

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, managerial and professional staff (AMP), a promotion may result in the assignment to a higher pay grade.

(2) FACULTY.

- (a) Promotion criteria shall include increased skills and accomplishments in the performance of teaching, research, scholarly creative activities and service assignments (including service to public schools if applicable).
- (b) The promotion process will be initiated by Department Chairperson, School Director, Department Head, Dean, or may be self-initiated.
- (c) The Department Chairperson or equivalent shall obtain opinions from the faculty about candidates for promotion, using any procedures adopted by the unit. The Chairperson's recommendations shall be forwarded to the Dean of the College (or the Dean of University Libraries).
- (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 or she 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, the written recommendations and supporting rationales to the University Provost.
- (f) The University Provost 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 and supporting rationale shall be communicated in writing to the University Provost.
- (g) The University Provost must give consideration to such recommendations but need not follow them in arriving at a decision. The University Provost 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.
- (3) ALEXANDER D. HENDERSON UNIVERSITY SCHOOL (ADHUS) and FAU HIGH SCHOOL FACULTY.
- (a) Criteria for promotion shall include increased skill and accomplishments in the performance of teaching, research, and service assignments.
 - (b) The Principal/Director of FAU Schools will determine eligibility of a faculty member for consideration for promotion based on written criteria as approved by the Provost.
 - (c) ADHUS and FAU High School faculty shall have procedures to elect a Committee on Promotion. The Committee shall have procedures by which recommendations shall be made to the Principal/Director about faculty nominated for promotion.
- (4) ADMINISTRATIVE, MANAGERIAL 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 or equivalent in accordance with established procedures.
 - (c) The Vice President or equivalent shall evaluate the proposed promotion and the employee's qualifications and shall take final action on the promotion.
- (5) This regulation is subject to state law and any applicable 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, Amended 8-6-12.