

**ARTICLE 20**  
**TENURE**

**20.1 Definition and Policy.**

- (a) Tenure is one of the principal means by which the quality of the University is developed and maintained, is an indispensable element of a quality university, and is awarded to a faculty member based upon his/her demonstration of excellence in teaching, excellence in scholarship, and continuing meaningful contributions in service.
- (b) The award of tenure means that tenured faculty members will be reappointed annually until voluntary resignation, retirement, removal for just cause, or layoff.
- (c) A faculty member is normally eligible to be considered for tenure during the sixth year of continuous service in a tenure-earning position. The sixth year is the final opportunity to be considered. In exceptional circumstances<sup>12</sup>, a faculty member may be considered for tenure during the fourth or fifth year of continuous service in a tenure-earning position. In order for a faculty member to be regarded as a viable candidate for tenure at a time other than in his/her sixth year of tenure-earning service, the quality and quantity of his/her accomplishments, as detailed in the dossier, must be comparable to or exceed the quality and quantity of accomplishments that would be applicable to that faculty member in his/her sixth year. In all such cases, the faculty member must affirmatively demonstrate that he/she clearly meets the standards of excellence expected in teaching, scholarship, and service, despite lacking six years of service. If a faculty member applies for tenure during his/her fourth or fifth year of service, he/she may withdraw without prejudice before the Provost renders his/her final assessment. Such a withdrawal shall be allowed only once. When the faculty member applies for tenure in a subsequent year no withdrawal shall be allowed.
- (d) The candidate's rank at the time of the tenure application shall not be a factor in consideration for tenure.
- (e) University tenure criteria and the guidelines that clarify the application of those criteria pursuant to Article 9 shall be available in the department and at the college level, as well as provided to the UFF-UNF President.
- (f) During the period of tenure-earning service, the non-reappointment provisions of this Agreement shall apply.

**20.2 Tenure upon Appointment.**

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<sup>12</sup> "Exceptional circumstances" may include accomplishments at another institution, particularly in the area of research/scholarship/creative activity, as provided in Article 20.4(a).

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- (a) Tenure may be granted to a faculty member at the time of initial appointment, upon the recommendation of the Provost and Vice President for Academic Affairs and approval by the University Board of Trustees. The Provost and Vice President for Academic Affairs shall consider the recommendation of the faculty of the department or equivalent unit prior to making the final tenure recommendation to the Trustees.
- (b) The tenure recommendation shall be made at the Trustee meeting immediately following the acceptance of employment, if practicable.

### 20.3 Tenure Eligibility.

- (a) Faculty members with the rank of Assistant Professor, Associate Professor, or Professor are eligible to apply for tenure. The Trustees may designate other positions as tenure earning and shall notify the faculty of such status at the time of initial appointment.
- (b) Tenure shall be in a department or other appropriate academic unit of the University.
- (c) Tenure shall not extend to the administrative appointment of a faculty member.
- (d) Only those faculty members with a terminal degree in an appropriate discipline shall be eligible for tenure.
- (e) Full-time service for the purpose of tenure eligibility shall mean employment at 1.0 FTE during at least thirty-nine (39) weeks of any calendar-year or academic-year contract. Employment for one semester shall constitute one-half year of tenure-earning service.
- (f) Part-time service of a faculty member 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.
- (g) **Required Years at UNF.**
  - (1) A faculty member who is hired as an Assistant Professor shall have at least three (3) years of tenure-earning service at UNF before applying for tenure.
  - (2) A faculty member who is hired as an Associate Professor or Professor shall have at least three (3) years of tenure-earning service at UNF before applying for tenure, unless the faculty member is awarded tenure upon appointment, pursuant to Section 20.2.

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- (h) A faculty member shall not be promoted to the rank of Professor without having achieved tenure, unless both actions occur simultaneously.

### 20.4 Credited Service Toward Tenure.

- (a) Because an Assistant Professor, Associate Professor, and Professor are eligible for tenure after the third year of tenure-earning service at UNF, no credit toward tenure from service at another institution of higher education is awarded. However, faculty members may use accomplishments at another institution, particularly in the area of research/scholarship/creative activity, in support of their candidacy for tenure at UNF.
- (b) If a faculty member is initially appointed to the rank of Instructor or to another non-tenure-earning rank and is subsequently appointed to a tenure-earning position, all or a portion of the prior service in such non-tenure-earning position may be counted toward tenure provided that the University President or designee agrees in writing to credit such service.
- (c) If a faculty member is on compensated or uncompensated leave (except annual leave) during any part of a semester, the entire semester shall not be credited as time accrued toward tenure, except by mutual written agreement of the faculty member and the University Administration. In deciding whether to credit such leave, the University Administration shall consider the duration of the leave, the relevance of the faculty member's activities while on such leave to the tenure and/or promotion criteria, the relevance of the faculty member's activities while on such leave to the faculty member's professional development and field of employment, and other appropriate factors.
- (d) Time spent on a joint appointment or approved personnel exchange program for the benefit of the University, or a special assignment that benefits the University, shall be counted toward tenure eligibility unless there is a written agreement to the contrary between the faculty member and the University Administration.
- (e) Upon written request, in exceptional circumstances the President or designee may extend the tenure-earning period.

