

II. E. Promotion for Non-Tenure Track Faculty

Determination of Eligibility for Promotion

Library faculty with the rank of Assistant-In, Associate-In or Senior Associate-In Libraries are so named at the time of appointment. In order to receive the higher ranking, there must be a documented record of distinction in performance of the faculty member's primary responsibility including demonstration of professional expertise, innovation, mature judgment, and creativity. Appointment to these ranks are non-time limited and non-tenure accruing.

An eligible faculty member may initiate the application for promotion whenever the faculty member believes he/she has met the criteria for promotion by notifying the department chair or equivalent (hereafter, "chair") before the normal tenure and promotion review cycle begins, and the chair shall initiate the promotion nomination process upon that request. Faculty members being considered for promotion may withdraw from consideration without prejudice.

The President shall make the final decisions on promotion.

Promotion Criteria

Movement from Assistant-In to Associate-In or from Associate-In to Senior Associate-In shall be a result of a faculty member's meritorious performance since the last promotion or since the faculty member's appointment (if there is no previous promotion) and shall be based upon established written promotion criteria for the rank in question specified by the University and by the College of Libraries.

Promotion within a rank series for faculty members who are not eligible for tenure, where the faculty member's assignment is normally devoted to one or two assignment categories requires **distinction** in Criterion 1 the faculty member's primary responsibility and **strong achievement** in one of the other two criteria: 2) professional development and scholarship, or 3) service to the Library, the University, the State, and the Profession.

Distinction is recognized when the evidence demonstrates sustained, high-quality contributions to the candidate's area of primary responsibility that enhance library services and functions, foster new knowledge, support the University's mission, and provide leadership. Distinction is performance that would be judged by informed experts as outstanding in comparison to other professionals in the same field.

Criteria for promotion shall be relevant to the performance of the work that the faculty member has been assigned to do and to the faculty member's duties and responsibilities as a member of the University community. Criteria within the College of Libraries recognize three broad categories of academic service: 1) Professional responsibility, 2) Professional development and scholarship, and 3) Service to the Library, the University, the State, and the Profession. Evidence of distinction in Criterion 1 Professional responsibility may include contributions in functions such as:

- Providing reference and research services to discipline based users, to the University community, and/or to the global research community.

- Identifying, selecting, evaluating, acquiring, and preserving paper-based and/or digital resources in support of the University's research and education endeavors which result in collection excellence.
- Instructing students in for-credit courses offered through teaching departments in the candidate's subject specialty.
- Providing bibliographic instruction offered as a component of for-credit courses;
- Developing instructional materials for in-class or online use that enhance the information skill sets of students and faculty.
- Supervising and managing units and/or projects within the Libraries which provide services and functions.
- Performing administrative functions including training, budgeting, planning, goal-setting, and analysis.
- Creating and supporting metadata systems which permit discovery and access to library resources.
- Organizing, retrieving, and manipulating data in print, non- print, and electronic forms to assist library users.
- Designing and implementing computer functionality based on user needs.
- Developing and/or managing computer-based systems including hardware and/or software that enhance the libraries' ability to support the library's and University's missions.
- Creating digital collections that support the educational and research efforts of the University community and/or that document the intellectual contributions of the academic community.

Examples of strong achievement in Criterion 2. Professional development and scholarship are demonstrated when the nominee:

- Has made contributions to the field by writing articles, chapters, papers, etc. ;
- Has been recognized as an expert based on invitations to present papers, demonstrations, poster sessions and exhibits at professional meetings, symposia, workshops, and conferences;
- Has participated at the state, regional, or national level as session moderators, panelists and conference organizers/program planners;
- Has developed documents, printed, audiovisual instructional aids, or electronic media and/or other works of exceptional quality or creativity that are relevant to his/her professional responsibilities;
- Has completed a university accredited degree program in a subject field appropriate to his /her assignments;

- Has developed original uses of technologies to solve library problems;
- Has identified funding and developed successful proposals that have created and/or provide access to information resources;
- Has helped a professional organization develop a grant for funding bibliographical projects to benefit all research libraries or staff of research institutions; or
- Has other comparable achievements.

