FLORIDA INTERNATIONAL UNIVERSITY

Tenure and Promotion Manual

Part I: Tenure/Promotion Advisory Guidelines

PREAMBLE:

A university faculty is a body of scholars cooperating in a collegial environment, entrusted with responsibility for the creation, development, and expansion of knowledge in a free and open society. The goal is the improved quality of life for all members of that society. Our participation in this stimulating and challenging endeavor should contribute to the achievement of that goal, and we best manifest our participation through excellence in teaching, by meaningful research, and useful service to our fellow citizens.

Tenure/promotion is a shared collegial process of accomplishment, evaluation, and recognition. From the time of appointment, each faculty member is an active participant in the tenure/promotion process and the governance thereof. The tenure decision is one of the most important decisions in which a professional in higher education may be involved, for it is a shared undertaking that establishes an individual's sense of his or her own professionalism and the university community's recognition of it.

In a very real sense, the evaluation process involved in tenure/promotion is one of the most significant events in a faculty member's career, and, as such, ought to be treated with dignity, addressed with the serious attention it deserves, and recognized for the accomplishment and respect a successful outcome marks.

The tenure/promotion process should be conducted in a positive and cooperative atmosphere with adequate provision of both time and other essential resources. It should be conducted with a commitment to full disclosure and collegiality. It should be rigorous and professional. To these ends, the faculty and administration of Florida International University, in compliance with the requirements of the Florida Board of Education (please note that authority given the Florida Board of Education, relating to tenure, may change to the University Board of Trustees), endorse the following advisory guidelines for faculty tenure and promotion. While these suggestions embody many of the concepts of the official promotion/tenure process, they do not include all rules and policies related to this process.

RESPONSIBILITIES OF PARTICIPANTS

College/Unit Guidelines

Every college/unit should have tenure and promotion guidelines that clearly and specifically articulate the standards and expectations for tenure and promotion. These tenure and promotion guidelines must be unambiguous about the standards expected for tenure and promotion. For example, if a standard in research establishes the expectation that faculty generate funded
research, then this standard ought to be articulated formally and be fully explained. There ought to be a direct link between the college/unit’s annual evaluation criteria and those standards used for tenure and promotion. If there is an expectation that faculty increasingly publish single-authored work, then this must be so stated in the college/unit’s standards for tenure and promotion. Quality peer-reviewed journals should be identified in advance, minimizing ambiguity about expectations. Wherever possible, published articles presented in the applicants’ curriculum vitae should be listed along with the five-year average of acceptance rates, as attested by their respective editors. If there is an expectation that excellence in teaching is measured by a specified level of student evaluations, or being the recipient of teaching awards, this should be articulated in the college/unit’s guidelines. Standards should also be articulated regarding service.

A. Responsibilities of Individual Faculty:

Prior to or at the time of appointment, applicants should apprise themselves of the following:

- The tenure/promotion policies, procedures, and requirements by review of the current BOR/UFF contract* and written departmental and university policies and by consultation with the departmental chairperson (for the purposes of this document, chairperson is intended to mean the faculty member’s immediate supervisor) and/or dean.
- The advantages and disadvantages of receiving tenure credit for prior service (See Section H—Guidelines for Tenure Credit or Tenure Upon Appointment.)

During the first term of employment, faculty members should:

- Meet with their departmental chairpersons about departmental and university expectations for tenure/promotion.
- Consult with the chairperson and other departmental members on meeting these expectations.
- Consider reviewing the tenure/promotion application of a recent, successful candidate from their department.
- Recognize that a three-to-five year career plan can be particularly helpful in planning one's advancement toward a favorable tenure/promotion decision.
- Consider seeking a mentor from either inside or outside the university.

Each term faculty members should:

- Consult with their department chairpersons to ensure that their assignment of activities
is consistent with the opportunity to continue their work toward meeting the tenure/promotion expectations of the university and the standards of their profession.

