

MEMORANDUM

DATE: April 27, 2015

TO: Deans
Megan Davis, Interim Executive Director, HBOI

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

SUBJECT: **Appointment and Promotion of Assistant Scholars/ Assistant Scientists/
Assistant Engineers/ Assistant Research Professors (Supersedes all prior policies
and memoranda)**

Objective

To provide a practical and equitable process to validate the significant work of Assistant Scholars/ Assistant Scientists/ Assistant Engineers/ Assistant Research Professors, reward academic excellence in research and scientific discovery, and encourage professional development. While years of service are part of the criteria for eligibility, promotion will be based on academic excellence and not the number of years in the position. (Librarians, clinical faculty, instructors/lecturers* and other full-time non-tenure track faculty may be promoted in accordance with applicable college/department/school/unit policies and criteria.)

Non-Tenure Earning Positions

Assistant Scholar/Assistant Scientist/Assistant Engineer/Assistant Research Professor
Associate Scholar/ Associate Scientist/ Associate Engineer/ Associate Research Professor
Scholar/Scientist/Engineer/Research Professor

Criteria for Appointment

For each position classification, criteria for appointment should be specified by the college/department/school/unit. This should include, but not be limited to, requirements for earned degrees, professional training and experience, and performance expectations. Assistant Scholars/ Assistant Scientists/ Assistant Engineers/ Assistant Research Professors must meet the credential requirements for their discipline and are generally expected to hold the terminal degree in their field.

Criteria for Promotion

Colleges/departments/schools/units may adopt the following University Criteria as their own, or they may supplement those criteria with their own requirements, but college/department/school/unit criteria must be compatible with those noted below.

The initial criteria for appointment and promotion set forth in the memoranda apply to all initial applicants and will continue to apply until unique college/department/school/unit criteria are approved in accordance with the "Approval" provisions in the memoranda.

Promotion to Associate Scholar/ Associate Scientist/Associate Engineer/Associate Research Professor

Candidates for promotion to Associate Scholar/Associate Scientist/Associate Engineer/ Associate Research Professor must demonstrate a consistent record of excellence in assigned duties. Evidence of excellence may include annual evaluations of research, scholarship and creative activities, demonstration of leadership in the discipline, and departmental collegiality. Additional contributions to the department/school, college, or university should be included in the promotion application along with any publications, patents, research awards, grants, contracts, professional presentations, or performance in other areas of assigned duties.

Promotion to Scholar/Scientist/Engineer/Research Professor

Candidates for promotion to Scholar/Scientist/Engineer/Research Professor must first attain promotion to Associate Scholar/ Associate Scientist/ Associate Engineer/ Associate Research Professor. Substantial contributions of a continuing nature in research, scholarship and creative activity, and leadership contributions to the university and the profession are expected. Promotion to this rank denotes a status and level of significant achievement among one's disciplinary peers on a national or international level. Promotion to Scholar/ Scientist/ Engineer/ Research Professor carries an expectation of notably consistent, increasingly high levels of performance and career achievement.

Approval

The development and approval of college/department/school/unit criteria, guidelines, time lines and processes must follow the procedures set forth annually by the Provost's Office and outlined in the *Provost's Promotion and Tenure Memorandum*, *FAU's Criteria for the Appointment, Promotion and Tenure of Faculty*, and *Principles for Creating Criteria and Standards for Promotion & Tenure*, as amended, and must be approved by the Provost or designee. Criteria generally become effective one year following adoption. The date of adoption shall be the date the criteria are approved by the Provost or his/her designee. When new criteria are adopted and approved, faculty submitting applications for promotion within the subsequent three years may choose to be evaluated based on the old or the new criteria. Thereafter, only the new criteria will apply.

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. The maximum amount of time allowable for transfer is three years. If requested, the position duties, FTE, status (OPS/Temp/Visiting/Adjunct), Dean approval detailing how this fits with FAU's *Strategic Plan for the Race to Excellence 2015-2025*, 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.

3. Assistant Scholars/ Assistant Scientists/ Assistant Engineers/ Assistant Research Professors must be on regular, full-time appointments to be considered for promotion.

4. Candidates will be eligible to apply for promotion to Associate Scholar/Associate Scientist/Associate Engineer/Associate Research Professor at the beginning of their 6th year of full time continuous service or thereafter. Candidates may bring in prior years of service from another institution, but must have at least three years of continuous service at FAU.

5. Candidates will be eligible to apply for promotion to Scholar/Scientist/Engineer/Research Professor at the beginning of their 6th year of full time service as an Associate Scholar/Associate Scientist/Associate Engineer/Associate Research Professor at FAU or thereafter.

6. Scholars/Scientists/Engineers/Research Professors at any rank are not required to apply for promotion.

Levels of Review – Procedures

Promotion portfolios will follow those disseminated annually as determined by the Office of the Provost: *Provost's Promotion and Tenure Memorandum, University Promotion and Tenure Portfolio Preparation, and Criteria for the Appointment, Promotion and Tenure of Faculty*. A separate memo specifying non-tenure-track portfolio guidelines and timelines will also be disseminated annually.

Departments/ Schools need to establish their own policies for review of promotion portfolios, recognizing the unique nature and composition of each department/school. Promotion portfolios will be considered by a College Committee, composed of two tenured faculty, two Scholars/Scientists/Engineers/Research Professors at any rank (senior ranked are preferred when they are available), and one college faculty administrator. Each college will determine how the tenured faculty and the Scholars/ Scientists/ Engineers/ Research Professors will be selected; the faculty administrator will be appointed by the dean of the college. The Chair of the committee will be elected by the committee members. Recommendations from the committees will go to the Chairs/Directors, and the dean - who makes a recommendation to the Provost. The Provost makes a positive or negative recommendation to the President. The President shall make the final decision on the granting of the promotion.

A faculty member who has applied for promotion is ineligible to serve on a review Committee.

Faculty who are successful in attaining promotion may be awarded a salary increase if employed for a subsequent term. The amount of any increase for union bargaining unit faculty will be determined through the collective bargaining process and incorporated in the applicable collective bargaining agreement. Any increase for non-union faculty will be at the dean's discretion with approval from the Provost.

*See Provost's memorandum on the *Appointment and Promotion of Instructors and Lecturers* (April 2015)

Cc: Diane Alperin, Vice Provost
Academic Affairs