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.

Revised

01/15

INITIAL APPOINTMENT REPORT FOR TENURE-TRACK FACULTY OR FACULTY BEING CONSIDERED FOR TENURE UPON APPOINTMENT

College	Position Number
Department/School	Position Number
Candidate Recommended for Appointment _	_ Anticipated Date of Appt
Faculty Rank	_ Anticipated Date of Appt
temporary, the Department Chair/School Dire	nents at all faculty ranks except those designated as ector shall confer with all available members of the . The Department Chair/School Director shall then f those faculty members to the Dean.
teaching of students, 2) the discovery of new and 3) service to the University and, if appro	d individuals whose obligations may include 1) the knowledge through research or other creative work, priate, to the community and the profession, and 4) are eligible for academic rank and tenure shall be signments in these areas.
employment, or supersede employment sep opportunity to apply for tenure, or an award terms in the offer letter. All eligibility required law, applicable regulations, policies and co	es not guarantee continued or any set term of aration policies. No employee is guaranteed the of tenure. This report/timeline is subordinate to all ments to apply for and earn tenure set forth in Florida ollective bargaining agreements shall apply. This is maximum time permitted to apply for tenure for
appointment, upon the recommendation of the	t tenure to an employee at the time of initial e University Provost. The Provost shall consider the he department/school and college or equivalent unit
Recommendation of the tenured members of	the unit:
Dept./School: # Eligible to Vote # Fac	culty Voting Yes Faculty Voting No
College: # Eligible to Vote # Faculty V	oting 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

Recommendation of the faculty of the unit:	
Prior faculty service to be counted toward tenure consider	ration: years
3. If a faculty member has had no prior service at the eligible faculty member normally should be considered time service. Consideration cannot be deferred beyond the	d for tenure during the sixth year of full-
If eligible, consideration for tenure will be no later than F beginning of the sixth year of the faculty member's prob beginning employment at mid-year, this may cover 4.5 member hired with tenure as a condition of employment, of the offer of employment.	ationary period. For a faculty member or 5.5 years of service. For a faculty
The Third Year Review, if applicable, will be conducted in	no later than
Recommended by Department Chair/School Director	Date
Approved by Dean	Date

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

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
teaching of students, 2) the discoverage and the University and, administration. All faculty mem	ally qualified individuals whose obligations may include 1) the ery of new knowledge through research or other creative work, if appropriate, to the community and the profession, and 4) abers who are eligible for academic rank and tenure shall be to their assignments in these areas.
employment, or supersede emplo opportunity to apply for tenure, or terms in the offer letter. All eligibi- law, applicable regulations, polici	ntment does not guarantee continued or any set term of pyment separation policies. No employee is guaranteed the r an award of tenure. This report/timeline is subordinate to all lity requirements to apply for and earn tenure set forth in Florida cies and collective bargaining agreements shall apply. This notice of the maximum time permitted to apply for tenure for
1. Recommendation for to	enure upon appointment.
The University Pre appointment, upon the recommend the acceptance of the offer of employee.	esident may grant tenure to an employee at the time of initial dation of the University Provost. This process may begin upon loyment. The Provost shall consider the recommendation of the nt/school and college or equivalent unit prior to making his/her
2. Recommendation for to	enure-earning service credit.
If a prospective fact education, the faculty member may toward tenure for service at another Professor, not more than three yea a Professor. The evaluative period and years served at FAU. Where a at the time of initial appointment,	request credit toward the probationary period for tenure. Credit r institution is limited to not more than two years for an Assistant ars for an Associate Professor, and not more than four years for a for promotion and tenure decisions shall include years credited a faculty member has been credited with tenure-earning service the employee may withdraw all or a portion of such credit prior The option for complete or partial withdrawal of tenure-earning
Prior faculty service to be counted	toward tenure consideration: years
the eligible faculty member should service. Consideration cannot be	had no prior service at another institution of higher education, ld be considered for tenure during the sixth year of full-time be deferred beyond the sixth year. The date of the tenure alty member has not successfully defended their dissertation by f Appointment.
beginning of the sixth year of the	e will be no later than Fall This will generally be the faculty member's probationary period. For a faculty member ar, 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 applicab	le, will be o	conducted no later than	<u></u> .		
Department Head/School Director	Date	_			
Dean	Date	Provost	Date		
Received and acknowledged by:					
Faculty Member	Date	-			

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

Faculty Tenure Timeline	(2)	Revised 01/15	
College			
Department/School	t/SchoolFaculty Name		
Professorial Rank			
The faculty consists of academically qualified in teaching of students, 2) the discovery of new knows 3) service to the University and, if appropriate administration. All faculty members who are evaluated for tenure with reference to their assignment.	owledge through e, to the common eligible for ac	gh research or other creative work, nunity and the profession, and 4) cademic rank and tenure shall be	
Accepting a tenure-track appointment does employment, or supersede employment separa opportunity to apply for tenure, or an award of terms in the offer letter. All eligibility requiremed law, applicable regulations, policies and colle report/timeline serves to provide notice of the rethose eligible.	tion policies. tenure. This rents to apply for ective bargaini	No employee is guaranteed the eport/timeline is subordinate to all and earn tenure set forth in Florida ing agreements shall apply. This	
1. Recommendation for tenure upon a Tenure may be granted to an empinitial appointment, upon the recommendation of upon the acceptance of the offer of employment of the tenured members of the department/school	ployee by the I f the University . The Provost	shall consider the recommendation	
2. Recommendation for tenure-earning	<u>g service credi</u>	<u>it.</u>	
If a prospective faculty member had education, the faculty member may request credit toward tenure for service at another institution is a Professor, not more than three years for an Assorance a Professor. The evaluative period for promotion and years served at FAU. Where a faculty member at the time of initial appointment, the employee to formal application for tenure. The option for service may only be exercised once.	toward the pro- limited to not no ociate Professor and tenure de ber has been ca may withdraw	nore than two years for an Assistant r, and not more than four years for ecisions shall include years credited redited with tenure-earning service all or a portion of such credit prior	
Prior faculty service to be counted toward tenure	consideration	: years	
3. If a faculty member has had no prior state eligible faculty member should be consider service. Consideration cannot be deferred be consideration may change if a faculty member has the beginning of the first Notice of Appointment	red for tenure eyond the six as not successf	during the sixth year of full-time ath year. The date of the tenure	

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 applicab	le, will be	conducted no later than	·•		
The dates designated here are contint to the beginning of the AY 20_submission. As stated in the attacrequirements prior to commencing Instructor until such requirements has and associated personnel actions wi	/20 app ched letter g employr ave been m	pointment, and remain , should the candidate ment, the appointment let. All dates for tenure a	ing eligible at the time of not complete his/her Ph.D. will begin at the rank of		
Department Head/School Director	Date	_			
Dean	Date	Provost	Date		
Dean	Date	Tiovost	Date		
Received and acknowledged by:					
Faculty Member	Date	_			