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MEMORANDUM

DATE: February 16, 2012

TO: Deans

FROM: Brenda J. Claiborne, Provost 
and Chief Academic Officer

SUBJECT: Appointment and Promotion of Assistant Scholars/ Assistant Scientists/
Assistant Engineers/ Assistant Research Professors (**Supersedes October 5, 2006 memo,**
Promotion Guidelines – Non-Tenure Earning Positions)

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 one criterion 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.

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, timelines 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 Guidelines for 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.

Eligibility

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

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

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.

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

Levels of Review – Procedures

Promotion portfolios and timelines 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 Guidelines for Appointment, Promotion and Tenure of Faculty.*

In the colleges, promotion portfolios will be considered by a Committee (college and/or department/school) 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/department/school 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. 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.

At Harbor Branch Oceanographic Institute (HBOI), internal promotion procedures will be detailed in their promotion guidelines. The recommendations will be forwarded 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.

Salary increases at each promotion step shall be as established by college/unit administrative policies or in applicable collective bargaining agreements.

Cc: Provost's Advisory Council

William Mc Daniel, President, University Faculty Senate

Chris Robe, President, FAU Chapter of the United Faculty of Florida