

*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 Numbers \_\_\_\_\_  
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