

Florida Atlantic University

Nominee Portfolio Cover Sheet

Recommendation for Tenure and/or Promotion

I. General Current Information

Name _____

Department _____

College/Academic Unit _____

Type of Nomination (Check all that apply):

_____ Tenure

_____ Promotion to (List Proposed Rank _____)

II. Waiver of Right to Review Letter from External Reviewers

Florida law permits the University to exempt faculty academic evaluative documents from disclosure as a public record. FAU Regulation 5.003 (Limited Access to Employee Records) specifically includes tenure and promotion files as exempt from public disclosure. The faculty member, however, does have the right to view his/her own record unless waived in writing. By signing this waiver below, letters of evaluation submitted in the tenure and promotion process will only be viewed by the reviewing committee members and administrators in the tenure and/or promotion process. Regardless, all requests for letters of evaluation must state whether or not the faculty member has waived this right.

Check ONE:

_____ The nominee does waive his/her right to view letters of evaluation.

_____ The nominee refuses to waive his/her right to view letters of evaluation.

Nominee's Signature

Date

III. Certification of Completeness of Promotion and Tenure Portfolio Documentation

I have reviewed this promotion and/or tenure portfolio and certify that all of the required materials are included on the date signed.

Signature of the Candidate

Date

Signature of the Chairperson/Director

Date

Signature of the Dean

Date