

UF Variance Policies and Guidelines

General Variance Policies

1. Variance requests related to faculty evaluations and hiring committees must come from faculty (either a department chair or program lead).
2. Requests must be submitted in writing to the UF Executive Board (E-Board) and include:
 - a. Name of the faculty member(s) making the request and all faculty or other employees who would be affected by the variance
 - b. Employment status - FT/PT, tenured/probationary, department, and college for every employee affected by the variance
 - c. Reason/justification for the variance request
3. All variance requests will be considered at the next E-Board meeting after it is received by the UF office.
4. When a variance request for an evaluation or hiring committee is tentatively approved by the E-board, then the UF VP or a designated representative will contact the faculty member/s impacted. If there are no objections from those employees, then the variance request shall be officially approved.
5. If circumstances prevent the E-Board from being able to consider a variance request (if a determination needs to be made in the summer, for example, when the E-Board is not in session, or if the UF President determines that circumstances require a decision prior to the next E-Board meeting), then the UF President, in consultation with the UF VP shall have the authority to approve or reject the variance.
6. The policies contained in this document are guidelines; they are not bylaws or rules. The E-Board may elect to alter or ignore these guidelines if the Board agrees that deviating from our general guidelines is appropriate. These guidelines are meant only to help the E-Board make decisions, to provide some consistency, and to give faculty who may be considering requesting a variance a reasonable sense of what to expect from the UF by way of response.
7. Where faculty express reservations to the E-Board about a variance request, the E-Board's general policy will be to reject the request and require that the contract be followed.

Variance Guidelines

- 1.1 Requests for overload that do not in any way violate Ed Code and exceed 67% nor do not exceed 150% will be considered routine, and it shall be the standing policy of the E-Board to approve such requests. These requests shall be presented to the E-Board in a list, organized by department and college, without accompanying paperwork. Routine requests will be approved in batches unless an E-Board member asks that the variance request be considered independently.
- 1.2 Requests that are not routine will be sent to E-Board members prior to the meeting in which they will be discussed, when possible.
- 1.3 Requests for overload that exceed 150% will be rejected, unless the E-Board chooses to acknowledge extenuating circumstances.
- 1.4 The E-Board supports the right of all faculty to teach overload, within the limits of the law.

1.5 The E-Board supports the target established in California Assembly Bill 1725 that at least 75% of all sections should be taught by full-time faculty. E- Board policies are therefore guided by our desire to see CCCC's full- time/part-time ratio improve.

2. Evaluation Committee Variances

2.1 Requests for full-time probationary faculty in their third or fourth year to evaluate part-time faculty will be considered "routine" and approved as long as the part-time faculty member being evaluated and the non-tenured faculty evaluator do not object. Requests for probationary faculty in their first year to evaluate part-time faculty will be rejected. Requests for second year probationary faculty to evaluate part-time faculty will be decided on a case-by-case basis.

2.2 Requests for full-time probationary faculty in their first, second, or third year to serve on full-time tenured evaluation committee will be rejected.

2.3 Requests for full-time non-tenured faculty in their fourth year to serve on a full-time tenured evaluation committee will be considered on a case-by-case basis. Probationary faculty cannot be part of another probationary faculty's tenure review committee.

2.4 If a faculty member is scheduled for an evaluation but they will be out for the entire semester or most of it, their evaluation shall be re-scheduled for the following semester. This one-time modification of the evaluation schedule is made without changing their regular evaluation timeline and does not require a variance.

2.5 If a part-time faculty member's evaluation is not done as scheduled according to their evaluation timeline and they were teaching that semester, the part-timer should be evaluated the next semester. This does not affect their original timeline and does not require a variance. Applications for staffing preference should not be delayed due to missing a 7th semester evaluation or any subsequent evaluation. Decisions related to staffing preference should always be based on the original timeline and the most recent evaluation.

2.6 Requests for variances to the evaluation timeline shall be considered on a case-by-case basis. Such requests shall be rejected unless the E-Board chooses to recognize extenuating circumstances. When necessary, however, it is allowable for a department chair to work with the division dean to re-balance or modify the full-time tenure evaluation calendar. By moving some full-time tenured faculty evaluation timelines to a semester earlier (keeping within Title V requirements of evaluations no longer than every 6 semesters) it may help a department staff all the evaluation committees more effectively. These modifications can be made when approved by the tenured faculty evaluatee, the department chair, and the division dean.

3. Hiring Committee Variances

3.1 All requests for hiring committee variances shall be considered on a case-by-case basis.

3.2 Requests to add managers to hiring committees shall be rejected, unless the E-Board chooses to recognize extenuating circumstances.

3.3 Requests for full-time non-tenured faculty in their first or second year to participate in full-time hiring committees shall be rejected.

3.4 Full-time non-tenured faculty in their third or fourth year may participate in paper-screening committees as long as there is at least one other full-time tenured faculty member on the committee.

3.5 Requests for full-time non-tenured faculty in their third or fourth year to participate in hiring interviews shall be rejected. The E-Board may elect to allow a fourth-year probationary faculty member to be on the interview committee.