

**MEMORANDUM**

**DATE:** June 5, 2014

**TO:** Deans  
Megan Davis, Interim Executive Director, HBOI

**FROM:** Gary Perry, Provost and Vice President for Academic Affairs

**SUBJECT:** Eligibility Guidance for the Appointment and Promotion of Non-Tenure Track Faculty



In response to questions some of you have posed, this memorandum is to provide clarification and instruction regarding the implementation of the appointment and promotion processes for non-tenure track faculty members set forth in the Provost Memoranda dated January 25, 2012 (Appointment and Promotion of Instructors and Lecturers), February 16, 2012 (Appointment and Promotion of Assistant Scholars/Assistant Scientists/Assistant Engineers/Assistant Research Professors), October 3, 2012 (Implementation Guidance for the Appointment and Promotion of Non-Tenure Track Faculty) and April 25, 2014 (Non-Tenure-Track Portfolio Guidelines for 2014-2015). The following guidance applies:

**Eligibility**

1. Portfolio status letters must show:
  - a. Date of initial hire at FAU and position
  - b. Dates of appointment to other positions at FAU, if applicable
  - c. Dates of appointments and positions outside of FAU if claiming credit for that time
  
2. Time spent in other positions at FAU may be considered towards promotion eligibility at the sole discretion of the Provost or designee. A request to consider time spent in other positions at FAU towards promotion must be directed to the Provost through the Dean prior to assembling the portfolio and no later than the first week of the academic year. If requested, the position duties, FTE, status (OPS/Temp/Visiting/Adjunct), Dean approval, and other factors may be considered.

Faculty attempting to use time spent in other positions should not prepare a portfolio until eligibility is confirmed by the Provost or designee.

Additional questions or requests for clarification may be submitted by the Deans to the Vice Provost of Academic Affairs.

Cc: Diane Alperin, Vice Provost of Academic Affairs