

# 2021 Tenure & Promotion Workshop Tenure track

United Faculty of Florida – FIU  
uff-fiu.org

- President
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- Collective Bargaining Agreement
  - [cba.uff-fiu.org](http://cba.uff-fiu.org)
- Tenure – page 17
- Assignment – page 55
  - Pay attention to timing of assignments and evaluations
- Grievance chair
  - **Eric Dwyer** — [eric.dwyer@uff-fiu.org](mailto:eric.dwyer@uff-fiu.org)
- May only grieve through UFF if a member
  - [join.uff-fiu.org](http://join.uff-fiu.org)
  - Contact **Josh Papacek** at [josh.papacek@uff-fiu.org](mailto:josh.papacek@uff-fiu.org)
- Make the file easy to navigate and easy to read!

## Collective Bargaining Agreement (CBA)

### **cba.uff-fiu.org**

- *Tenure* is found 111 times in the document
  - Section on tenure found on page 17
- *Promotion* is found 60 times
  - Section on promotion found on page 75

## Raises (\$)

- First promotion – 12%
- Second promotion – 14%

## Understandings of academic freedom

### Article 5

- Florida International University affirms the principles of academic freedom and responsibility, which are rooted in the concept of the University as a community of scholars committed to free inquiry in an atmosphere of tolerance, without fear of censorship or reprisal.
- Academic freedom is the freedom of an employee to present and discuss all relevant matters in the classroom, to select instructional materials and determine grades, to pursue all avenues of scholarship, research and creative expression, to speak freely on all matters of University governance, and to speak, write or act as an individual, all without institutional discipline or restraint.

## Understandings of academic freedom

- Academic freedom is accompanied by the corresponding responsibility:
- To be forthright and honest in the pursuit and communication of scientific and scholarly knowledge and in the presentation of their work, including evaluation, **promotion and/or tenure files**.

## Criteria for promotion

### 9.3

- 1) **annual assignments, annual performance evaluations**, and **tenure appraisals**;
- 2) the needs of the department/unit, college/unit, and University;
- 3) the contributions of the employee to the employee's academic unit (program, department/unit, college/unit); and
- 4) the contributions the employee is expected to make to the institution.

## Assignments

### **Appointments (page 49-55)**

- **(3) Initial Appointment.** Upon initial appointment, a bargaining unit employee shall be issued a letter of offer, signed by the dean/director, citing specific terms and conditions of employment and his or her initial assignment of responsibilities. The University may enclose informational addenda, except that such addenda may not abridge the employee's rights or benefits provided in the BOT-UFF Agreement or BOT- UFF Policies.

## Assignments

### **Appointments (page 49-55)**

- **Double check your yearly appointment notice**
- **Annual Notice of Length of Appointment and Salary.** No later than the receipt date of the first paycheck of the employee's subsequent annual appointment and summer appointment, each employee shall receive written notice of the beginning and ending dates of that appointment and the salary rate at which the employee is to be paid during that appointment, including the number of pay periods during the appointment and the employee's biweekly rate of pay.

## Assignments

### **Appointments (page 49-55)**

- **Double check your yearly appointment notice**
- **Change in Appointments.**  
If at any time during the employee's employment at FIU any change is proposed in any term or condition of the initial appointment contained in the letter of offer, reasonable advance written notice of each such proposed change must be provided to the employee.

## Academic appointments

### **2020-2021**

- 9-month faculty: Aug 12, 2020 thru May 11, 2021
- 12-month faculty: Aug 12, 2020 thru May 11, 2020
  
- Summer: May 12, 2021 thru Aug 11, 2021

## Academic appointments

### **2020-2021**

- 9-month faculty: Aug 12, 2020 thru May 11, 2021
- 12-month faculty: Aug 12, 2020 thru Aug 11, 2021
  
- Summer: May 12, 2021 thru Aug 11, 2021

## Academic appointments

### 2021-2022

- 9-month faculty: Aug 12, 2021 thru May 11, 2022
- 12-month faculty: Aug 12, 2021 thru Aug 11, 2022
  
- Summer: May 12, 2022 thru Aug 11, 2022
  
- Be sure to double check with [https://provost.fiu.edu/calendars\\_timelines.html](https://provost.fiu.edu/calendars_timelines.html) for updates.

## Assignments

### Assignment of Responsibilities (page 54-61)

- **Annual Assignments.** Prior to the beginning of each year of employment, each employee shall be apprised in writing of his/her annual assignment of duties in teaching, research and other creative activities, public service, and of any other specific duties assigned for that year. Except for the initial assignment, the person responsible for making the assignment shall notify the employee prior to making the final written assignment. The assignment shall be communicated to employees **no later than six (6) weeks** in advance of its starting date, if practicable. Such assignment of responsibilities document shall be signed and dated by both the employee and the person responsible for making the assignment.

