

**College of Medicine**  
**Promotion and Tenure Procedure**

FLORIDA ATLANTIC UNIVERSITY

**Approved by majority vote of**  
**College Faculty**  
**March 25, 2014**

## Introduction

The Charles E. Schmidt College of Medicine Promotion and Tenure Committee conducts its deliberations in accordance with the Provost's Guidelines for Appointment, Promotion, and Tenure of Faculty. Please visit the Office of the Provost at <http://www.fau.edu/provost/faculty/promotion-tenure.php> for additional information.

## Governance

Structure and responsibilities of the Charles E. Schmidt College of Medicine Promotion and Tenure Committee are detailed in the Faculty Bylaws, Article VII, Standing Committees, Section 2B4 (Revised and Approved by majority vote of the faculty, 12/21/2015).

The structure and responsibilities of the College Promotion and Tenure Committee shall be as follows:

### a. Membership

Only full-time (defined as faculty with 0.5 FTE or greater appointments) associate professors or professors shall serve on the College Promotion and Tenure Committee. The Committee shall consist of four representatives from each Department (for a total of 8 members), including at least two tenured full Professors and at least one tenured Associate Professor from each Department, with these six members designated as "Tenure Voters". The Chair, who must be tenured, will be elected by the full Committee. A Vice-Chair, who also must be tenured, will be elected after the election of the Chair. The term of service is two years. No member shall serve more than two consecutive terms, unless no other member of the department is eligible to serve. [http://med.fau.edu/faculty/COM\\_Faculty\\_Handbook.pdf](http://med.fau.edu/faculty/COM_Faculty_Handbook.pdf).

### b. Applications for Consideration

The Committee shall consider faculty portfolios and recommendations from the Departmental Promotion and Tenure Committees and the Department Chairs and shall forward its final numerical vote according to University guidelines to the Dean. Any discussion or comments regarding the case under review will be held strictly confidential.

Following Departmental review and recommendation, the Committee will also review the curriculum vitae of new faculty who are offered "tenure as a condition of employment" to ensure they meet established criteria for tenure according to College and Universities guidelines. Following review, the Committee will forward its recommendations to the Dean.

### c. Voting

The Chair shall make every effort to schedule the meetings so that all members can be present. All eight members of the Promotion and Tenure Committee, including the Chair, will vote on promotions of non-tenure track faculty to Associate Professor (Table #1). Only members who are

Full Professors are eligible to vote on promotions of non-tenure track, tenure track and tenured faculty to Full Professor (Table # 2, 4, 7). Members who vote on promotions of tenure track faculty to Associate Professor or Full Professor may be tenured or tenure track (Table # 3, 4). Members who vote on tenure decisions of tenure track faculty to Associate Professor or Full Professor must be tenured (Table # 5, 6).

	<b>Rank</b>	<b>Non-tenure track candidate</b>	<b>Rank</b>	<b>Vote eligibility</b>
1	Assistant Professor	Promotion	Associate Professor	Eight members
2	Associate Professor	Promotion	Full Professor	Four Full Professors
	<b>Rank</b>	<b>Tenure-track candidate</b>	<b>Rank</b>	<b>Vote eligibility</b>
3	Assistant Professor	Promotion	Associate Professor	Two Associate & Four Full Professors (tenured or tenure track)
4	Associate Professor	Promotion	Full Professor	Four Full Professors (tenured or tenure track)
	<b>Rank</b>	<b>Tenure-track candidate</b>	<b>Rank</b>	<b>Vote eligibility</b>
5	Associate Professor	Tenure	Associate Professor	Two Associate & Four Full Professors (tenured)
6	Associate or Full Professor	Tenure	Full Professor	Four Full Professors (tenured)
	<b>Rank</b>	<b>Tenured candidate</b>	<b>Rank</b>	<b>Vote eligibility</b>
7	Associate Professor	Promotion	Full Professor	Four Full Professors (tenured)

#### d. Representation to University Committee

The Chair of the Promotions and Tenure Committee will serve as the College of Medicine representative to the corresponding University Committee, subject to approval by the Dean and the University. In the event the Chair is unable to serve, the Vice Chair will serve as the College representative, subject to approval by the Dean and the University.

#### e. Development of Policies and Procedures

The Committee shall recommend to the Faculty Assembly general policies and procedures affecting promotion and tenure. Except as required by University guidelines, the Committee shall keep no minutes of its deliberations on promotion or tenure cases. The Committee shall keep and publicize minutes of its discussions on other issues.

#### f. Quorum

All members of the Committee must be in attendance at meetings.

### g. Departmental Promotion and Tenure Committees

Departmental bylaws, criteria, or other documents covering Promotion and Tenure policies and procedures shall establish Departmental Promotion and Tenure Committees, consisting of the tenured faculty to review and vote on tenure cases, and the eligible department faculty to review and vote on promotion cases. The Departmental Promotion and Tenure Committees shall evaluate faculty within the candidate's department according to departmental criteria for promotion and/or tenure. The Biomedical Science Department guidelines for Promotion and Tenure of Faculty posted at

[http://med.fau.edu/faculty/COM\\_BMS\\_Promotion\\_and\\_Tenure\\_Guidelines\\_2015.pdf](http://med.fau.edu/faculty/COM_BMS_Promotion_and_Tenure_Guidelines_2015.pdf). The Integrated Medical Science Department guidelines for Promotion and Tenure Faculty posted at [http://med.fau.edu/faculty/IMSD\\_PT\\_Guidelines.pdf](http://med.fau.edu/faculty/IMSD_PT_Guidelines.pdf). and the Integrated Medical Science Department guidelines for Appointment and Promotion of Clinical Affiliate and Affiliate Faculty posted at [https://sharepoint.fau.edu/com/intranet/Faculty%20%20Staff/Faculty%20Development/Affiliate%20Policies/IMSD\\_Clinical\\_Affiliate\\_Faculty\\_Appointment\\_and\\_Promotion\\_Criteria\(1\).pdf](https://sharepoint.fau.edu/com/intranet/Faculty%20%20Staff/Faculty%20Development/Affiliate%20Policies/IMSD_Clinical_Affiliate_Faculty_Appointment_and_Promotion_Criteria(1).pdf).

Faculty who serve on the College Promotion and Tenure Committee shall not be eligible to vote at the departmental level. Following departmental review and voting, the Chair of the Department shall provide an independent evaluation of the candidate. The Departmental and Chair recommendations shall then be considered by the College Promotion and Tenure Committee during review of the candidate. The College Promotion and Tenure Committee will forward its voting results and recommendations to the Dean, who shall then provide his/her own evaluation before submitting the faculty member's portfolio to the Provost and Chief Academic Officer (for cases that do not involve tenured or tenure track faculty) or the University Promotion and Tenure Committee (for cases that involve review of tenured or tenure-track faculty). The College Promotion and Tenure Criteria shall guide promotion and tenure actions for the College Promotion and Tenure Committee.