



Tenure and Promotion Committee Policies and Procedures

Preamble: The primary responsibility of each faculty member in the Robert Stempel College of Public Health and Social Work (RSCPHSW) is to create a supportive environment encouraging excellence among colleagues. The goal of this policy is to create a promotion and tenure review process that will assist faculty to achieve promotion and/or tenure. University tenure and promotion policy and procedures (<http://academic.fiu.edu/docs/T&P%20Manual%20Final%202007.pdf>) supersede this document where there are discrepancies.

This policy will take effect on **August 3, 2013**.

Approved by the Faculty Assembly on **April 11, 2013**.

UNIT REVIEW:

Faculty may vote on an application for promotion and/or tenure only once.

Each Department or School (Unit) having three or more tenured faculty at the associate professor or professor ranks will form a Tenure and Promotion (T&P) Committee. If the Unit chair/director is one of the minimum three tenured faculty in a unit, the chair/director will vote as a member of the unit T&P Committee. In all other cases the chairperson/director does not vote with the faculty committee, but writes an independent evaluation and recommendation of the candidate. No individual has two opportunities to vote on an application.

If a Unit has fewer than the above-specified minimum number of faculty members, the Dean, in consultation with the faculty member and the faculty member's chair/director, may appoint faculty within the College or from related disciplines outside the College, to serve on the Unit T&P Committee.

The Unit T&P Committee provides the first review of unit candidates for promotion and tenure. Voting by the T&P Committee is as follows.

- Voting on *tenure* will be by tenured faculty regardless of rank.
- Faculty at the rank of associate professor and professor will vote on *promotion to associate professor*.
- Faculty at the rank of professor will vote on *promotion to professor*.



Robert Stempel College of Public Health & Social Work Tenure and Promotion Committee

A. Election of Representatives to the RSCPHSW Tenure and Promotion Committee

The RSCPHSW T&P Committee will be constituted of one representative from each Unit in the College and one at-large representative elected by the Faculty Assembly. Members of the Committee will be tenured faculty at the rank of professor.

Each Unit will elect one representative to the Committee for a two year term of office. Faculty eligible as representatives are tenured faculty at the rank of professor. If there is no tenured faculty at the rank of professor or only one tenured professor in a Unit, tenured associate professors are eligible to be elected as representatives to the Committee. The term of office of Unit representatives will be two years. Half of the College Units will elect representatives in even years; the other half in odd years.

The RSCPHSW Faculty Assembly will elect one at-large member of the Committee to a two year term of office. The at-large representative will be a tenured faculty at the rank of professor.

B. Election of Tenure and Promotion Committee Chair

Members of the RSCPHSW T&P Committee will elect a Chair from among their members at the first meeting of each spring semester. Ideally, the Chair will have served on the Committee previously. The Chair may be re-elected.

C. Voting in the Committee

The principle of voting only once for a candidate is important. Thus, members on the RSCPHSW T&P Committee must recuse themselves from advocating for or against or voting on candidates in their Unit. They may, however, respond to questions posed by other committee members.

Voting on *tenure* will be by tenured faculty regardless of rank.

Faculty at the rank of associate professor and professor will vote on *promotion to associate professor*.

Faculty at the rank of professor will vote on *promotion to professor*.

If a member has a conflict of interest and/or some other compelling reason, the member may abstain. An abstention vote will be recorded.

D. Committee Responsibilities

Review/Revision of Policies and Procedures. Members of the RSCPHSW T&P Committee will meet with the Dean once a year. As needed, the T&P Committee will review, discuss, and revise the RSCPHSW tenure and promotion policies, procedures, and criteria in order to bring the documents into compliance with the University guidelines. The committee will recommend changes, which will be submitted to the RSCPHSW Faculty Assembly for discussion and review.

The RSCPHSW T&P Committee will also provide advice on the contents of the tenure/promotion files to Faculty Assembly.

Third Year Internal Review. The Unit chair/director, will conduct a 3rd year internal review for all tenure-seeking candidates by the end of the candidate's third academic year.