Examples of strong achievement in Criterion 3. Service to the Library, the University, the State, and the Profession are demonstrated when the nominee:

- Has provided leadership and significant service to the Library and/or University through participation and contributions to committees, college or academic departmental programs and endeavors, task forces, senates, or research teams, or through the planning of university programs and initiatives;
- Has contributed to the achievement of the Library's mission by providing major constructive suggestions and criticisms of a library-wide nature that have resulted in improvements in library operations;
- Has provided substantive service to the State University Libraries through participation on SUL-wide committees and task forces, or research teams, or through planning SUL-wide university programs;
- Has made a substantial contribution to the work of a relevant professional organization (e.g. holding major elected or appointed office, planning programs, serving on committees, task forces, or panels); or
- Has other comparable achievements.

Promotion Process

Nomination

In July the Library Human Resources Officer will notify eligible faculty, directors, and department chairs that it is time to initiate the promotion process. Any member desiring to submit a nomination for promotion must be considered.

Preparation

The Department Chair or equivalent administrator and the nominee should review the appropriate sections of the Florida Administrative Code, University Constitution, Bargaining Agreement, Career Development Handbook and the Office of Academic Affairs Memorandum for compliance with the rules and procedures.

Letters of Recommendation

For non-tenured faculty promotion, the promotion dossier contains no fewer than five and no more than six letters of evaluation from qualified scholars in pertinent disciplines outside the University. Faculty members whose assignments are normally devoted to one or two assignment categories (professional responsibility, scholarship, service) may substitute letters of evaluation from

within the University for the external letters. If more than the maximum number of letters allowable is received, the chair must include all the letters, along with an explanation of why an additional letter exists.

By mid-July, seven names of evaluators are generated by the candidate and submitted to the chair. The chair also generates a list of potential reviewers. At least five individuals and not more than six, at least half of whom come from the candidates list, must agree to serve as reviewers. If an insufficient number of individuals agree to serve, the candidate should submit additional names until at least five individuals agree to serve. Biosketches of evaluators will be included in the packet and should be gathered at this time. The Department Chair reviews the final list with the candidate.

1. The Chair sends the list of selected evaluators and biosketches to either the Associate Dean, Senior Associate Dean or Dean for review. Reasons for choosing evaluators are included: credentials/qualifications and his/her relation to the candidate (specifically the extent of contact, knowledge of candidate's performance, etc.).
2. Letters of evaluation must be available to the candidate for review unless s/he executes a written waiver of her/his right to review the solicited letters of evaluation. Candidates must execute or decline the waiver before letters of evaluation are solicited. Evaluators must be notified in the solicitation letter how the candidate chose to execute or decline the waiver. The signed statement is sent to the Library Personnel Officer.
3. The letter shall append the College of Libraries written discipline-specific clarifications of the University criteria and shall ask the evaluator to assess the candidate's performance in order to determine whether it satisfies the University criteria for promotion as clarified in writing by the candidate's department.
 - a. Evaluation by colleagues inside and outside the nominee's department and qualified librarians within and outside the University must be sought. The emphasis should not be on the number of letters solicited, but on the quality of the review.
 - b. If the nominee has a secondary supervisor, one of the letters of recommendation must come from that supervisor.
 - c. All solicited evaluations that are received must be included in the packet.
4. The Department Chair will use the **non-tenured faculty form letter** to solicit letters of recommendation. Copies of the solicitation letters are to be sent to the Human Resources Officer by the department chair.

Preparation and Promotion Dossier

Preparation

If the faculty member has waived his/ her right to review the letters of recommendation, the nominee's supervisor will incorporate the letters of recommendation into the packet in accordance with relevant University Tenure and Promotion Guidelines.

The nominee must be notified in writing of any additions, deletions or changes to the supporting materials in the packet. The nominee then has five days within which to attach a brief and concise response if desired.

