

**Charles E. Schmidt College of Medicine  
FLORIDA ATLANTIC UNIVERSITY**

**Tenure upon Appointment Procedure**

**Introduction**

Tenure is the most significant commitment that the University can make to a faculty member. Tenure is recommended at the Charles E. Schmidt College of Medicine when the academic community agrees that the faculty member is committed to the missions of the University and the College and will make significant contributions to them across his or her career. During the Tenure upon Appointment (TUA) process, a judgment must be made indicating that the faculty member's record reflects a pattern of a lifetime of continued accomplishment and productivity once the faculty member joins the College. The Criteria for Appointment, Promotion and Tenure at the Department, College and University levels are used to evaluate TUA cases.

1. **Pre-Appointment Process:** Any response to a candidate's tenure or tenure-track request, either verbal or in writing, must be made after careful discussions with the Dean of the College of Medicine. Members of the search committee should defer such requests or questions to the administration. The Chair of the hiring department should not make any formal or informal offers, nor suggest a possibility of making such offers without the Dean's approval.
2. **Post-Appointment Process:** Depending on the candidate's current status, the process is followed as outlined below. Please note that:
  - a. Adjustments to this process may be made at the discretion of the Chair upon approval of the Dean and Provost.
  - b. The Dean should, via conversation with the Provost, agree in advance to the specific process that the candidate will follow.

**TUA Procedure**

This procedure is followed for candidates who are:

1. Already tenured and who are not changing rank upon appointment, i.e., moving from tenured associate professor to tenured associate professor or tenured full professor to tenured full professor.
2. Not already tenured and/or who are changing rank upon appointment, i.e., assistant professor currently undergoing the tenure and promotion decision process at their home institution or moving from tenured associate professor to tenured full professor, etc.

**TUA Binder Contents (Prepare Two Binders)**

1. Complete, up-to-date Curriculum Vitae (CV) with sequentially numbered pages and a certification that the CV is accurate and complete (signed by the candidate)
2. Brief biographical statement
3. Brief statements of research, teaching and service
4. At least three external letters of support

Note: These letters of support from the candidate's application file may be utilized as proxies for external letters of support in the tenure upon appointment process. Although additional letters are not required, they may be solicited by the Chair if he/she decides to do so.

5. Letters of evaluation from:
  - a. Department Promotion and Tenure Committee to include the votes/count
  - b. Department Chair letter
  - c. College Promotion and Tenure Committee letter to include the votes/count
  - d. Dean

### **TUA Process Requirements**

1. The process will be conducted using paper-based documents until further notice.
2. There is no requirement to provide documentation (beyond what is in the CV) of research, teaching or service activities.
3. There is no requirement to follow the FAU suggested Comprehensive Dossier Curriculum Vitae template and FAU specific documents do not need to be included, i.e., a copy of the letter used to solicit external letters.
4. The department and college committees should vote and record their votes on the decision to grant tenure upon appointment in their committee letters.
5. The TUA review is generally not conducted in accordance with the scheduled promotion and tenure calendar, rather, the review is conducted on-demand.

### **TUA Application Checklist**

1. The candidate's tenure status and rank at the prior institution is determined.
2. The offer letter, which states that BOT approval is pending, is accepted by the candidate.
3. In addition to the specific file contents listed above, the Tenure upon Appointment forms is prepared and included in the application binder ([Initial Appointment Report for Tenure-Track Faculty or Faculty being Considered for Tenure Upon Appointment and Faculty Tenure Timeline](#)).
4. The votes and signatures page is completed.
5. The completed application binder with original signatures is submitted to Faculty Affairs.
6. The Dean reviews the application binder and completes the letter of recommendation.
7. Faculty Affairs presents the binder to the Provost's Office.
8. A signed copy of the "Initial Appointment Report for tenure track faculty or faculty that are being considered for Tenure upon Appointment" and the "Faculty Tenure Timeline" forms are provided to the Dean's Office for the personnel file.

**Faculty Assembly approved 08/17/16**  
**Dean approved 08/19/16**  
**Provost approved 08/30/2016**