### 20.5 Criteria for Tenure and Basis for Tenure Decision.

- (a) The decision to award tenure to a faculty member shall be a result of meritorious performance and shall be consistent with the University's tenure criteria and the guidelines that clarify the application of those criteria pursuant to Article 9. The faculty member's accomplishments elsewhere which are applicable to the UNF tenure criteria shall be considered in addition to his/her performance during his/her service at the University.

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- (b) **University Tenure Criteria.** 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. However, in all cases to be awarded tenure, a candidate must be excellent in teaching, must be excellent in scholarship, and must demonstrate continuing meaningful contributions in service. The University also values both basic and applied forms of scholarship. The University recognizes teaching, research, and services that engages and impacts local, regional, national and/or global communities.
- (1) Excellence in teaching is evidenced by a record of high quality teaching. High quality teaching is demonstrated by evidence of effectiveness in presenting knowledge and skills, in stimulating students' critical thinking and/or creative abilities, and the development or revision of curriculum and course structure.
  - (2) Excellence in scholarship is evidenced by an agenda of inquiry that has resulted in published scholarly or creative works of high quality. Excellence in scholarship is also evidenced by a record of works involving the scholarship of discovery, the scholarship of integration and interpretation, the scholarship of teaching, and the scholarship of application and artistic creativity.
  - (3) Making continuing meaningful contributions in service is evidenced by a record of active participation in University governance through committees and otherwise, as well as a record of active service to one's professional discipline and the broader public which may occur at the local, state, national, and international levels.
- (c) **Guidelines for Application of University Criteria.**
- (1) 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 tangible accomplishments would normally qualify a candidate for tenure, assuming that the accomplishments are of excellent quality.
  - (2) In order to provide guidance to tenure-earning faculty members regarding the expectations for achieving tenure, each college/department may adopt guidelines pursuant to Article 9 that clarify the application of University criteria for tenure in terms more appropriate or specific to the selected unit's discipline.

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- (d) The tenure decision shall also take into account the following:
- (1) Annual assignments and annual performance evaluations;
  - (2) No fewer than two letters of external evaluation addressing the candidate's research and scholarly/creative activity, along with the curriculum vitae of the evaluators.<sup>13</sup> The candidate shall submit a list of between five and seven names to the chair, who shall be responsible for choosing and contacting the individuals who will be requested to submit letters of evaluation. If fewer than two people from the list submitted by the candidate agree to serve as evaluators, the candidate shall submit additional names, as necessary, until at least two people have agreed to serve. The candidate shall be given the opportunity to waive the right to see the external review letters. This decision must be made prior to solicitation of review letters. The signed statement shall be included in the dossier to affirm the individual's decision to waive this right.
  - (3) The curricular, programmatic, and research needs of the department/unit, college/unit, and University. The faculty member shall be notified in writing of any change in such needs and, if the faculty member is notified after his/her second year of tenure-earning service, the faculty member shall have no fewer than three (3) additional years of tenure-earning service before consideration for tenure. However, this shall not be construed to limit the University Administration's right, pursuant to Section 447.209, Florida Statutes, to relieve faculty members from duty because of lack of work or for other legitimate reasons.
  - (4) The contributions the faculty member has made to the academic unit (program, department/unit, college/unit, and University), based upon his/her entire record of performance in teaching, research/scholarship/creative activity, and service over the period of his/her tenure-earning service.

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<sup>13</sup> Letters from external reviewers are intended to be unbiased evaluations from recognized scholars in the field. External reviewers for candidates for tenure shall hold the rank of Associate Professor, Professor, or a position of comparable scholarly expertise. These letters shall not be solicited from individuals with whom a very close personal or professional relationship exists, such as the candidate's dissertation director, or a co-editor of a publication that is being counted as scholarship in the dossier. The candidate shall notify his/her chair not later than June 1 of his/her intent to present his/her dossier for tenure review. External reviewers should be sent the candidate's curriculum vitae and copies of those scholarly and/or creative works along with any other materials or information that the candidate and his/her department chair have agreed to send. The department chair shall indicate in a letter to external reviewers the timeline for the candidate's dossier review process, and shall request that the reviewer address only the candidate's scholarship, such as its importance as a contribution to the field. Because the requirements for tenure at the reviewer's home institution may be significantly different from those at UNF, it should be made clear that the reviewer that he/she is not to address the issue of tenurability.