University of Florida Recommendation for Tenure, Permanent Status, and/or Promotion forms are provided by the Office of Academic Affairs. Instructions for completing the Tenure and Promotion packet can be found in the yearly Office of Academic Affairs Memorandum.

The original packet and two photocopies are to be submitted to the Human Resources Office for review for omissions or errors. After the packet has been reviewed and corrected, if needed, the packet is forwarded to the Tenure and Promotion Committee.

Copies of tenure and promotion packets will be filed in the Human Resources Office in a separate tenure and promotion file. This material may be viewed only by those required to participate in making recommendations and decisions regarding tenure and/or promotion as needed.

Promotion Dossier

1. The only documents that shall be considered in making a promotion recommendation are those contained or referenced in the promotion dossier.
2. The department chair shall advise the candidate in the preparation of the promotion dossier. However, it shall be the responsibility of the nominated faculty member to see that the promotion dossier is complete and contains all the information that the faculty member believes is pertinent to the nomination.
3. The promotion dossier shall consist of the following stipulated materials, plus any other evidence the candidate chooses to present to support the candidacy. It should be understood that some stipulated materials might not be relevant for some candidates. The chair shall advise the candidate of which stipulated materials are not relevant, based on the written criteria adapted for the candidate's assignments; the candidate should so indicate the non-relevant materials by the designation "N/A" (not applicable). The candidate shall ensure that the promotion dossier includes all of the materials listed in this subsection and that the materials are in the following format, which may be further specified in the "Guidelines and Information regarding the Tenure, Permanent Status and Promotion Process" provided that such specifications are not inconsistent with the provisions of this Agreement:
 1. Nominee Information Cover Page (General Current Information; Waiver/Non-waiver Statement; Promotion Votes in four categories: for, against, abstaining, absent; College Tenure and Promotion Committee Individual Assessments; Signed Statement by the candidate attesting to the accuracy of the information included in the dossier; Signatures and Endorsement Statement);
 2. Brief Description of Job Duties;

3. Areas of Specialization;
4. Assigned Activity during period since the last promotion, as percentage of assignment, by category;
5. Educational Background (university/college, field of study, degree, and date awarded);
6. Employment (employer, rank and position, effective dates);
7. Year Tenure Was Awarded;
8. The University's promotion criteria, the College's clarification of those criteria, and the appropriate department's applicable written discipline-specific clarifications of those criteria;
9. Teaching, Advising, and/or Instructional Accomplishments;
10. Teaching Evaluations (statistical summary of all UF evaluations during the period since the last promotion, including the department and college means; peer evaluations);
11. Graduate Faculty Status;
12. Graduate Committee Activities (names of students, committees chaired, committees served on);
13. Research Narrative (faculty member's summary and discussion, in no more than 750 words, of the overall area within which the faculty member's research falls and how his/her publications, creative work, research projects, grants, fellowships, extension works, etc. reflect that research program and achievements);
14. Creative Works or Activities; "
15. Patents and Copyrights;
16. Publications (a list, in reverse chronological order, of the following categories: sole-authored books, co-authored books, edited books, chapters of books, monographs, refereed Article publications, non-refereed Article publication, bibliographies/catalogs, abstracts, reviews, and miscellaneous);
17. Lectures, Speeches, or Posters Presented at Professional Conferences/Meetings;
18. Contracts and Grants;
19. University Governance and Service;
20. Consultations Outside the University;
21. Editor of a Scholarly Journal, Service on an Editorial Advisory Board, or Reviewer for a Scholarly Journal;

22. International Activities;
23. Extension Program (indicate N/A - not applicable);
24. Clinical Service or Clinical Activities (indicate N/A - not applicable);
25. Service to Schools;
26. Membership and Activities in the Profession;
27. Honors;
28. Chair's/Director's (or appropriate administrator's) letter;
29. Dean's letter;
30. Bio-Sketches of individuals writing solicited letters of evaluation;
31. Letters of evaluation from outside or from UF faculty, as appropriate. A copy of the standard letter soliciting letters shall also be included.
32. Copies of the Last Five Annual Letters of Evaluation, where applicable;
33. Further Information (any additional materials that the candidate believes is pertinent). Any documents that have been added to the dossier after the commencement of consideration shall be appended at the end of the dossier and shall indicate the individual who requested the additional document, the date the document was added, and the reasons why the document was included.

