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MEMORANDUM

TO: Stella Batalama, Dean, College of Engineering and Computer Science
Ata Sarajedini, Dean, Charles E. Schmidt College of Science
Tim Steigenga, Interim Dean, Harriett L. Wilkes Honors College
James Sullivan, Director, Harbor Branch Oceanographic Institute

FROM: Bret Danilowicz, Provost and Vice President
Academic Affairs

DATE: October 10, 2019

SUBJECT: **Guidelines for Moving Existing HBOI Research Faculty to Tenure-Earning, Joint Positions With a College**

Purpose

Harbor Branch Oceanographic Institute was transferred to Florida Atlantic University in December, 2007, now known as HBOI. Since that time there have been discussions regarding the creation of a process for current HBOI research scientists to move into tenure-track positions at FAU. Tenure-line and tenure-track faculty at FAU must reside in a college. Therefore, to allow a research faculty member to move into a tenure-earning position at the University, a process has been developed which ensures the participation and agreement of all parties involved. The following guidelines are only for reassignment of current HBOI research faculty. There will be a five-year window for current HBOI faculty to apply (through December 31, 2025). All future hires into tenured or tenure-earning positions shall be conducted in coordination with a college at the time of hire.

Procedures

1. Any HBOI research scientist interested in a tenure-earning position at FAU must first discuss the question with the HBOI Director and obtain approval to proceed. Not all research scientists will be appropriate to move into tenure-line positions. Therefore, a thorough discussion of opportunities and challenges of such a move must occur.
2. The HBOI Director will discuss the prospective move with the VPs for Research and Academic Affairs, and with the dean of the proposed college. Once approved by the VPs

and the Dean, the proposal shall be presented to the faculty of the academic unit in which the proposed tenure-earning position will reside.

3. Potential Department faculty, Chairs/School Directors, and the Pillar Center/Institute Director will meet to discuss the potential move.
4. If an agreement to move forward is reached a Memorandum of Understanding (MOU) will be developed. Principles for HBOI/College MOU are detailed in separate document. The following items are included:
 - a. Tenure status and home unit
 - i. Contracts for assistant professors with little or no demonstrated teaching experience, nor a solid record of a successfully funded extramural research program, typically begin on a traditional tenure-track line. Review for tenure occurs in the 6th year, with preliminary review in the 3rd year.
 - ii. Tenure-track positions with up to three years credit towards tenure are possible for HBOI Assistant/Associate/Full research faculty with some successful teaching experience and/or a demonstrated record of a successful extramural research program. HBOI and the College must agree on number of years credited towards tenure as part of the MOU.
 - b. Percentage of effort in each area (teaching, research, service) in HBOI and the proposed home unit
 - c. Governance rights and participation in each unit
 - d. Access to resources in each unit (space equipment, graduate students, travel funding)
 - e. College responsibilities for annual assignments, evaluations, SPE, tenure review and processes
 - f. Participation in the indirect cost generated by the sponsored research activities by Department/School and HBOI
 - g. Participation by each unit, as appropriate, in annual assignments and activity reports, annual evaluations, third year review, tenure, promotion and changes in appointment
 - h. Budgetary designations
 - i. Research credit to Department/School and HBOI
 - j. Conflict resolution procedures
5. The appointment letter will use the standard template used within the colleges as approved by the Provost. The letter must contain the following statement, “**The**

candidate must be apprised that 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.”

6. Only research scientists that are employed at the time of this memo will be considered for tenure track positions under its terms.
7. This policy will sunset in December, 2025. No tenure-track appointments under this policy of personnel employed by HBOI prior to its merger with FAU will be considered after that date. It is expected that all interested persons will have availed themselves to this process by then. However, as unexpected circumstances may arise, after the sunset of this policy, these guidelines may be invoked on a case-by-case basis with the support of the provost, the dean, and the director of HBOI.

Cc: Michele Hawkins, Vice Provost, Academic Affairs