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- (5) The faculty member's written statement articulating an agenda for continuing research/scholarship/creative activity.
- (6) Whether the faculty member has engaged in either a pattern of behavior or a single egregious instance of behavior that disrupts or obstructs the orderly and effective functioning of the department, college, or University. Documentation of such disruptive or obstructive behavior must be made in a timely manner and placed in the faculty member's evaluation file. This section shall not be construed or used to limit the faculty member's right to exercise his/her academic freedom.

### 20.6 Changes in Tenure Criteria and Effect on Faculty Members.

- (a) Changes in tenure criteria, or in the guidelines that clarify the 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 of ratification.
- (b) If a faculty member has at least three (3) years of tenure-earning credit as of the date on which new tenure criteria are adopted, the faculty member shall be evaluated for tenure under the criteria as they existed prior to modification unless the faculty member notifies the University Administration at least thirty (30) days prior to commencement of the tenure consideration that he/she chooses to be evaluated under the newly-adopted criteria.

### 20.7 Progress Toward Tenure.

- (a) **Chair's Appraisal.**
  - (1) Each tenure-earning faculty member shall annually be apprised in writing of the faculty member's progress toward tenure by his/her chair. The dean shall also review and approve the tenure appraisal.
  - (2) The tenure appraisal shall be included as a separate component of the annual evaluation and is intended to provide assistance and counseling to the faculty member to help him/her to achieve tenure.
  - (3) The chair's appraisal shall specify whether the faculty member is making appropriate and satisfactory progress toward achieving tenure according to the University's tenure criteria and guidelines that clarify the application of those criteria pursuant to Article 9. The appraisal shall mention any deficiency in the faculty member's performance that the chair believes may adversely affect the faculty member's ability to achieve tenure.

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- (4) If the appraisal identifies a deficiency in the faculty member's performance or in the faculty member's rate of progress, the chair shall make timely relevant recommendation(s) for improvement.
  - (5) The faculty member may request, in writing, a meeting with an administrator at the next higher level to discuss concerns regarding the tenure appraisal that were not resolved in previous discussions with the evaluator.
  - (6) The department chair's appraisals are not binding upon the University. However, if the department chair's tenure appraisals indicate appropriate and satisfactory progress toward tenure, or fail to timely identify either a deficiency in the faculty member's performance or in the faculty member's rate of progress, and the chair or dean does not recommend the faculty member for tenure, the President or designee shall extend the tenure-earning period sufficiently to provide the faculty member with a reasonable opportunity to meet the criteria for tenure. This provision shall not apply when the faculty member is denied tenure for reason(s) independent of the chair's or dean's negative recommendation.
- (b) **Colleagues' Appraisal.** The purpose of this appraisal is to provide thoughtful and constructive assessments, suggestions, and guidance to assist the faculty member in fulfilling the University's tenure criteria and guidelines that clarify the application of those criteria pursuant to Article 9.
- (1) The faculty of each department shall develop a procedure to appraise the progress of each tenure-earning faculty member in meeting the criteria for tenure. This procedure shall identify how the tenured faculty members in the department will be involved in the appraisal and how the tenure-earning faculty member will be provided feedback regarding the colleagues' analysis of the candidate's progress toward tenure.
  - (2) The appraisal shall be conducted in February or March of the faculty member's third year of tenure-earning service pursuant to the procedure developed by the department faculty and this Agreement. At the beginning of the school year, the Chair shall notify the affected faculty member(s) and the department faculty of the upcoming Colleagues' Appraisal.
  - (3) Beginning Fall 2017, the candidate for colleagues' appraisal shall submit his/her dossier ("packet") to the UNF adopted electronic system. The faculty member shall compile the documents in the following order:

