

ARTICLE 9
Guidelines for Application of University Criteria

9.1 Purpose and Implementation

- (a) This Article applies to the development of guidelines by departments and the library (each individually a “unit”) that may be used when applying University Criteria governing annual performance evaluations, tenure (where applicable), and promotions to faculty members who are subject to this Agreement.
- (b) 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 and/or promotion must have available to them a description of what tangible accomplishments would normally qualify a candidate for tenure and/or promotion, assuming that the accomplishments are of excellent quality.
- (c) Guidelines developed by the unit shall take effect upon completion of steps outlined in Article 9.7.

9.2 Guidelines for Application of University Criteria on Performance Evaluations

Guidelines may be developed for a unit to assist chair(s)/ director(s)/ supervisor(s) in applying the University Criteria set forth in Article 18.4 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. 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) In order to provide guidance to tenure-earning faculty members regarding the expectations for achieving tenure, each unit may adopt guidelines that clarify the application of University Criteria for tenure in terms more appropriate or specific to the unit’s discipline. These guidelines may indicate
 - (1) The breadth and depth of accomplishments in teaching, research/scholarship/creative activity, and professional service that would normally qualify a candidate for tenure assuming that the accomplishments

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are of excellent quality;

- (2) Appropriate combinations of such accomplishments that would normally qualify a candidate for tenure assuming that the accomplishments are of excellent quality; and
 - (3) How the breadth and depth of the appropriate accomplishments will be evaluated.
- (b) With respect to research/scholarship/creative activity, each unit may develop guidelines for the application of the standard of excellence that are consistent with the University's publicly articulated mission. These guidelines may also
- (1) Address the relative value of different categories of research/scholarly/creative activity and the outlets in which candidates might be reasonably expected to publish, exhibit, or perform; and
 - (2) Provide a general range of the number of publications, exhibitions, or performances that candidates might be reasonably expected to publish, exhibit, or perform in the various outlets that the unit specifies in (c) 1. above. It should be understood that merely having accomplishments within the qualifying general range without the required standard of excellence shall not guarantee that the faculty member will receive tenure. Conversely, a faculty member may qualify for tenure with accomplishments that fall below the qualifying general range but are of extraordinary quality.
- (c) The guidelines may clarify, but shall not delete from, conflict with, or change in any substantive manner, the University Criteria for tenure described in Article 20.5 (b). 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. The guidelines should not recite, repeat, replicate, duplicate, or copy the language of this Agreement except to identify or introduce the topic or subject to which the guideline applies.

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

- (a) In order to provide guidance to faculty members regarding the expectations for achieving promotion, each unit may adopt guidelines that clarify the application of University Criteria on promotion for tenured and tenure-earning faculty in terms more appropriate or specific to the unit's discipline(s).
 - (1) These guidelines may indicate
 - a. The breadth and depth of accomplishments in teaching, research/scholarship/creative activity, and professional service that would normally qualify a candidate for promotion assuming that the accomplishments are of excellent quality in the case of promotion

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- to Associate Professor and outstanding quality in the case of promotion to Professor;
- b. Appropriate combinations of such accomplishments that would normally qualify a candidate for promotion assuming that the accomplishments are of excellent quality in the case of promotion to Associate Professor and outstanding quality in the case of promotion to Professor; and
 - c. How the breadth and depth of the appropriate accomplishments will be evaluated.
- (2) With respect to research/scholarship/creative activity, each unit may develop guidelines that clarify the standards of “excellent” and “outstanding” that are consistent with the University’s publicly articulated mission. These guidelines may also
- a. Address the relative value of different categories of research/scholarly/creative activity and the outlets in which candidates might be reasonably expected to publish, exhibit, or perform; and
 - b. Provide a general range of the number of publications, exhibitions, or performances that candidates might be reasonably expected to publish, exhibit, or perform in the various outlets that the unit specifies in a. above. It should be understood that merely having accomplishments within the qualifying general range without the required standards of “excellent” or “outstanding” shall not guarantee that the faculty member will receive promotion. Conversely, a faculty member may qualify for promotion with accomplishments that fall below the qualifying range but are of extraordinary quality.
- (3) The guidelines may clarify, but shall not delete from, conflict with, or change in any substantive manner, the University Criteria for promotion described in Article 21.3(b). No provision of the guidelines shall be inconsistent with the provisions of this Agreement or with the goals of the unit or of the University. The guidelines should not recite, repeat, replicate, duplicate, or copy the language of this Agreement except to identify or introduce the topic or subject to which the guideline applies.

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

- (a) In order to provide guidance to library faculty regarding the expectations for achieving promotion, the library may adopt guidelines that clarify the application of University Criteria governing the promotion of library faculty in terms more

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appropriate or specific to the Library's discipline(s).

- (1) These guidelines may indicate
 - a. the breadth and depth of accomplishments showing increasing responsibility and/or continuing growth in the profession, successful application of knowledge of library science in the development and organization of the library collection and/or facilitation of the use of library services and resources, professional and intellectual development, creative accomplishments, contributions to the University and the profession, and any other considerations that would normally qualify a candidate for promotion assuming that the accomplishments are of excellent quality in the case of promotion to Associate University Librarian and outstanding quality in the case of promotion to University Librarian;
 - b. appropriate combinations of such accomplishments that would normally qualify a candidate for promotion assuming that the accomplishments are of excellent quality in the case of promotion to Associate University Librarian and outstanding quality in the case of promotion to University Librarian; and
 - c. how the breadth and depth of the appropriate accomplishments will be evaluated.
- (2) The guidelines may clarify, but shall not delete from, conflict with, or change in any substantive manner the promotion criteria described in Article 22.3. No provision of the guidelines shall be inconsistent with the provisions of this Agreement or with the mission and goals of the Library or of the University. The guidelines should not recite, repeat, replicate, duplicate, or copy the language of the Agreement except to identify or introduce the topic or subject to which the guideline applies.