- Recognize that the impact of their assignments upon tenure/promotion activities needs to be evaluated carefully. Over-burdensome teaching or service assignments may make it difficult or impossible to carry out the activities necessary for a candidate to be successfully tenured/promoted.
- Recognize that tenure/promotion decisions are a function of the expectations of the department, school/college, university, and profession as well as the execution of formal assignments.

Each year faculty members should:

- Work toward rendering their research and scholarly activities public. It is expected that faculty members will make their research and scholarly activities public in the manner generally accepted and appropriate for their discipline or profession on a continuing basis.
- Recognize that good teaching is important to the University. In addition to ensuring that student evaluations are carried out in a manner consistent with departmental policies, faculty members are encouraged to engage in peer observation of teaching activities. Collegial activities of this nature are of value to all participants because they promote the sharing of teaching methods and often spark increased discussion of issues of importance to the field of interest. Observations should consider effectiveness in presenting knowledge, information, and ideas by various means or methods. Letters documenting these observations may be included in tenure/promotion files. These letters, along with student evaluations help substantiate the quality of teaching for the tenure/promotion file.
- Ensure that appraisal of progress towards tenure has been made in writing, utilize this appraisal as a means of assistance and counseling, and request clarification of any unclear aspects of the letter. Note that the Collective Bargaining Agreement specifies that the purpose of the appraisal is, to provide assistance and counseling to candidates to help them to qualify themselves for tenure. The appraisals are not binding upon the university.
- Keep apprised of tenure/promotion policy changes and decisions within the department and university.
- Request evaluation of progress towards promotion once tenured and use this evaluation as a means of assistance and counseling.

An employee shall normally be considered for tenure during the sixth year of continuous service in a tenure-earning position including any prior service credit granted at the time of initial employment. An employee’s written request for early tenure consideration is subject to the university’s written agreement.

During the year prior to applying for tenure/promotion, faculty members should:
• Organize their tenure/promotion file (see Part III. The Tenure/Promotion File). Participate in the process of selection of persons who will write the external evaluative letters (see Part III. B, Section 9 below.)

During the processing of the application for tenure/promotion:

• Two copies of the applicant's complete file (see Part III. The Tenure/Promotion File) must be available for a minimum of one week for study by all faculty eligible to vote.
• Candidates and other faculty members should recognize that lobbying for tenure/promotion with members of review committees is inappropriate. Following the award of tenure/promotion, faculty members should recognize that:
• Professional responsibilities to the university and to one's field of endeavor not only continue but also take on greater importance. A faculty member at the higher ranks is expected to continue growing professionally, consider mentoring other colleagues, and to keep apprised of changing expectations within the profession, university, and department.
• Continuing review of the departmental mission/goals and of personal goals is appropriate.

B. Responsibilities of the Departmental Faculty:

A primary responsibility of the departmental faculty is to create an environment that encourages excellence among colleagues. This should have a positive influence on candidates' performance long before they apply for tenure/promotion. Experienced faculty members can contribute to their colleagues' growth in a number of important ways (e.g., by reading drafts of proposals and papers, initiating informal discussions of concepts and ideas for research and publication, and providing moral support). Colleagues should periodically discuss the goals and expectations of the department, the school/college, and the university on tenure/promotion. Faculty members also should contribute to the enhancement of the quality of teaching by periodically observing the classroom work of their colleagues and offering constructive ideas for improving communication and conceptual skills.

The departmental faculty must adopt written policies that specify:

• How the external letters of evaluation are to be solicited and managed (e.g., whether the candidate participates in the selection process, whether all the candidate's work is reviewed by each evaluator, etc.) Note: All solicited letters must be included in the file.
• How the departmental chairperson participates in the departmental evaluation. A department's procedure may allow the chairperson to participate either as a departmental member, voting at the department level and preparing the departmental evaluation; or
• Instead, the chairperson may provide an independent review—in this case, both the departmental faculty and the chairperson would vote and write letters independently.

In voting on tenure/promotion, the following university policy shall apply:
• If a department (including the chairperson) has a total of three or more tenured faculty members, only the tenured members of the faculty shall vote on tenure applications.