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- a. A copy of the guidelines that clarify the application of the University tenure criteria pursuant to Article 9.
  - b. The faculty member's current curriculum vitae
  - c. A copy of all the faculty member's annual assignments, including the chair's indication of the proportions of the faculty member's assignments that have been devoted to teaching, scholarship, and service
  - d. A copy of all the faculty member's self-evaluation portfolios submitted to his/her chair
  - e. A copy of all the faculty member's annual evaluations
  - f. A summary and discussion of no more than two pages in length by the faculty member of significant teaching and curriculum efforts, including but not limited to a summary of evaluations of his/her teaching by students and academic colleagues through University-sanctioned methods such as survey instruments, questionnaires, in-class visitations, observations, and interviews, and other relevant tangible evidence as determined by the faculty member, which shall be available for review upon request
  - g. Copies of the syllabus for all courses taught by the faculty member
  - h. A summary and discussion of no more than two (2) pages in length by the faculty member of his/her research/scholarship/creative activity and publication record
  - i. A summary and discussion of no more than two (2) pages in length by the faculty member of professionally related service activities
  - j. Copies of published and forthcoming research/scholarship/creative works, including conference papers, drafts of works in progress, or other appropriate evidence of scholarly or creative activity
- (4) The faculty member may request a meeting with the colleagues conducting the appraisal and his/her chair by submitting a written request to the chair within five (5) days of receipt of the colleagues' appraisal.
  - (5) The appraisal process shall be confidential to the extent permitted by law and internal to the department; consequently, the appraisal shall not be included in the faculty member's tenure dossier nor placed in the faculty member's evaluation file.

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- (c) The colleagues' appraisal is not binding upon the University nor shall that appraisal be used in the subsequent tenure review process.

### 20.8 **Initiation of the Tenure Process.**

- (a) The tenure process begins when the appropriate department chair or comparable supervisor (hereinafter "department chair") notifies the faculty member of his/her eligibility for tenure or the faculty member provides the department chair written notification of candidacy.
- (b) Candidates for tenure shall be provided a copy of the University tenure procedures checklist, the guidelines that clarify the application of University tenure criteria pursuant to Article 9, and any other necessary materials, information, and forms.
- (c) The department chair shall advise the candidate in the preparation of the tenure dossier.
- (d) **Tenure Dossier.**
  - (1) The candidate shall be responsible for ensuring that all pertinent information is included in the tenure dossier and for ensuring that the dossier is complete.
  - (2) The only documents that may be considered in making a tenure recommendation are those contained or referenced in the tenure dossier. Documents shall not be placed in protective sheets inside the dossier.
  - (3) Beginning Fall 2017, a candidate for tenure shall submit his/her dossier ("packet") to the UNF adopted electronic system. The tenure dossier shall consist of evidence which supports his/her candidacy. The candidate shall ensure that the dossier includes all of the following materials in the order specified:
    - a. A signed statement by the candidate attesting to the accuracy of the information included in the dossier
    - b. A copy of the guidelines that clarify the application of University tenure criteria pursuant to Article 9
    - c. The candidate's current curriculum vitae
    - d. A copy of the candidate's annual assignments, including the department chair's indication of the proportions of the candidate's

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assignments that have been devoted to teaching, scholarship, and service

- e. A copy of the candidate's annual evaluations
- f. A summary and discussion by the candidate of significant teaching and curriculum efforts, including but not limited to a summary of evaluations of his/her teaching by students and academic colleagues through University-sanctioned methods such as survey instruments, questionnaires, and in-class visitations, observations, and interviews
- g. A summary and discussion by the candidate of his/her research/scholarship/creative activity, publication record, and agenda for continuing research/scholarship/creative activity
- h. A summary and discussion by the candidate of his/her professionally related service activities
- i. All letters received from departmental faculty, which are submitted by the deadline. These letters are intended to focus solely on the candidate's teaching, research/scholarship/creative activity, or service. Only the portions of the letters that focus on the candidate's teaching, research/scholarship/creative activity, or service shall be considered in the tenure recommendations and decision.
- j. If desired by the candidate, no more than seven (7) other letters of recommendation, which may include letters of support from community partners or those who can attest to the faculty member's instructional activities, research and/or service engagement and impact on local, regional, national, and or global communities.
- k. At least two (2) external letters of evaluation regarding the candidate's scholarship/research/creative activity, along with the curriculum vitae of the evaluators, as prescribed in Section 19.5(d) (2).
- l. Copies of the department chair's annual tenure appraisals
- m. A section for the insertion of the assessments and recommendations by the Department Promotion and Tenure Committee, the department chair, the dean, the University Promotion and Tenure Committee, and the Provost and Vice President of Academic Affairs.

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**(4) Alterations to the Tenure Dossier.**