Additional documents for internal review only

Annual assignments and goals/objective statements (or as many as have been written if the nominee has not been at the University long enough to have been evaluated five times).

A current vita which serves as an extension of information not required by the forms gives a broader description of the nominee's accomplishments.

Copies of publications should be submitted to the Human resources Officer with the tenure packet. These are not forwarded to the Academic Personnel Board and will be returned after review.

Letters of acceptance from publishers are required for publications in press.

Copies of reports from committees on which the candidate has served are not to be submitted unless the candidate drafted the report.

Alterations to the Promotion File

After the candidate's verification of the promotion dossier, no materials shall be added to, deleted from, or changed in the promotion dossier without the candidate's consent, except for:

- a. information which may have been inadvertently omitted or incorrectly entered;
- b. the written assessments and recommendations of faculty committees and administrators who are charged with making recommendations regarding the candidate's promotion application, and the candidate's response to these, if any; and
- c. clarification, documentation or validation of assertions made by the candidate, when requested in writing by official promotion-reviewing faculty committees and administrators.

The candidate may add, delete, or change materials that directly pertain to the promotion dossier by supplying a copy to the appropriate administrator, provided that after any such alteration the dossier contains all of the required materials. The date of inclusion or alteration in dossier shall be recorded on the material.

If any material is added to, deleted from, or changed in the promotion dossier by anyone other than the candidate after the commencement of the consideration process, including results of the votes and copies of both the chair's and the dean's letters, a copy of any such additions, deletions, or changes, other than letters of evaluation to which the faculty member has waived the right to review, shall be sent to the candidate within five (5) days by personal delivery or by mail, return receipt requested. Within ten (10) days of receipt of the material, the candidate may supply a brief and concise response, which shall be added to the promotion dossier. The dossier shall not be forwarded until either the candidate submits a response, indicates in writing that he/she will not be making a response, or until ten (10) days have elapsed from the date of the candidate's receipt of additional or changed material, whichever occurs first.

Except by consent of the candidate, there shall be no anonymous material in the promotion 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 promotion dossier, all of the comments obtained in the same course must be included.

Materials in the file shown to be contrary to fact shall be corrected before a review of the file can continue. This section shall not authorize the alteration of materials in the evaluation file when there is a dispute concerning a matter of judgment or opinion.

Review and Vote by Department Faculty

The appropriate faculty members of the department or unit in which the candidate would be promoted if promotion is awarded shall review the promotion dossier and any materials referenced in it and shall normally meet to discuss the nomination.

Following the meeting, the department chair shall conduct a poll by secret ballot of the members of the department in the rank(s) higher than the candidate:

For faculty applying for promotion to Associate In, the dossier will be reviewed and voted upon by departmental faculty at the rank of Associate In or higher and/or Associate University Librarian or higher

For faculty applying for promotion to Senior Associate In, the dossier will be reviewed and voted upon only by departmental faculty at the rank of Senior Associate In and/or University Librarian.

The vote, by secret ballot, may not be taken sooner than 24 hours after this meeting. Department members are expected to vote (by secret ballot) on their experience working with the candidate as well as the contents of the packet. It is recommended that candidates be discussed alphabetically. All discussions and material reviewed must be held confidential by all involved