9.6 Guidelines for Application of University Criteria for Promotion (Non-tenure Earning Instructors, Lecturers, and Clinical Faculty)

- (a) In order to provide guidance to faculty members regarding the expectations for achieving promotion, each unit may adopt guidelines that clarify the application of University Criteria on promotion for Instructors, Lecturers, or Clinical Faculty in terms more appropriate or specific to the unit's discipline.
 - (1) These guidelines may indicate
 - a. The breadth and depth of accomplishments in teaching and professional service that would normally qualify a candidate for promotion assuming that the accomplishments are of excellent quality in the case of promotion to Associate Instructor, Associate Lecturer, or Clinical Associate Professor and outstanding quality in

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the case of promotion to University Instructor, University Lecturer, or Clinical Professor;

- b. Appropriate combinations of such accomplishments that would normally qualify a candidate for promotion assuming that the accomplishments are of excellent quality in the case of promotion to Associate Instructor, Associate Lecturer, or Clinical Associate Professor and outstanding quality in the case of promotion to University Instructor, University Lecturer, or Clinical Professor; and
 - c. How the breadth and depth of the appropriate accomplishments will be evaluated.
- (2) The guidelines may clarify, but shall not delete from, conflict with, or change in any substantive manner, the University Criteria for promotion described in Article 23.3 for instructors and lecturers and Article 24.3 for clinical faculty. No provision of the guidelines shall be inconsistent with the provisions of this Agreement or with the goals of the department or of the University. The guidelines should not recite, repeat, replicate, duplicate, or copy the language of this Agreement except to identify or introduce the topic or subject to which the guideline applies.

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

- (a) **Timelines.** If the required action for a faculty step outlined in 9.7 falls during a time when classes are not in session, or during the summer term, the timeline for faculty action shall be paused until 15 days after the faculty return.
- (b) Guidelines for applying University Criteria for annual performance evaluations, tenure (where applicable), and promotions shall be developed in the following manner.
- (c) The chair/director/supervisor and faculty members of the unit shall familiarize themselves with any existing guidelines, the mission and goals of the unit and the University, and this Agreement, before the chair/director/supervisor and faculty members begin the development or revision process. The faculty in the unit may, in conjunction with the chair/director/supervisor of the unit prepare draft guidelines, a copy of which will be provided to each faculty member within the unit for review. The chair/director/supervisor and all affected faculty members of the unit shall have the right to participate in the development of, and vote on, such guidelines. If the guidelines are developed by means of a committee, the committee shall be comprised of the chair/director/supervisor and faculty members representative of all affected faculty members of the unit and elected by the faculty members of the unit. Following a reasonable period of time for review, the draft guidelines will be submitted to the faculty in the unit for approval by a vote. The

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vote shall be conducted consistent with approved college or department bylaws or accepted departmental operating procedures.

- (d) Draft guidelines approved by a majority of the affected faculty in the unit shall be forwarded by the chair/director/supervisor to the dean for review and approval. The chair/director/supervisor shall notify the department faculty members of the transmission to the dean. The dean shall have thirty (30) days from receipt of the draft guidelines to review them to ensure that they comply with this Agreement and with the mission and goals of the University, and to either approve the draft guidelines or return them to the unit for revision. If the dean approves the proposed guidelines, the guidelines shall be submitted to the Provost.
- (e) If the dean objects to any provision of the proposed guidelines, the dean shall return the guidelines to the unit, together with their written objections. The chair/director/supervisor and the faculty in the unit shall consider the dean's written objections and, may, within sixty (60) days after receiving the dean's objections, submit revised guidelines to the dean. If the faculty find inconsistencies between the dean's objections and this Agreement, they may request a meeting with the dean that shall include the full faculty and/or faculty committee, and the chair/director/supervisor. If the chair/director/supervisor and faculty resubmit guidelines modified consistent with the dean's prior objections or a mutual understanding resulting from the meeting described in this subsection (c), the dean shall submit the revised guidelines to the Provost. The dean shall notify the chair/director/supervisor and department faculty members of the transmission to the Provost.
- (f) The Provost will review the proposed guidelines as soon as practicable, but not later than sixty (60) days after receiving the guidelines, to ensure they do not delete from, conflict with, or change in any substantive manner, the University Criteria and that they are consistent with the provisions of this Agreement and with the mission and goals of the department and of the University. If the Provost approves the proposed guidelines, the Provost shall notify the UFF, the department faculty, and the chair/director/supervisor in writing as soon as practicable, but not later than the sixty-fifth (65th) day after receiving the guidelines. The approved guidelines shall take effect immediately.
- (g) If the Provost objects to any provision of the proposed guidelines, the Provost shall return the guidelines to the unit, together with their written objections. The chair/director/supervisor and the faculty in the unit shall consider the Provost's written objections and, may, within sixty (60) days after receiving the Provost's objections, submit revised guidelines to the Provost.
- (h) If the faculty and the dean cannot reach agreement on the guidelines, or if the Provost declines to approve the guidelines, the faculty may vote to either abandon the guidelines process and use the criteria already adopted in this Agreement or submit the proposed guidelines and the dean's and Provost's recommendations to the University Administration and UFF bargaining teams for immediate negotiation

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in accordance with Chapter 447, Part II, Florida Statutes.

- (i) The application or interpretation of approved guidelines shall be grievable under this Agreement.
- (j) A copy of the approved guidelines shall be kept on file in the unit office, as well as posted on the University website. A copy of the approved guidelines shall also be provided to the UFF.

9.8 Periodic Review of Approved Guidelines.

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