- a. Once the dossier has been compiled by the candidate and submitted to the department chair, no material shall be removed from the tenure dossier. However, the chair, dean, or provost shall remove materials proven to be contrary to fact or in violation of this Agreement. This section shall not authorize the removal of materials from the tenure dossier when there is a dispute concerning a matter of judgment or opinion rather than fact. Any changes to the dossier shall be recorded in the Activity Log and the log will be made available to the candidate during the process.
- b. Once the dossier has been compiled by the candidate and submitted to the department chair, the candidate may not introduce new information into the dossier but may update information already in the dossier
- c. No materials shall be added to the tenure dossier after this point without the candidate's consent, except:
  1. The written assessments and recommendations of faculty committees and administrators who are charged with making recommendations regarding the candidate's tenure application, and the candidate's response to these, if any;
  2. Clarification, documentation or validation of assertions made by the candidate in the dossier, when requested in writing by reviewing faculty committees and administrators;
  3. Information as specified in Section 20.8(d)(3) above, which may have been inadvertently omitted; and
  4. Timely submitted letters from department faculty as provided in Section 20.8(d)(3).
- d. No candidate shall be required to provide additional information or materials not referenced in Section 20.8(d)(3), above, or 20.8(d)(4)c., nor shall the candidate be penalized or disadvantaged for refusing to provide such information or materials.
- e. Prior to the consideration of the candidate's tenure dossier and at any point in the review process, the candidate shall have the right to review upon request the contents of the tenure dossier and may attach a brief and concise response to any materials therein.

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- f. If any material is added to or changed in the dossier after the commencement of consideration, the date shall be recorded in the Activity Log, and a copy of the log shall be sent to the candidate within five (5) days. The candidate may attach a brief response within five (5) days of his/her receipt of the added or changed material. The tenure dossier shall not be forwarded until either the candidate submits a response or five (5) days have elapsed from the date of receipt of the additional or changed materials by the candidate, whichever occurs first.
- (5) Except by consent of the candidate, there shall be no anonymous material in the tenure dossier except for numerical summaries of student evaluations that are part of the regular evaluation procedure of classroom instruction and/or written comments from students obtained as part of that regular evaluation procedure. If written comments from students in a course are included in the tenure dossier, all of the comments obtained in the same course must be included.
- (6) The contents of the tenure dossier shall only be available for inspection by the candidate, the candidate's representative, University officials who use the information in carrying out their responsibilities, the Department Promotion and Tenure Committee and the University Promotion and Tenure Committee, which are charged with the responsibility of evaluating the candidate's performance. Faculty members in the candidate's department who may choose to write letters of recommendation and/or who participate in the department vote shall also have access to the dossier. In addition, the candidate may grant access to the dossier to a faculty member from another department from whom he or she has requested a letter of recommendation.

**20.9 Tenure Review and Recommendation Procedures.** The only documents that shall be considered in making a tenure recommendation are those contained or referenced in the tenure dossier. Recommendations for the awarding of tenure shall include the following levels of review:

**(a) Department Promotion and Tenure Committee**

- (1) Each department shall constitute a promotion and tenure committee which shall include all tenured faculty members covered by this Agreement. Provided, however, if the candidate for tenure is a full professor, the committee shall consist only of tenured in-unit full professors. Faculty members who are on paid or unpaid leave will be considered unavailable to serve. Faculty members who are unavailable to serve shall not be

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eligible to vote on the candidate's qualifications for tenure. In cases where the total number of committee members is less than three (3), the chair, after consulting with the dean, shall appoint eligible faculty members from a different but closely-related discipline to fill those vacancies, up to three (3) total members. Each department shall develop provisions governing the formation and conduct of the Department Promotion and Tenure Committee. The department chair and the candidate shall not be a member of the committee.

- (2) The Department Committee's function shall be to review each candidate's tenure dossier, to provide a separate written assessment of the candidate's qualifications for tenure, and to provide a written recommendation to the department chair. This written assessment and recommendation, which shall become a part of the candidate's tenure dossier, shall include a description of the Committee's procedures, a discussion of the candidate's qualifications for tenure with reference to the University tenure criteria and the guidelines that explain the application of those criteria pursuant to Article 9, and the result of the vote taken by the Committee. The vote shall be conducted in a lawful manner which is intended to assure a free and voluntary exercise of choice.
  - 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.
  - b. The Committee's written assessment and recommendation must therefore address the breadth and depth of the candidate's accomplishments, or the combinations of such accomplishments, in teaching, research/scholarship/creative activity, and professional service that qualify as excellent.
  - c. With respect to research/scholarship/creative activity, the Committee's written assessment and recommendation must address the relative value of the different categories of the candidate's research/scholarly/creative activity and the outlets in which the candidate has published, exhibited, or performed.
- (3) The Department Committee shall submit its assessment and recommendation and forward a copy of its assessment and recommendation to the candidate, who shall have five (5) days from receipt to submit a written response. The Department Committee chair shall submit the candidate's response, if any, to the tenure dossier.

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- (4) The Department Committee shall not forward the tenure dossier to the department chair until either the candidate submits a response or the five (5) day period for responding expires, whichever occurs first.