The candidate will prepare a file containing the following materials:

- Curriculum Vitae in FIU format (<http://academic.fiu.edu/docs/T&P%20Manual%20Final%202007.pdf>);
- A list of courses taught (include thesis and dissertation committees with a brief statement describing role in student mentoring);
- A 1 to 3 page description of goals and a work plan describing projected research, teaching and service for the remaining 2 years of tenure-earning status;
- Copies of annual faculty evaluation documents from the Unit chair/director;
- Available Annual Faculty Assignments;
- Copies of Annual Faculty Activity Reports; and
- Verification of research work products including Division of Research official records of grants submitted and/or award notification letters and journal/book notification of manuscript receipt and/or acceptance for publication.



- Unit T&P committee reviews the candidate's file and forwards a review letter to the Dean.
- The Unit chair/director letter will be submitted to the Dean, and copies given to the candidate.

The Dean will provide the Provost with a letter assessing the candidate's scholarship, teaching, and service activities. A copy will be given to the candidate, and the candidate's Unit chair/director. The Dean will discuss his/her evaluation with the candidate and the candidate's Unit chair/ director.

Evaluation of Candidates for Tenure and/or Promotion. The RSCPHSW T&P Committee will follow the guidelines specified in *The Guidelines and Criteria for Appointment and Tenure for the Faculty of the Robert Stempel College of Public Health & Social Work* and any pertinent FIU guidelines when evaluating candidates.

- The Committee will be presented with a copy of all tenure/promotion recommendations made by previous committees and department chairs/school directors regarding each candidate.
- When the Committee meets to consider promotion and tenure applications, all members should be present and each Committee member should have thoroughly read the candidates' files.
- Committee members must take time to consider the qualifications and accomplishments of the candidates. Committee members should feel free to ask for additional information and/or clarification about materials in the file from a candidate. If the Committee requests additional information beyond that transmitted in the file, the candidate must be given sufficient time to prepare a response.
- Throughout their deliberations, Committee members have an obligation to render their best professional judgment of the candidate's credentials, accomplishments, contributions, and potential for continued significant professional contributions using appropriate standards. Advocacy beyond such judgment should be avoided.
- Committee members should treat discussions within the Committee as confidential.
- After fully discussing a candidate's qualifications, the Committee will vote on the candidate by secret ballot.
- The Committee will prepare a written letter assessing a candidate's strengths and weaknesses. The letter will become part of the candidate's tenure and/or promotion file. The letter will include: names of the members of the Committee present; results of the Committee vote; recusals and/or abstentions; review of the candidate's activities, strengths and weaknesses relative to candidate's teaching, service and scholarly objectives; signatures of Committee members present acknowledging that the letter accurately reflects the deliberations of the Committee.
- The Dean has three business days to discuss the committee letter with the candidate. When the Dean notifies the system that the conversation has taken place the committee letter will be released to the candidate; in the absence of a conversation the System will automatically release the letter to be viewed by the candidate.
- The Dean will forward to the Provost's Office a letter providing an evaluation of a candidate's teaching, scholarly activities, and service activities. Copies of the letter will be given to the candidate, the candidate's Unit chair/director, and the Chair of the RSCPHSW T&P Committee. The Dean will discuss his/her evaluation with the candidate and the candidate's Unit chair/ director.

Tenure on Appointment Reviews. Depending on the candidate's current status one of two processes is generally followed, as outlined below. Please note that 1) adjustments to this process may be made at the Chair's, Dean's, or Provost's discretion, and 2) the Dean should, via conversation with the Provost, agree beforehand to the specific process that the candidate will follow.

Expedited: This procedure is followed for candidates who are already tenured and who are not changing rank upon appointment (e.g., moving from tenured associate professor to tenured associate professor or tenured full professor to tenured full professor).



Expedited file contents:

- Full CV including discussion of graduate supervision activities
- Any institutional commitments agreed upon (space, start-up funds)
- Brief biographical statement
- Letters of evaluation from department committee, department Chair, and the Dean. An evaluation by the college committee is not required.

Semi-expedited: This procedure is followed for candidates who are not tenured or candidates who are tenured but changing rank upon appointment (e.g., assistant professor undergoing a tenure and promotion decision process at his/her home institution or faculty moving from tenured associate professor to tenured full professor, etc.)

