotions.

204 Guidelines for applying University Criteria for annual performance evaluations, tenure
205 (where applicable), and promotions shall be developed in the following manner.

206 (a) The chair and faculty members of the unit shall familiarize themselves with any
207 existing guidelines, the mission and goals of the unit and the University, and this
208 Agreement, before the chair and faculty members begin the development or
209 revision process. The faculty in the unit ~~may~~ are strongly encouraged, in
210 conjunction with the chair or director of the unit prepare draft guidelines, a copy
211 of which will be provided to each faculty member within the unit for review. All
212 affected faculty members of the unit shall have the right to participate in the

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213 development of, and vote on, such guidelines. If the guidelines are developed by
214 means of a committee, the committee shall be comprised of faculty members
215 representative of all affected faculty members of the unit and elected by the
216 faculty members of the unit. Following a reasonable period of time for review,
217 the draft guidelines will be submitted to the faculty in the unit for approval by a
218 vote. The vote shall be conducted in a lawful manner, which is intended to assure
219 a free and voluntary exercise of choice.

220 (b) Draft guidelines approved by a majority of the affected faculty in the unit shall
221 be forwarded to the dean for review and approval. The dean shall have thirty (30)
222 days from receipt of the draft guidelines to review them to ensure that they
223 comply with this Agreement and with the mission and goals of the University,
224 and to either approve the draft guidelines or return them to the unit for revision. If
225 the dean approves the proposed guidelines, the guidelines shall be submitted to
226 the Provost for promulgation within thirty (30) days from receipt of the draft
227 guidelines. If the dean does not provide feedback to the unit regarding how the
228 guidelines are inconsistent with this Agreement and the mission and goals of the
229 University within thirty (30) days, the draft guidelines shall be considered
230 approved and forwarded by the unit to the Provost for review within seven (7)
231 days from the original thirty (30) day deadline.

232 (c) If the dean objects to any provision of the proposed guidelines based on their
233 inconsistency with this Agreement and with the mission and goals of the
234 University, the dean shall return the guidelines to the unit, together with his/her
235 written objections within thirty (30) days. The faculty in the unit shall consider
236 the dean's written objections and, may, within sixty (60) days after receiving the
237 dean's objections, submit revised guidelines to the dean. If the faculty resubmit
238 guidelines modified consistent with the dean's prior objections, the dean shall
239 submit the revised guidelines to the Provost for promulgation within seven (7)
240 days of receiving the revised guidelines. If the dean objects to the revised
241 guidelines, based on their inconsistency with this Agreement and with the mission
242 and goals of the University, the dean shall provide written objections to the unit
243 within thirty (30) days from the submission date of the revised guidelines.

244 (d) If the faculty do not resubmit revised guidelines to the dean, or confirm in writing
245 their acceptance of the dean's suggested changes within thirty (30) days, the
246 guidelines shall be modified by the dean consistent with the dean's prior written
247 objections and submitted to the Provost for promulgation within seven (7) days
248 from the original thirty (30) day deadline.

249 (e) If the faculty and the dean cannot reach agreement on the guidelines within the
250 above stated deadlines, the guidelines shall be immediately submitted to the
251 Provost for review. Within thirty (30) days of submission, the Provost will shall

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252 review the guidelines to ensure they do not delete from, conflict with, or change
253 in any substantive manner, the University Criteria and that they are consistent
254 with the provisions of this Agreement and with the mission and goals of the
255 department and of the University. Upon acceptance and promulgation by the
256 Provost, the guidelines shall not become effective until one (1) year following
257 adoption of the changes unless agreed to by the faculty in the unit by a vote.
258 ~~thereafter be used by the chair/supervisor(s) in applying the University Criteria.~~

259 (f) If the Provost declines to accept and promulgate the guidelines, based on their
260 inconsistency with this Agreement and with the mission and goals of the
261 department and of the University, the proposed guidelines and the dean's
262 recommendations shall be submitted to the University Administration and UFF
263 bargaining teams for immediate negotiation in accordance with Chapter 447, Part
264 II, Florida Statutes.

265 ~~(f) If the faculty and the dean cannot reach agreement on the guidelines, or if the~~
266 ~~Provost declines to accept and promulgate the guidelines, the proposed guidelines and the~~
267 ~~dean's recommendations shall be submitted to the University Administration and~~
268 ~~UFF bargaining teams for immediate negotiation in accordance with Chapter 447, Part II,~~
269 ~~Florida Statutes.~~

270 (g) The application or interpretation of the promulgated guidelines shall be grievable
271 under this Agreement.

272 (h) A copy of the guidelines shall be kept on file in the unit office, as well as posted
273 on the University website. A copy of the guidelines shall also be provided to the UFF.

274 9.8 Periodic Review of Approved Guidelines.

275 The faculty and chair of each unit shall periodically review the approved and
276 promulgated guidelines for their respective unit and shall determine whether revisions are needed
277 to those guidelines. Revisions to approved and promulgated guidelines shall be made following
278 the same process described in Article 9.7 for the development of guidelines.