**(b) Department Chair**

- (1) The department chair shall review all procedural and substantive matters for completeness in order to ensure that the Department Promotion and Tenure Committee has met its responsibilities.
- (2) After reviewing each candidate's tenure dossier and considering the written assessment and recommendation of the Department Promotion and Tenure Committee, and the candidate's written response, if any, the department chair shall submit a written assessment of the candidate's qualifications with reference to the University's tenure criteria and the guidelines that clarify the application of those criteria pursuant to Article 9, and shall make a positive or a negative recommendation. The department chair's written assessment and recommendation shall also report the vote of the faculty members noted in (a)(2) and (b)(2).
- (3) The department chair shall meet with each candidate to give the candidate a copy of his/her written assessment and recommendation, prior to sending a copy to the Department Promotion and Tenure Committee chair, to be shared with the other members of the committee. The department chair shall discuss with the candidate both the chair's assessment and recommendation and that of the Department Promotion and Tenure Committee.
- (4) The candidate shall have five (5) days from receipt of the department chair's assessment and recommendation to submit a written response. The department chair shall submit the candidate's response, if any, to the tenure dossier.
- (5) The department chair shall not forward the tenure dossier to the dean until either the candidate submits a response or the five (5) day period for responding expires, whichever occurs first.

**(c) Dean**

- (1) The dean shall review all procedural and substantive matters for completeness in order to ensure that the Department Promotion and Tenure Committee and the department chair have met their responsibilities.
- (2) If the tenure recommendations of the Department Promotion and Tenure Committee and the department chair disagree, the dean shall meet jointly

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with the Committee and the department chair no later than two weeks following receipt of the dossier to discuss the differing recommendations. Upon the faculty member's written request, the dean shall also meet with the candidate to discuss the tenure recommendations of the Department Promotion and Tenure Committee and the department chair and to correct any misunderstanding or misinformation.

- (3) After reviewing each candidate's tenure dossier and considering the written assessments and recommendations of the Department Promotion and Tenure Committee and the department chair, and the candidate's written responses, if any, the dean shall submit a written assessment of the candidate's qualifications for tenure with reference to the University's criteria for tenure and the guidelines that clarify the application of those criteria pursuant to Article 9, and make a positive or a negative recommendation. The dean's written assessment and recommendation shall point out if his/her recommendation differs from that of the Department Promotion and Tenure Committee, the department chair, or both, and shall include confirmation that all procedural and substantive responsibilities of the Committee and the department chair have been met.
- (4) The dean shall forward a copy of his/her assessment and recommendation to the candidate, the department chair, and the chair of the Department Promotion and Tenure Committee to be shared with other members of the committee. The candidate shall have five (5) days from receipt to submit a written response. The dean shall submit the candidate's response, if any, to the tenure dossier.
- (5) The dean shall not forward the dossier to the Provost and Vice President for Academic Affairs until either the candidate submits a response or the five (5) day period for responding expires, whichever occurs first.
- (6) In cases in which the dean's recommendation differs from the recommendations of the Department Promotion and Tenure Committee, the department chair, or both, the Provost and Vice President for Academic Affairs (hereinafter "Provost") shall retain those tenure dossiers and meet jointly with the Committee, the department chair, and the dean. Following this meeting, the Provost shall forward the dossiers to the University Promotion and Tenure Committee.

### (d) **University Promotion and Tenure Committee**

- (1) The University Promotion and Tenure Committee shall consist of eleven tenured faculty (who are covered by this Agreement) at the Associate Professor or Professor rank who do not have line authority over promotion and/or tenure decisions and are not personally related to candidates for tenure: one faculty member holding the rank of Professor from each of the

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colleges and the remaining faculty members at large holding the rank of either Professor or Associate Professor.

- a. No candidate being considered by the Committee for tenure may serve on the Committee.
- b. The term of office for each member on the Committee shall be two (2) academic years. In order to provide the staggering of terms within the Committee, the election for 2008-09 was conducted as follows: the representatives from the Brooks College of Health, the College of Education and Human Services, and three at-large members were elected for a one-year term, and the representatives from the College of Arts and Sciences, the Coggin College of Business, and the College of Computing, Engineering, and Construction, and three at-large members were elected for a two-year term.
- c. In subsequent alternate years, five members (the representatives from the Brooks College of Health, the College of Education and Human Services, and three at-large members) or six members (the representatives from the College of Arts and Sciences, the Coggin College of Business, and the College of Computing, Engineering, and Construction, and three at-large members) shall be elected.
- d. No later than March 31, the UFF Executive Board shall collect nominations as are necessary to fill all vacancies scheduled to occur on the University Promotion and Tenure Committee. The procedure for electing members to this committee shall be as follows:
  1. The UFF President shall advise the UFF Executive Board members of all vacancies occurring.
  2. No later than March 17, the UFF Executive Board or designees shall canvass the colleges (preferably by email) for nominees among the tenured faculty (who are covered by this Agreement) who consent to run. The UFF Executive Board shall also notify the Provost and deans that the process of canvassing has begun. Any additional nominations, submitted to the UFF President by email by March 31, shall be accepted.
  3. Elections shall be held on the second consecutive Wednesday and Thursday of April at a posted time and place on campus. Elections may be conducted by electronic means through the submission of online ballots.