Department Chair's Addition of Information to the Packet

1. The chair shall report the vote of the members of the department on the Nominee Information Cover Sheet of the promotion dossier, filling in all four blanks listed for votes (i.e., for, against, abstaining, and absent). The number of faculty voting for, against, abstaining, and absent shall equal the total number of faculty members of the department who are eligible to vote on the candidate.
2. After reviewing the candidate's promotion dossier, the written assessment of the department committee (if any), the candidate's written response, if any, and the vote of the faculty, the department chair shall submit a written assessment of the candidate's qualifications with reference to the department's written discipline-specific clarifications of the University's promotion criteria and make a positive or a negative recommendation. The chair's letter shall
 - a. explain the quality of the candidate's work in all relevant areas, describe where appropriate the quality of the journals in which the candidate has published or assess the creative works, and provide insight into the nomination for the benefit of the committees that will be reviewing the promotion dossier.
 - b. explain any significant change in the candidate's assignment over the course of the period since the candidate's last promotion.
 - c. explain the department vote whenever 20% or more of the votes are recorded as negative, abstaining, or absent.
 - d. address the strengths and weaknesses of a candidate's case, as appropriate.
3. If the nominee's immediate supervisor reports to a Department Chair, the supervisor may write the chair's letter of transmittal. In this case, the chair indicates in writing on the letter concurrence with the lower level supervisor.

4. Within five (5) days of writing the letter, the department chair shall give the candidate a copy of the chair's written assessment and recommendation, prior to including it in the promotion dossier.

5. The candidate shall have ten (10) days from receipt of the department chair's letter to submit a written response. The candidate's response, if any, shall be included in the promotion dossier.

6. The department chair shall not forward the promotion dossier to the College Tenure and Promotion Committee until either the candidate submits a response, indicates in writing that he/she will not be making a response, or the ten (10) day period for responding expires, whichever occurs first.

7. The candidate's nomination and promotion dossier must be forwarded to the College Tenure and Promotion Committee for consideration, unless the candidate chooses to withdraw the nomination pursuant to appropriate sections in Article 20 of the UF Faculty Collective Bargaining Agreement, June 20, 2008.

8. At any point in the process if information is added to, deleted from, or changed in the packet, the nominee must be notified in writing and has five days to respond. A copy of the notification is sent to the department chair.

Review by the College of Libraries Tenure and Promotion Committee

The College of Libraries Tenure and Promotion Committee shall receive and review the candidate's promotion dossier.

1. Composition and Formation of the Committee
 - a. The Tenure and Promotion Committee is composed of nine tenured faculty members: four elected by the Library Faculty Assembly and four appointed by the Dean of Libraries with the fifth alternating yearly. All must be tenured faculty members, with the majority University Librarians. The committee will include one member each from Health Science Center Libraries and Legal Information Center with equitable representation of all units of Smathers Libraries. Each member serves a three-year term. When replacements are necessary they complete the term periods of the members being replaced in order to maintain continuity.
 - b. Each librarian appointed to the committee will serve a three-year term, unless the librarian is appointed to fill in for a committee member who has left the Libraries, in which case the appointee will serve the remainder of the term. New members take office October 1st and are relieved three years later on September 30th. Appointments will be staggered in such a way that the appointments of three librarians will end each year thus necessitating the appointment of three new committee members.
 - c. In August of each year one member of the committee will be appointed chair of the committee by the Dean of University Libraries.

- d. For faculty applying for promotion to Associate In, the dossier will be reviewed by all committee members at the rank of Associate University Librarian or higher. For faculty applying for promotion to Senior Associate In, the dossier will be reviewed only by committee members at the rank of University Librarian.
2. Responsibilities of the Committee
- a. The members of the Tenure and Promotion Committee will review the candidate's promotion dossier and report on the strengths and weaknesses of the record in terms of the University's promotion criteria and the College of Libraries' criteria.
 - b. Evaluations of the candidate's performance shall be based on the candidate's assigned duties.
 - c. The evaluation information used in promotion process as well as the Committee's discussion of said information are confidential and open only to those individuals involved in the recommendation and/or decision making process, unless otherwise required by law.
 - d. Members of the committee may request additional information at any stage in the fact-finding process.
 - e. The Committee shall provide recorded individual assessments as part of its fact-finding and consultative role. These assessments shall indicate whether or not a candidate meets the University standards for promotion in terms of the College of Libraries' clarifications of those standards as approved by the College. Individual faculty member assessments shall not be identified.
 - f. When all candidates have been reviewed and individual assessments taken, the chair presents the Committee's assessment and fact-finding report to the Dean of University Libraries. The Dean may discuss the findings with members of the committee.
 - g. Within five (5) days of having received the College Tenure and promotion Committee's individual assessments, the dean shall forward those assessments to the candidate and the department chair.
 - h. The candidate shall have ten (10) days from receipt of the Committee's assessments to submit a written response or request a meeting with the dean to discuss the procedures used in consideration of the candidate's case, the Committee's assessments, and the candidate's qualifications for promotion. The candidate's response, if any, shall be included in the promotion dossier.

