

Note: The tenure consideration information in this document should be utilized in preparing the letter of offer to the recommended candidate. Completed reports shall be maintained in the hiring department for internal use only.

INITIAL APPOINTMENT REPORT FOR TENURE-TRACK FACULTY OR FACULTY BEING CONSIDERED FOR TENURE UPON APPOINTMENT Revised 01/15

College _____
Department/School _____ Position Number _____
Candidate Recommended for Appointment _____
Faculty Rank _____ Anticipated Date of Appt. _____

When making recommendations for appointments at all faculty ranks except those designated as temporary, the Department Chair/School Director shall confer with all available members of the department/school holding professorial ranks. The Department Chair/School Director shall then transmit a written summary of the reactions of those faculty members to the Dean.

The faculty consists of academically qualified individuals whose obligations may include 1) the teaching of students, 2) the discovery of new knowledge through research or other creative work, and 3) service to the University and, if appropriate, to the community and the profession, and 4) administration. All faculty members who are eligible for academic rank and tenure shall be evaluated for tenure with reference to their assignments in these areas.

Accepting a tenure-track appointment does not guarantee continued or any set term of employment, or supersede employment separation policies. No employee is guaranteed the opportunity to apply for tenure, or an award of tenure. This report/timeline is subordinate to all terms in the offer letter. All eligibility requirements to apply for and earn tenure set forth in Florida law, applicable regulations, policies and collective bargaining agreements shall apply. This report/timeline serves to provide notice of the maximum time permitted to apply for tenure for those eligible.

____ 1. **Recommendation for tenure upon appointment.**

The University President may grant tenure to an employee at the time of initial appointment, upon the recommendation of the University Provost. The Provost shall consider the recommendation of the tenured members of the department/school and college or equivalent unit prior to making his/her final tenure recommendation.

Recommendation of the tenured members of the unit:

Dept./School: # Eligible to Vote _____ # Faculty Voting Yes _____ Faculty Voting No _____

College: # Eligible to Vote _____ # Faculty Voting Yes _____ Faculty Voting No _____

____ 2. **Recommendation for tenure-earning service credit.**

If a prospective faculty member has had service at one or more institutions of higher education, the faculty member may request credit toward the probationary period for tenure. Credit toward tenure for service at another institution is limited to not more than two years for an Assistant Professor, not more than three years for an Associate Professor, and not more than four years for a Professor. The evaluative period for promotion and tenure decisions shall include years credited and years served at FAU. Where a faculty member has been credited with tenure-earning service at the time of initial appointment, the employee may withdraw all or a portion of such credit prior

to formal application for tenure. The option for complete or partial withdrawal of tenure-earning service may only be exercised once.

Recommendation of the faculty of the unit:

Prior faculty service to be counted toward tenure consideration: _____ years

_____. 3. If a faculty member has had no prior service at another institution of higher education, the eligible faculty member normally should be considered for tenure during the sixth year of full-time service. Consideration cannot be deferred beyond the sixth year.

If eligible, consideration for tenure will be no later than Fall _____. This will generally be the beginning of the sixth year of the faculty member's probationary period. For a faculty member beginning employment at mid-year, this may cover 4.5 or 5.5 years of service. For a faculty member hired with tenure as a condition of employment, this process may begin upon acceptance of the offer of employment.

The Third Year Review, if applicable, will be conducted no later than _____.

Recommended by Department Chair/School Director

Date

Approved by Dean

Date

To be sent to the Provost's Office for final signature.

Faculty Tenure Timeline (1) Revised 01/15

College _____
Department/School _____ Faculty Name _____
Professorial Rank _____ Date of Appt. _____

The faculty consists of academically qualified individuals whose obligations may include 1) the teaching of students, 2) the discovery of new knowledge through research or other creative work, 3) service to the University and, if appropriate, to the community and the profession, and 4) administration. All faculty members who are eligible for academic rank and tenure shall be evaluated for tenure with reference to their assignments in these areas.

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_____ 2. **Recommendation for tenure-earning service credit.**

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Prior faculty service to be counted toward tenure consideration: _____ years

_____ 3. If a faculty member has had no prior service at another institution of higher education, the eligible faculty member should be considered for tenure during the sixth year of full-time service. Consideration cannot be deferred beyond the sixth year. The date of the tenure consideration may change if a faculty member has not successfully defended their dissertation by the beginning of the first Notice of Appointment.

If eligible, consideration for tenure will be no later than Fall _____. This will generally be the beginning of the sixth year of the faculty member's probationary period. For a faculty member beginning employment at mid-year, this may cover 4.5 or 5.5 years of service. For a faculty

To be sent to the Provost's Office for final signature.

Faculty Tenure Timeline (2) Revised 01/15

College _____
Department/School _____ Faculty Name _____
Professorial Rank _____ Date of Appt. _____

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The Third Year Review, if applicable, will be conducted no later than _____.

The dates designated here are contingent upon the candidate's successful dissertation defense prior to the beginning of the AY 20__/20__ appointment, and remaining eligible at the time of submission. As stated in the attached letter, should the candidate not complete his/her Ph.D. requirements prior to commencing employment, the appointment will begin at the rank of Instructor until such requirements have been met. All dates for tenure and promotion consideration and associated personnel actions will be adjusted accordingly.

Department Head/School Director Date

Dean

Date

Provost

Date

Received and acknowledged by:

Faculty Member

Date