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4. Ballots shall be counted at a posted time and place on campus by two members of the UFF Executive Board as soon as possible after the election. The University Administration shall designate two (2) observers for the ballot count.
  5. The list of successful candidates and alternates (the tenured faculty members with the next highest number of votes) shall be sent to the University Administration and posted on the UFF/UNF website.
  6. Election of members of the University Promotion and Tenure Committee shall be decided by plurality vote of the tenured and tenure-earning faculty (who are covered by this Agreement), meaning that the candidates will fill the positions in the order of the number of votes that they receive.
    - e. If a member of the Committee is unable to fulfill the two-year term of office, the vacancy shall be filled from the list of alternates referenced in 20.9(d)(1)d 5. above, starting with the alternate from the appropriate college or at large category with the highest number of votes. If there is no alternate from the appropriate college or at large category, the UFF Executive Board shall recommend tenured candidates from the vacant college or at large category to the University President and the UFF-UNF President, who shall then appoint a mutually acceptable tenured faculty member to fill that vacancy.
- (2) The University Promotion and Tenure Committee shall have access to the tenure dossier from the Provost once he/she has verified that the Department Promotion and Tenure Committee, the department chair, and the dean have fulfilled their procedural and substantive responsibilities.
  - (3) The Provost shall meet with the University Promotion and Tenure Committee before it begins its evaluation of the tenure dossiers in order to give the committee its charge and to explain and clarify its procedural and substantive responsibilities according to this Agreement. The UFF-UNF President shall attend that meeting as an observer. Prior to convening and charging the University Promotion and Tenure Committee, the Provost shall meet with the UFF-UNF President to discuss the information he/she intends to present to the University Promotion and Tenure Committee.
  - (4) The University Promotion and Tenure Committee shall evaluate each tenure dossier according to the University's tenure criteria and the guidelines that clarify the application of those criteria pursuant to Article

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9. Committee members, with guidance from the Committee chair, shall avoid consideration of irrelevant or extraneous information.

- (5) After reviewing each candidate's tenure dossier and considering the written assessments and recommendations of the Department Promotion and Tenure Committee, the department chair, and the dean, and the candidate's written responses, if any, the members of the University Promotion and Tenure Committee shall submit a written assessment of the candidate's qualifications for tenure with reference to the University's criteria for tenure, and the guidelines that clarify the application of those criteria pursuant to Article 9, and shall make a positive or a negative recommendation with a copy to the department chair.
- (6) The University Promotion and Tenure Committee Chair shall forward a copy of the Committee's assessment and recommendation to the candidate, who shall have five (5) days from receipt to submit a written response. The candidate's response, if any, shall be included in the tenure dossier.
- (7) The chair of the University Promotion and Tenure Committee shall not forward the tenure dossier to the Provost until either the candidate submits a response or the five (5) day period for responding expires, whichever occurs first.
- (8) The University Promotion and Tenure Committee shall give an accounting to the faculty at large of the number of positive and negative recommendations for tenure it gave to the Provost. The Committee shall also provide a report to the UFF delineating its positive or negative recommendations for tenure by rank and college. Committee members shall not report to any body information regarding their deliberations on individual candidates, unless it is required as part of a formal grievance hearing or other administrative or judicial forum.

### (e) **Provost and Vice President for Academic Affairs**

- (1) After the University Promotion and Tenure Committee has submitted its written assessments and recommendations, the Provost shall meet with the Committee to discuss each candidate's tenure dossier.
- (2) After reviewing each candidate's tenure dossier and considering the written assessments and recommendations of the Department Promotion and Tenure Committee, the department chair, the dean, and the University Promotion and Tenure Committee, and the candidate's written responses, if any, the Provost shall submit to the candidate (with a copy to the chair) a draft written assessment of the candidate's qualifications for tenure with reference to the University's criteria for tenure and the guidelines that

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clarify the application of those criteria pursuant to Article 9, and shall make a positive or a negative recommendation. The assessment shall confirm that all procedural and substantive responsibilities have been fulfilled.