Review by the Library Dean, Associate Deans and Directors

- 1. The Dean of University Libraries may request additional information from the Health Science Center Libraries' Director, the Legal Information Center Director, the FCLA Director and the Smathers Libraries Associate Deans on the nominations.
- 2. After reviewing the candidate's promotion dossier and considering the assessments of the department chair, the College Tenure and Promotion Committee, any information requested from the individuals above, and the candidate's written responses, if any, the dean shall submit a written assessment of the candidate's qualifications for promotion in terms of the University's promotion criteria, the College's clarification of those criteria, and make a positive or a negative recommendation. The dean's letter shall convey the dean's endorsement or lack of endorsement of the nomination and explain

or clarify such issues as exceptional assignments, unique contributions, or unusual votes, especially those where the unit faculty votes are more than twenty percent (20%) negative.

3. Within five (5) days of writing the letter, the dean shall forward a copy of it to the candidate and the department chair, prior to including it in the promotion dossier.
4. The candidate shall have ten (10) days from receipt of the dean's letter to request a meeting with the dean or submit a written response. The candidate's response, if any, shall be included in the promotion dossier.
5. The dean shall not forward the promotion dossier to the University Academic Personnel Board until either the candidate submits a response, indicates in writing that he/she will not be making a response, or the ten (10) day period for responding expires, whichever occurs first. The dean must sign the nomination indicating endorsement or lack of endorsement for the nomination before it can be forwarded to the University Academic Personnel Board.
6. The candidate's nomination and promotion dossier must be forwarded to the University Academic Personnel Board for consideration, unless the candidate chooses to withdraw the nomination pursuant to Sections 20.1(f) and 20.7(c).

Review by the University's Academic Personnel Board or Designee

1. The Academic Personnel Board shall serve in a fact-finding and consultative role, review the candidate's promotion dossier and report to the President its assessment of the strengths and weaknesses of the record in terms of the University's promotion criteria, the college's clarification of those criteria, and the appropriate department's applicable written discipline-specific clarifications of those criteria. Evaluations of a candidate's performance shall be based on the candidate's assigned duties and responsibilities.
2. If there are questions about a promotion dossier, the Academic Personnel Board shall notify the dean who in turn will notify the appropriate chair and the candidate so they may respond.
3. The candidate's nomination and promotion dossier must be forwarded to the president for consideration, unless the candidate chooses to withdraw the nomination pursuant to Sections 20.1(f) and 20.7(c).

Review by the University President

1. After reviewing the candidate's promotion dossier, consulting with the Academic Personnel Board, and considering the written assessments and recommendations of the department chair, the individual assessments of the College Tenure and Promotion Committee, the written assessments and recommendations of the dean, and the candidate's written responses, if any, the President shall make a final decision regarding whether or not to promote the candidate.
2. The President or designee shall notify the dean of that decision, who shall notify the department chair and the candidate not less than ten (10) days before the President's official notification of the decision.

3. Withdrawal from Consideration. Faculty members being considered for promotion may withdraw from consideration without prejudice at any time before the President's official notification of the decision.
4. Notification. The President shall notify the candidate in writing immediately, or as soon thereafter as possible, of the final action taken on the nomination for promotion. If the candidate is denied promotion, the notice shall include a statement of reasonable specificity explaining the reason(s) for the denial.
5. Report to the UFF. At the same time as the tenure report to the UFF is made each year, the Trustees or designees shall furnish to the UFF a written report by college of the aggregate numbers of those faculty members recommended for and against promotion, as well as the number of withdrawals of candidacy.