• If a department (including the chairperson) has a total of three or more tenured faculty members, only these faculty members shall vote on applications for promotion to assistant professor.

• If a department (including the chairperson) has a total of three or more tenured faculty members at the level of associate professor or above, only these faculty members shall vote on applications for promotion to associate professor.

• If a department (including the chairperson) has a total of three or more tenured faculty members at the level of full professor, only these faculty members shall vote on applications for promotion to full professor.

• If a department has fewer than the above-specified minimum number of faculty members, the departmental faculty must establish a written policy (which must be approved by the dean) which specifies who may vote on that particular type of application.

When the above-specified minimum numbers are later met, of course, the general university policy takes precedence over departmental policies.

Periodic faculty meetings should be devoted to discussing departmental expectations, university policies and procedures, and the importance of careful professional review well before a department convenes to consider individual candidates.

Departments should set aside sufficient time for the evaluation of each candidate's application.

When departmental faculty (or departmental committee where the department's policies delegate this responsibility) meet to consider a candidate's application, all eligible members should be present and each eligible member should have thoroughly reviewed each candidate's file. Rendering a professional judgment is a basic responsibility of the eligible faculty members and exceptions should be made only for conflict of interest. Such conflicts must be explained at the beginning of the process and persons who claim such conflict should not participate in the evaluation process for that candidate. Such cases should be reported on the appropriate form as conflict of interest. These must be reviewed by, and when cause is found to exist approved, by the chair of the department or other primary unit.

Throughout their deliberations, department members have an obligation to render their best professional judgment of the candidate's credentials, contributions, and potential using the standards appropriate to their scholarly or professional field. After discussing the candidates' qualifications fully, the eligible departmental members should vote on each candidate by secret ballot. Abstentions should be rare. Departmental members should recognize that discussions of candidates should be confidential, because effective evaluation requires that departmental members be able to speak their minds freely. Persons who abuse this confidentiality compromise the integrity of the process.
In assessing a candidate's application for tenure or promotion, departmental members should consider the candidate's accomplishments, contributions, assigned tasks, and potential to continue to provide significant professional contributions within the context of disciplinary norms and expectations.

The departmental evaluation letter must not be limited to a report of the vote of departmental members. It should thoughtfully describe the role and function of the candidate in the department, the candidate's area of specialization, accomplishments, and contributions; and discuss the strengths and weaknesses of the candidate and any factors which make the evaluation of the candidate difficult for others outside the field (see section on the Departmental Statement in Part III, The Tenure/Promotion File). Fundamental responsibility for evaluating candidates is at the departmental level. Accordingly, explanations of the actual departmental vote are necessary to those evaluating the file at subsequent stages, who, in the absence of adequate explanations, may make inappropriate inferences. In particular, any conflicts of interest and absences must be explained. This letter should be placed in the tenure/promotion file and a copy should be given to the candidate.

C. Responsibilities of the Departmental Chairperson:

One of the chairperson's most important roles is to guide a faculty member's efforts in achieving tenure and promotion. The chairperson is a colleague and an administrator, providing ongoing advice, counsel, direction, evaluation, appraisal, and resources that assist the candidate's efforts.

The tenure/promotion process begins when the faculty member joins the university. The chairperson should advise the faculty member of the advantages and disadvantages inherent in receiving tenure credit for prior service. (See Section H. Guidelines for Tenure Credit or Tenure Upon Appointment.)

The chairperson should advise new faculty members of:

- the University's tenure/promotion process;
- their responsibilities to create a record worthy of tenure/promotion;
- the impact of their assignments on the tenure/promotion process;
- the tenure/promotion policies and procedures of the department, school/college, and the university, and the impact of the expectations of each of these academic units on the tenure/promotion process.