- (3) Within five (5) days of receipt of the draft written assessment, the candidate may submit a written response or schedule a meeting with the Provost to discuss the candidate's qualifications for tenure, the procedures used in consideration of the candidate's case, and the Provost's recommendation.
- (4) The Provost shall submit his/her final assessment and recommendation and forward a copy of his/her final assessment and recommendation to the candidate after the candidate submits a response to the draft written assessment or after the five-day period for responding expires, whichever occurs first. The candidate shall have five (5) days from receipt of the final assessment and recommendation to submit a written response. The candidate's response, if any, shall be included in the tenure dossier.
- (5) The Provost shall not forward the tenure dossier to the President until either the candidate submits a response or the five (5) day period for responding expires, whichever occurs first.
- (6) The Provost shall also forward his/her final assessment and recommendation to the candidate's dean and department chair, and to the chairs of the University Promotion and Tenure Committee and the Department Promotion and Tenure Committee, who shall share it with other members of their committees.
- (7) Following the submission of both the Provost's final assessments and recommendations to the President and the President's subsequent recommendation to the Trustees, the Provost shall make a report to the faculty at large delineating the positive or negative recommendations for tenure in comparison to those forwarded by the University Promotion and Tenure Committee and the number of withdrawals from the tenure process. The Provost shall also provide a report to the UFF delineating the positive or negative recommendations for tenure in comparison to those forwarded by the Department Promotion and Tenure Committee, the Department Chair, the Dean, the University Promotion and Tenure Committee, the Provost, and the President, by rank and college, and the number of withdrawals from the tenure process by rank and college.

### (f) **President**

- (1) After reviewing each candidate's tenure dossier and considering the written assessments and recommendations of the Department Promotion

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and Tenure Committee, the department chair, the dean, the University Promotion and Tenure Committee, the Provost, and the candidate's written responses, if any, the President shall make a final positive or negative recommendation to the Trustees.

- (2) The President shall forward a copy of his/her recommendation to the candidate, who shall have five (5) days from receipt to submit a written response before the President submits his/her recommendations to the Trustees. A copy of the President's recommendation shall also be sent to the Provost, the dean, the department chair, and the chairs of the University Promotion and Tenure Committee and the Department Promotion and Tenure Committee, who shall share it with the other members of their committee.
- (g) **Board of Trustees.** Upon the recommendation of the President, the Trustees shall make the final tenure decision.
- (h) Allegations of procedural deficiencies shall be subject to the grievance procedure; however, the final decision of the Trustees as to tenure is not subject to an arbitrator's decision.

### 20.10 Tenure Decision.

- (a) By the end of six (6) years of full-time or equivalent part-time service at the University, including time credited as tenure-eligible service, a faculty member eligible for tenure shall either be awarded tenure by the Trustees or given notice that further employment will not be offered pursuant to the non-reappointment provisions of this Agreement. This shall not apply where the faculty member has been extended additional time pursuant to Section 20.7(a)(6).
- (b) The President or designee shall notify the faculty member in writing of the decision of the Trustees as soon as possible thereafter, but no later than ten (10) days after the date of the decision. If the faculty member makes a written request within twenty (20) days after receipt of such notice, the University Administration shall provide the faculty member with a written explanation of the reasons why tenure was not granted. The written explanation shall be provided within twenty (20) days of the faculty member's request.
- (c) Tenure decisions shall normally be made at either the April or May Trustee meeting but in no case shall such decisions be made later than the June meeting. Exceptions to this provision involve faculty members who are appointed with tenure as a condition of employment. The tenure decision for those cases shall be made at the Trustee meeting immediately following the acceptance of employment, if practicable.

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- (d) Within thirty-five (35) days after the tenure decisions by the Trustees, the tenure dossiers shall be returned to the faculty members. However, if a grievance has been filed, a copy of the tenure dossier shall be provided to the grievant, and the Provost shall retain the original tenure dossier until final disposition of the grievance.

**20.11 Withdrawal from the Process.**

- (a) A candidate for tenure who is not yet in his/her sixth year of tenure-earning service, including any credited service toward tenure, may withdraw, without prejudice, at any stage in the tenure process before March 15, or before the Provost submits his/her final assessment and recommendation to the President, whichever is later. However, in the faculty member's final year of eligibility, the non-reappointment provisions and the provisions of Section 20.10(a) of this Agreement shall still apply, and the faculty member cannot be considered beyond the final year of eligibility unless the President grants an extension of eligibility. If the candidate chooses not to withdraw and is denied tenure, he/she shall be given a one-year terminal contract.
- (b) If a candidate withdraws from consideration, the tenure dossier (including all assessments and recommendations) shall be downloaded and returned to the candidate. The electronic copy shall be deleted from the system upon request.

**20.12 Transfer of Tenure and Tenure-Earning Credit.** When a tenured or tenure-earning faculty member is transferred as a result of a reorganization or program curtailment within the University, the faculty member's tenure or tenure credit shall be transferred to the new department.