

MEMORANDUM

DATE: April 16, 2009

TO: Deans

FROM: John Pritchett
University Provost and Chief Academic Officer

SUBJECT: Promotion and Tenure Materials for 2009-2010

Attached are the Promotion and Tenure materials for the 2009-2010 academic year. The *University Promotion and Tenure Portfolio Preparation* document was distributed to the faculty who attended the Promotion and Tenure Workshop on April 3, 2009. The *Guidelines for Appointment, Promotion and Tenure of Faculty* document has been revised to be consistent with University Regulation 5.006 (*Tenure Procedures*) in terms of what is required at each level of review.

As you know, a University Promotion and Tenure Study Committee, with representatives from each of the Colleges, University Libraries and HBOI, has been meeting all year to review our current promotion and tenure policies, procedures, and documents. The goal was to update our documents, some of which have not had substantial revisions in more than a decade, affirm policies and procedures that are positive and productive, and make suggestions to appropriately update and improve the process. Their recommendations require several levels of review and I anticipate being able to forward them to you at the beginning of the 2009-2010 academic year. **Please assure faculty who are submitting tenure and promotion portfolios in Fall 2009, as we did at the April 3rd Workshop, that the new procedures and guidelines will not apply to their Fall 2009 portfolios; they need to follow the guidelines in the attached documents.**

Please distribute these materials to your chairs/directors and others who are involved in mentoring faculty for promotion and tenure. It will also be posted on my website under *Faculty Information*. If you have any questions or need assistance, please contact Diane Alperin at 7-2959 or by e-mail at alperind@fau.edu.

Cc: University Promotion and Tenure Committee
University Promotion and Tenure Study Committee
Eric Shaw, President, University Faculty Senate
Anita Pritchard, President, FAU Chapter of the United Faculty of Florida