

# Promotion Procedures



Developmental Research School  
at the University of Florida

*A strong candidate for promotion will have established a pattern of evidence over multiple years in each area (teaching, research and scholarly activity, professional service) that is aligned to support the mission of P.K. Yonge as a developmental research school – to design and test educational innovations and to disseminate what is learned.*

## Preparation and Support for Promotion

1. The Director, or a designee, will meet annually with faculty to review promotion criteria, discuss promotion procedures, and respond to specific questions and issues brought forward by the faculty.
2. The Director's office will maintain a file of successful promotion cases that will be available for faculty review.
3. Candidates will complete an Annual Report of Professional Activities that will be submitted to the principal (or designee) during the end-of-year evaluation conference.
4. Candidates will annually archive evidence of teaching performance, scholarly activity, and professional public service.
5. The Director will conduct Year 4 performance review meetings with all faculty seeking initial promotion to provide candidates with structured feedback and support to meet promotion criteria. For candidates seeking subsequent promotions this review should be done at least one year prior to seeking promotion. In advance of the meeting, the candidate will submit pre-promotion papers that follow the university template/guidelines. The Director will seek input from at least two faculty members at or above the candidate's rank based on a review of the pre-promotion papers. These faculty members will be determined by the Director in consultation with candidate. After the Director meets with the candidate, a written summary of the pre-promotion performance review will be provided to the candidate summarizing areas of strength and weakness, outlining recommendations regarding areas that should be enhanced to meet promotion criteria, and identifying supports the school will provide to assist the candidate in addressing the recommendations.
6. While promotion can occur at any time during employment, accomplishments required for promotion are typically achieved across 5 or more years of continuous, full-time service. This includes the recommended time frame for initial promotion to university school assistant professor, and subsequent promotions to university school associate professor and university school professor.

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## Process at School Level

1. The Director will notify faculty of candidate nominations, and expected timelines for review of nomination packets and faculty voting.
2. A meeting will be held to discuss promotion nominations. All faculty eligible to vote on a nomination will be invited to the meeting.
3. The nomination packet for each candidate will be available for review at least 2 weeks prior to the scheduled meeting.
4. The candidate, in consultation with the Director, will designate a faculty member (at the nominated rank or higher) to present the promotion case for consideration at the school meeting. The purpose of the presentation is to highlight key elements of the candidate's case, provide relevant information not evident in the packet, and stimulate discussion of candidate performance in the areas of teaching, scholarship, and professional public service.
5. A faculty vote on each nomination will be taken by secret ballot. Ballots should be distributed to eligible faculty no earlier than one day following the school meeting. A voting period of five working days will be provided.
6. The votes will be counted by the Director (or designee) and FPC chair (or designee if the chair is nominated for promotion) within three working days of the close of the voting period.
7. The results of the vote will be communicated to the candidate within one working day of the vote count.

*P.K. Yonge faculty are creative, dedicated, collaborative practitioner scholars who design, test, and disseminate innovations that support the academic, social, emotional, and behavioral success of every student.*