

CLINICAL SCIENCE DEPARTMENTS CHARLES E. SCHMIDT COLLEGE OF MEDICINE FLORIDA ATLANTIC UNIVERSITY

Promotion and Tenure Committee Membership and Eligibility

The Clinical Science Department Promotion & Tenure (P&T) Committee will be composed of eight faculty members from the Clinical Science Departments, serving in an advisory capacity to the chairs of the Clinical Science Departments.

The Clinical Science Department P&T Committee will consist of members holding the rank of Associate Professor or Professor. Each committee member will serve a two-year term, renewable for an additional two years. Faculty members with a 0.5 FTE appointment are eligible to serve on the Clinical Science Department Committee. Decanal faculty and Department Chairs are ineligible for Committee membership. The Clinical Science Department faculty who serve on the College P&T Committee are also ineligible at the Department level.

The Department Chairs will solicit nominations from their respective faculty members, which will then be elected through a voting process by members of the Clinical Science Departments with a 0.5 FTE or greater. Subsequently, the Committee will elect a chair and a vice-chair.

Decisions regarding promotions will be subject to a vote by all eight committee members, who may approve, deny, or abstain if they have a conflict of interest. The outcome of the vote and a concise summary of pertinent discussion points will be conveyed to the Department Chair of the candidate, who will provide recommendations regarding the Clinical Science Department faculty promotions to the College P&T Committee. Decisions concerning tenure will defer to the College P&T Committee.

Initial Academic Appointments at the Charles E. Schmidt College of Medicine above the Rank of Assistant Professor

Initial appointments are typically at the rank of Assistant Professor. However, individuals who have achieved a rank above Assistant Professor at a comparable institution can be considered for an initial appointment at that higher rank in the College of Medicine. Individuals can also be considered for appointment at a rank above Assistant Professor, and even above their previous rank, when their accomplishments warrant this consideration. In such cases the Chair of the Clinical Science Department will notify the Chair of the Clinical Science Promotion and Tenure (P&T) Committee, who will then assign the most appropriate committee member to review and present the candidate's portfolio. The Clinical Science Department P&T Committee Chair will then notify the Clinical Science Department Chair of their recommendation, prior to the candidate receiving their formal offer letter from the College. Prior to completion of this process draft offer letters must indicate the proposed rank with the statement that formal review by the appropriate committee is pending.

The candidate's portfolio must contain the following documents and should be accessible to the members of the Clinical Science P&T Committee at least two weeks before the committee meeting for review:

1. Status Letter(s) (indicating the date of hire or last promotion)
2. Updated Curriculum Vitae

3. Self-Evaluation
4. Recent Annual Assignment and Performance Evaluation
5. Two Letters of Recommendation
6. Draft Offer Letter (specifying the proposed rank)