## Assignments

### **(3) Considerations in Assignment.**

- (E) No employee's assignment, including the platform of delivery, shall be imposed arbitrarily or unreasonably.

## Assignments

### **(3) Considerations in Assignment.**

- (G) Change in Assignment. Should it become necessary to make changes in an employee's assignment, the person responsible for making the change shall notify the employee prior to making such change and shall specify such change in writing.



## Assignments

**(4) Equitable Opportunity.** Each employee shall be given assignments that provide equitable opportunities, in relation to other employees in the same department/unit, to meet the required criteria for tenure, promotion, successive fixed multi-year appointments, and merit salary increases.

## Assignments

**(4) Equitable Opportunity.**

- (A) For the purpose of applying this principle to promotion, assignments shall be considered over the entire period since the original appointment or since the last promotion, not solely over the period of a single annual assignment. The period under consideration at this University shall not be less than four years.
- (B) For the purpose of applying this principle to tenure, assignments shall be considered over the entire period of tenure-earning service and not solely over the period of a single annual assignment.

## Assignments

### **(4) Equitable Opportunity.**

- (C) If it is determined that an employee was not provided an equitable opportunity for tenure, as described in this section, the employee may be awarded an additional period of employment requiring the University to provide the equitable opportunity as described herein. In ensuing assignments, the Provost or designee must enforce the decision regarding equitable opportunity.

## Evaluations

### **Employee Performance Evaluation (pages 61-67)**

- The proposed written annual evaluation, including the employee's annual assignment furnished pursuant to the BOT-UFF Policy on Assignment of Responsibilities, shall be provided to the nine-month employee **within forty-five (45) days after the end of the academic year** for which such evaluation will be made, or in the case of 12 month employees within 45 days of the end of the 12 month period for which the evaluation is made.

## Evaluations

### **Employee Performance Evaluation (pages 61-67)**

- The employee shall be offered the opportunity (**during the thirty-day (30) period following receipt of the proposed annual evaluation**) to discuss the evaluation with the evaluator prior to its being finalized and placed in the employee's evaluation file.

## Evaluations

### **Employee Performance Evaluation (pages 61-67)**

- The evaluation shall be signed and dated by the person performing the evaluation, and by the person being evaluated, who may attach a concise comment to the evaluation.
- A copy of the evaluation shall be provided to the employee.
- The employee may request, in writing a meeting with the administrator at the next higher level to discuss concerns regarding the evaluation that were not resolved in previous discussions with the evaluator.

## Assignments

### Deadlines

Evaluations should be to you (administrative responsibility) by

9-month faculty: **Fri, June 25**

12-month faculty: **Sat, Sept 25**

Evaluations must be responded to (faculty responsibility) by

9-month faculty: **Sun, July 25**

12-month faculty: **Mon, Oct 25**

Assignments should be to you (administrative responsibility) 42 days before the start of the contract:

**Tue, June 29**

***Yes! These dates may occur while you are off contract!***

## Third-Year Review (tenure track)

(B) Annual Evaluation Procedures.

- (d) Third-Year Review Procedures. (page 67)
- All tenure-earning faculty will be reviewed in their third year of employment. For faculty hired with two or more years of tenure credit, this review should take place in the second year of employment.

## Third-Year Review (tenure track)

(d) Third-Year Review Procedures (page 67)

- Each unit/college procedure for third-year review must be approved by a vote of the majority of tenured and tenure-earning faculty in the department/unit and by the Provost or designee.

## Third-Year Review (tenure track)

(d) Third-Year Review Procedures (page 67)

- The third-year review will take into consideration the faculty's assignment and annual evaluations, including student evaluations, and any other information that the department/unit faculty deem appropriate to be considered and have specified should be included in department/unit procedures.

## Evaluation File

- **9.5 Procedures (page 19)**
- Prior to the consideration of the employee's candidacy, the employee shall have the right to review the contents of the tenure file and **may attach a brief and concise response to any materials therein subject to any department/unit adopted policy limiting the employee's access to external reviewer's letters.** It shall be the responsibility of the employee to see that the file is complete.

## Evaluation File

- **9.5 Procedures (page 19)**
- If any material is added to the file after the commencement of consideration, a copy shall be sent to the employee within **five (5) days** (by personal delivery or by mail, return receipt requested). The employee may attach a brief response within **five (5) days** of his/her receipt of the added material. The file shall not be forwarded until either the employee submits a response or until the second five (5) day period expires, whichever occurs first. The only documents that may be considered in making a tenure recommendation are those contained or referenced in the tenure file.