Semi-expedited file contents:

- Full CV including discussion of graduate supervision activities
- Brief biographical statement
- Any institutional commitments agreed upon (space, startup funds)
- Brief statements of research, teaching, and service
- Five external letters of support. (NOTE: A Chair can, at her or his discretion, utilize three of the letters of support from the candidate's application file as proxies for external letters of support in the TACOE process. The remaining two letters of support should be solicited by the Chair.)
- Letters of evaluation from department committee, department Chair, college committee, and the Dean

In all cases:

- The process will be conducted using paper-based documents or web-based procedures as appropriate
- There is no requirement to provide documentation (beyond what is in the CV) of research, teaching, or service activities
- There is no requirement to follow the FIU tenure and promotion CV template and FIU specific documents (e.g., a copy of the letter used to solicit external letters) do not need to be included
- The department committee should vote and record in their letter the vote on both a) the decision to grant tenure on appointment, and b) rank of appointment
- TACOE review is generally not conducted in accordance with the scheduled tenure and promotion calendar; rather review is conducted on-demand

Responsibilities of the Dean's office third year and tenure and promotion review

- The Dean's office facilitates timely application of faculty for third year review and promotion and tenure review, and
- The Dean's office notifies the Chair of the RSCPHSW T&P Committee of the names of third year and tenure and promotion applicants and the tenure and promotion timeline.
- The Dean's office notifies the Units to elect representatives to RSCPHSW T&P Committee (even or odd years) according to schedule set forth in the RSCPHSW Constitution.
- The Dean provides the T&P Committee a list of RSCPHSW faculty members who will be considered for tenure and/or promotion during the forthcoming academic year within the deadlines established by the Provost.
- The Dean notifies RSCPHSW faculty candidates for third year review and candidates for promotion/tenure of the timetable for review.
- The Dean's Office provides the complete candidate files to the RSCPH&SW T&P Committee, Unit T&P committees, and Unit chairs/director.

Sequence of Events (3rd year)

1. The Dean's office notifies 3rd year candidates of the timeline for the submission and review of files.
2. The Dean provides a list of candidates and a timeline to the Unit chairs/director.



3. Unit T&P committee reviews the candidate's file and forwards a review letter to the Dean.
4. The candidate's Unit chair/director reviews the candidate's file and forwards a review letter to the Dean.
5. The Dean reviews the file and forwards a letter of review to the Provost. Prior to submission, the Dean will discuss the letter with the candidate and his/her Unit chair/director.

Sequence of Events (T&P)

1. The Dean's office notifies candidates of the timeline for the submission and review of files.
2. The Dean provides a list of candidates and a timeline to the T&P Committee.
3. The Dean provides a list of candidates and a timeline to the Unit chairs/director.
4. Candidate prepares his/her application online files.
5. Candidate provides names of at least five potential external reviewers to the Dean according to the criteria outlined in the FIU T&P Manual.
6. The Unit chair/director provides names of at least five external reviewers (different names than those presented by the candidate) to the Dean according to the criteria outlined in the FIU T&P Manual.
7. The Dean selects two external reviewers from the lists provided by each the candidate and the department chair/school director; in addition the Dean selects one to two additional outside reviewers. This is done in accordance with the criteria outlined in the FIU T&P Manual.
8. Candidates submit copies of an abbreviated file to the Dean for evaluation by outside reviewers by mid-March.
9. The Dean requests evaluation of candidates' scholarly and professional experience from outside reviewers. Letters are put in the candidate's file. When setting up a file, the candidate can choose to waive the right to see reviewers' letters.
10. As the letters are received from the external reviewers, the Dean's office will upload or scan the letters into a candidate's file. Letters will be visible to the candidate, if he/she chooses to see them, his/her Unit chair/director, and to the Chair of the RSCPHSW T&P committee.
11. Unit T&P committee reviews the candidate's file and forwards an evaluation letter to the Unit chair/director before the Unit chair/director evaluates the file. A copy of the letter is provided to the candidate.
12. The Unit chair/director submits an evaluation letter to the Chair of the RSCPHSW T&P Committee before the Committee reviews a copy of the candidate's file. A copy of the letter is provided to the candidate.
13. T&P Committee votes and submits a recommendation letter to the Dean before the Dean reviews the file. A copy of the letter is provided to the candidate and the candidate's Unit chair/director.
14. The Dean reviews the file and submits a recommendation letter to the Provost. A copy of the letter is provided to the candidate, the candidate's Unit chair/director, and to the Chair of the RSCPHSW T&P Committee.