

Florida Atlantic University

Regulation 5.005 Promotion Procedures.

(1) DEFINITION. Promotion is a change in job classification in recognition of significant achievement or the result of new or expanded duties and responsibilities. For administrative and professional staff, a promotion may result in the assignment to a higher pay grade.

(2) FACULTY.

(a) The criteria for faculty promotion shall include the minimum qualifications for initial appointment to the various ranks or positions according to the State University System Instructional and Research Faculty and Administrative and Professional Staff Classification Systems, BOR Rule 6C-5.105, F.A.C. Promotion criteria shall include increased skills and accomplishments in the performance of teaching, research and service assignments (including service to public schools if applicable), increased knowledge in the field of specialty, increased recognition of the faculty member as an authority in his/her field, and potential for professional growth.

(b) The promotion process will be initiated by Department Chairperson, Division Head, Dean, or may be self-initiated.

(c) The Department Chairperson or Division Head shall obtain opinions from the faculty about candidates for promotion, using any procedures adopted by the Division, Department, or the College. The Chairperson's recommendations shall be forwarded to the Dean of the College.

(d) Each College shall have procedures to elect a Committee on Promotion and Tenure advisory to the Dean of the College. The Committee shall set forth procedures by which recommendations are made to the Dean. Written procedures adopted by the Committee must be approved by the Dean.

(e) The Dean shall convene the College Committee on Promotion and Tenure to make recommendations concerning those faculty members whose names have been submitted for promotion through their departments to the Dean. The Dean must give consideration to such recommendations but need not follow them. The Dean may also seek recommendations from such other peer and supervisory sources as he deems appropriate. The Dean will make a decision to give a favorable or unfavorable recommendation regarding a candidate for promotion and will forward appropriate background materials along with the written recommendations to the Vice President for Academic Affairs.

(f) The Vice President for Academic Affairs may submit the names and available pertinent materials to the University Committee on Promotion and Tenure. This Committee shall be comprised of the Chairpersons of the College Committees on Promotion and Tenure. The University Committee shall review and make its recommendations regarding candidates for promotion. The recommendations shall be communicated in writing to the Vice President for Academic Affairs.

(g) The Vice President for Academic Affairs must give consideration to such recommendations but need not follow them in arriving at a decision. The Vice President for Academic Affairs may also seek recommendations from other peer and supervisory sources and will then make a written recommendation to the President and forward all

appropriate materials for the President's review.

(h) The President shall make the final decision on promotions and the President or his/her designee will notify the affected faculty member in writing of his/her decision. This notification will constitute final action of the University.

(i) Faculty members being considered for promotion shall be notified of unfavorable recommendations at the Departmental, College and University levels.

(3) ALEXANDER D. HENDERSON UNIVERSITY SCHOOL (ADHUS) FACULTY.

(a) Criteria for promotion shall include the minimum qualifications for initial appointment to the various ranks or positions. In addition, promotion criteria shall include increased skill and accomplishments in the performance of teaching, research and service assignments, increased knowledge in the field of specialty, and increased recognition of the faculty member as an authority in his/ her field, and potential for professional growth.

(b) The Director of ADHUS will determine eligibility of a faculty member for consideration for promotion based on minimum qualifications for initial appointment to the rank for which promotion is to be considered and on increased skills in the performance of duties. Faculty members eligible for consideration will be informed by the Director at least forty work days in advance of the date set by FAU for recommendation for promotion to be due to the appropriate University administrative office. The Director will request the candidate's consent to continue the process of consideration for promotion. Candidates wishing to be considered for promotion will so notify the Director in writing within five work days. Each candidate will be instructed to prepare written and graphic evidence of:

1. The degree to which he/she is recognized as an authority in his/her area of assignment.

2. The degree to which his/her knowledge of the area has increased over the period of employment at ADHUS. The evidence will be submitted by the faculty member within fifteen work days following his/her consent to the ADHUS Advisory Committee on Promotion which shall evaluate it, and within fifteen work days of receipt, recommend promotion or non-promotion to the Director of ADHUS. Upon receipt of the Committee's recommendations, the Director will submit a recommendation to the Vice President for Academic Affairs who will make a recommendation to the President. The Vice-President must take the recommendation of the Director into consideration but need not follow it. The President will take final action on the promotion, and the President or his/her designee will notify the candidate of the decision.

(c) ADHUS faculty shall have procedures to elect a Committee on Promotion. The Committee shall have procedures by which recommendations shall be made to the Director about faculty nominated for promotion.

(d) The candidate will be notified of unfavorable recommendations at each level of consideration.

(4) ADMINISTRATIVE AND PROFESSIONAL STAFF.

(a) Promotions may be awarded to persons who have demonstrated outstanding achievement in the performance of assigned duties or have substantially increased responsibilities within present classifications, and who have demonstrated the ability to assume expanded duties and responsibilities in a new classification or higher pay grade.

Evidence of such ability may include fulfillment of educational and other requirements for the new and/or expanded duties.

(b) The employee's supervisor shall make a recommendation to the appropriate Vice President in accordance with established procedures.

(c) The Vice President shall evaluate the proposed promotion and the employee's qualifications and shall recommend a decision to the President.

(d) The President shall take final action on the promotion.

(5) This rule is subject to Board of Regents Rule 6C-5.113, F.A.C., other rules which may be applicable and collective bargaining agreements.

Specific Authority 240.227(1) FS. Law Implemented 240.227(5) FS., 6C-5.113, 6C-5.235, F.A.C. History—New 4-20-81, Formerly 6C5-5.07, Amended 11-11-87. Formerly 6C5-5.007.