## Assignment chart: Where we start

Year	Research	Teaching	Service
2019-2020	45	45	10
2020-2021	45	45	10
2021-2022	45	45	10
2022-2023	45	45	10
2023-2024	45	45	10

## Assignment chart: tenure earning possibility

Year	Research	Teaching	Service
2019-2020	<b>57</b>	<b>33</b>	10
2020-2021	45	45	10
2021-2022	45	45	10
2022-2023	45	45	10
2023-2024	45	45	10

## Possible midyear requests

- Can you join a new committee?
- I need to change your teaching assignment so we can accommodate these students.
- UFF-FIU positions:
  - 1. Assignments are mostly the purview of the administration.
  - 2. Allocations are to be aligned with unit's differentiated assignment policy (DAP).
  - 3. Faculty have yearly assignments.

## Possible midyear answers

- How does that affect my service allocation?
- How does that affect my teaching allocation?
- How does this affect my research allocation?

## Assignment chart: midterm change in service

Year	Research	Teaching	Service
2019-2020	45	45	10
2020-2021	45	45	10
2021-2022	45	45	10
2022-2023	45	45	10
2023-2024	45	45	10
<i>averages</i>	45	45	10



## Assignment chart: midterm change in service

Year	Research	Teaching	Service
2019-2020	45	45	10
2020-2021	45	45	10
2021-2022	57	<del>45</del> 33	10
2022-2023	45	45	10
2023-2024	45	45	10
<i>averages</i>	45	45	10

## Cautionary tales

Tenure earning faculty who take on administrative or service roles

- Many faculty who don't make tenure take on service roles, but...
- They do not change their assignment allocations, particularly with respect to research and scholarship.
- They do service as a favor to the university so that the university looks favorably upon them later
- Evaluators – department/college representatives and outside reviewers – do not look at service as a favor
- At review time, research is less than expected; blame falls on the prof.

## Cautionary tales

Tenure earning faculty who take on teaching overloads

- Many faculty who don't make tenure take on extra teaching, but...
- They do not change their assignment allocations, particularly with respect to research and scholarship.
- They do service as a favor to the university so that the university looks favorably upon them later, or as a commitment to students, the program, and the university.
- Evaluators – department/college representatives and outside reviewers – do not look at service as a favor
- At review time, research is less than expected; blame falls on the prof.

## Cautionary tales

Tenure earning faculty who take on administrative push for grants (but not as part of an assignment)

- Many faculty who don't make tenure take on grants, but...
- They do not change their assignment allocations, particularly with respect to research and scholarship.
- They say *yes* to admin because they feel like they can't.
- Evaluators – department/college representatives and outside reviewers – do not look at service as a favor
- At review time, research is less than expected; blame falls on the prof.

## Cautionary tales

Tenure earning faculty whose classes don't "make" enrollment

- Dept chair says, "It's OK. Just teach an extra class next year." Faculty member agrees.
- They do not change their assignment allocations, particularly with respect to research and scholarship.
- Faculty member does not request compensation for overload in subsequent year.
- Faculty research allocation is unadjusted, so no expectations in year 1 regarding scholarship, but expectation is the same in year 2 even with the unpaid overload.
- At review time, research is less than expected; blame falls on the prof.
- Union calls this administrative error. Grievance still subject to 45-day rule.

## Assignment chart: midterm change in service

Year	Research	Teaching	Service
2019-2020	57	33	10
2020-2021	57	33	10
2021-2022	45	33	22
2022-2023	33	45	22
2023-2024	45	45	10
<i>averages</i>	<i>47.4</i>	<i>37.8</i>	<i>14.8</i>

## Assignment chart: Covid-related tenure stop

Year	Research	Teaching	Service
2019-2020	57	33	10
2020-2021	57	33	10
2021-2022	45	33	22
2022-2023	33	45	22
2023-2024	45	45	10
2024-2025	45	45	10

*tenure clock stop*

## Outside letters

When the department chair and provost office sends out requests for review letters, UFF-FIU recommends the following:

- **CBA language relating to promotion from 9.3 on page 18, highlighting the contractual connection between assignment and promotion**
- **Any reference to clock stops**
- **An assignment chart, including explanation of allocations.** In other words, a 45/45/10 allocation would equate to a normal distribution of assignment such that we would expect assignments toward promotion to be on track.

## Outside letters

- 9.5 c
- Each department/unit shall decide by a democratic vote of the tenured and tenure-earning employees and according to that department's/unit's procedures, **whether the candidates in its area will have access to the external reviewers' letters.**
- **Be sure to double check with your unit's bylaws.**

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