

Florida Atlantic University

Regulation 5.006 Tenure Procedures

(1) The procedures which follow shall apply to the granting of tenure:

(A) Definition. Tenure status guarantees annual reappointment for the academic year until voluntary resignation, retirement, removal for just cause or layoff, in accordance with state law, Board of Governors regulations and applicable collective bargaining agreements.

(B) Criteria. The criteria for faculty tenure at Florida Atlantic University are achievement and highly competent performance in the areas of:

1. teaching;
2. scholarly research or creative activity; and
3. service to the University, the profession and the community.

(2) An employee shall normally be considered for tenure during the sixth year of continuous service in a tenure-earning position including any prior credit granted at the time of initial appointment. An employee credited with tenure-earning service at the time of initial appointment may withdraw once all or a portion of such credit upon the written request of the employee, recommendation of the chair/director and dean, and approval of the appropriate administrator. The tenure clock may be stopped for medical or related reasons for up to two years upon the written request of the employee, recommendation of the chair/director and dean, and approval of the appropriate administrator. By the end of six years of service, an employee eligible for tenure shall either be awarded tenure by the President or given notice that further employment will not be offered.

(3) Tenure may be granted to an employee by the President at the time of initial appointment, upon recommendation of the Provost. The Provost shall consider the recommendation of the department/school and the college prior to making his/her final recommendation. All applications for tenure will proceed through each step of the process for consideration and decision by the President unless withdrawn by the applicant.

(4) By the end of the Spring semester preceding a Fall submission date, the faculty member will meet with the chair/director or appropriate designee to discuss the tenure application and process. The chair/director needs to meet with the senior faculty in the discipline to develop a list of potential referees from outside the university. The candidate should have the opportunity to review the list for any conflicts of interest. Tenure consideration begins with the submission of a portfolio by the candidate to the department or school.

(5) The department chairperson or school director shall submit the names of candidates for tenure to the tenured faculty of the department or school. The tenured faculty of the department/school shall be polled by secret ballot regarding recommendations about each candidate eligible for tenure. The department/school will issue a memorandum to the chair/director, reporting the numerical results of the poll of the faculty eligible to vote and, as best as can be discerned, the reasons for the vote, preserving the anonymity of the faculty members. A copy will be sent to the faculty member, who may attach a brief response within 5 days of receipt of the material. Faculty members may only abstain from voting when there is a conflict of interest.

(6) The chairperson/director shall write a letter of recommendation which shall include a detailed analysis and evaluation of the work of the faculty member and a clear statement of support or non-support. A copy will be sent to the candidate who may attach a brief response within 5 days of receipt of the material.

(7) Each college shall elect a committee of faculty members to serve in an advisory capacity to the dean of the college regarding recommendations for promotion and tenure. The college committee shall set out the procedures it will use to evaluate a candidate's attainment of the criteria for granting tenure.

(8) The dean shall convene the college Committee on Promotion and Tenure to make recommendations concerning those faculty members who have been nominated for tenure. The committee will be provided with the available pertinent materials for all such candidates. The committee will issue a memorandum reporting the numerical results of the poll of the College Promotion and Tenure Committee and, as best as can be discerned, the reasons for the vote, preserving the anonymity of the committee members. A copy will be sent to the faculty member, who may attach a brief response within 5 days of receipt of the material. Faculty members may only abstain from voting when there is a conflict of interest.

(9) The dean must give consideration to the Committee's recommendations but need not follow them. The dean shall write a letter of recommendation which shall include a discussion of the supporting evidence for the recommendation and a clear statement of support or non-support. The dean will forward the written recommendation along with appropriate background materials to the University Provost and Chief Academic Officer.

(10) The Provost may submit the names, and available pertinent material for candidates for tenure to the University Committee on Promotion and Tenure. This Committee shall be comprised of the Chairpersons of the College Committees on Promotion and Tenure. The University Committee shall review and make its recommendations regarding those candidates which it has considered. Committee members may only abstain from voting when there is a conflict of interest. The recommendations, which shall include the numerical results of the poll of the University Promotion and Tenure Committee and a brief synopsis of their discussion on each candidate, preserving the anonymity of the committee members, shall be communicated in writing to the Provost.

(11) The Provost must give consideration to such recommendations in arriving at a decision to award tenure but need not follow the recommendation of the University Committee. The Provost shall meet with each candidate and may also seek recommendations from other faculty and supervisory sources and will then make a written recommendation to the President of the University and forward all appropriate materials for his/her review. The Provost will send each candidate a letter indicating his recommendation to the President.

(12) The President must give consideration to the Provost's recommendations in arriving at a decision to award tenure but need not follow the recommendation of the Provost. The President shall make the final decision on the granting of tenure for faculty members. The President will certify to the FAU Board of Trustees that all the required tenure procedures have been followed. The faculty members being considered shall be notified in writing of the President's decision, by the President or the Provost. The President's decision is final upon certification to the Board of Trustees and will constitute final action of the University.

Specific Authority: Article IX of the Florida Constitution, Florida Board of Governors Resolution dated January 7, 2003, 1001.706 FS., 1001.74 FS.; Law Implemented 1001.74 FS.; History–New 4-20-81, Formerly 6C5-5.08, Amended 11-11-87, Formerly 6C5-5.008, Amended 3-19-08.