The chairperson should make clear to the candidate that evaluation is a continuing process based on performance related to expectations. She or he is responsible for creating a positive environment to help the candidate meet department, school/college, and university expectations. To help ensure these expectations are met, the chairperson is expected to meet regularly with each faculty member to discuss his or her progress in the areas of teaching, research, and service. The chairperson also should consult informally with faculty members each semester on their progress toward their goals and objectives and their congruence with the
goals and objectives of the academic units.

The chairperson must provide untenured faculty members with written annual appraisals that should be discussed prior to insertion in personnel files.

Chairpersons may encourage senior faculty members to serve as mentors, and may advise candidates to seek mentors who can provide valuable information and advice to all parties to the tenure/promotion process.

The chairperson should be aware of his/her responsibilities to faculty members, especially when assigning duties to untenured faculty, since over-burdensome or unrelated activities distract a faculty member from his or her professional development.

The chairperson should ensure that the department's tenure/promotion policies and procedures are on file in the Dean's office, that faculty members are aware of them, and that these policies and procedures are followed.

The chairperson has an important role in supervising the preparation of a candidate's application file. This role is especially important in ensuring that the file is well organized and complete and that departmental procedures for obtaining external letters of evaluation are followed.

The department chairperson's participation in the departmental decision on tenure/promotion will vary according to the policies of the individual department (see section on responsibilities of departmental faculty). Where chairpersons provide an independent review, they have an obligation to render their best professional judgment of the candidate's credentials, contributions, and potential using the standards appropriate to the scholarly or professional field. They should consider the candidate's accomplishments, contributions, assigned tasks, and potential to make significant professional contributions, and the university's criteria. When the chairperson has reached a decision on a candidate, a detailed written statement giving her or his reasons should be placed in the tenure/promotion file and a copy should be sent to the candidate.

Whether they vote as a faculty member or provide an independent level of review as chair, chairpersons should aim at providing an objective evaluation of the candidate's credentials, contributions, and potential. Chairpersons must recognize that lobbying for or against a candidate is inappropriate and undermines the integrity of the evaluation process.

D. Responsibilities of the School/College Committee:

The school/college committee serves primarily to provide a faculty review of applications for tenure and promotion that (a) furnishes a professional evaluation from a broader perspective than the departmental evaluation and (b) encourages departments and chairpersons to undertake their evaluations in a professional and fair manner.

A committee should be elected by the faculty of each school/college in accordance with written
policies, which have been approved by that faculty. Copies of these polices should be on file in the dean's office and the office of the provost. Candidates and untenured members of the faculty should not serve on such committees. In those schools/colleges where departmental chairpersons function primarily as administrators, it is appropriate for them to be excluded from membership on the committee. Normally elections for such committees should be conducted near the end of the spring term. It is recommended that a written notice soliciting nominations be sent to all faculty members in the school/college, that nominees be given the opportunity to withdraw as candidates should they wish to do so, and that an election be conducted. The results of the election should be announced in a memo to the faculty and a copy should be forwarded to the dean and the provost. The policies should allow for continuity on the committee; staggered two or three-year terms for committee members can accomplish this end.

Each year the school/college committee should distribute a timetable to the faculty indicating at minimum:

- the period during which departments and chairpersons should conduct their deliberations,
- the deadline for committee consideration,
- the deadline for forwarding the dean's decision to the provost

Ideally, committee chairpersons will have served on the committee previously and should have a copy of recommendations made by previous committees. Past committee chairs should be available to advise departmental chairpersons and candidates on the content of application files.

The school/college committee should have written policies that provide for:

- Meeting with the dean of the school/college before considering candidates. The committee should also review and discuss policies, procedures, and criteria.
- Deliberation and voting;
- When the committee meets to consider the candidates' applications.

All members should be present and each committee member should have thoroughly reviewed each candidate's file.

In assessing a candidate's application for tenure/promotion, committee members should consider the candidate's accomplishments, contributions, assigned tasks, and potential to continue providing significant professional contributions.

Committee members must take time adequately to discuss each candidate. Committee members should feel free to ask one another questions. If the committee requests additional information beyond that existing in the tenure file, sufficient time must be allowed so that the candidate and the departmental chairperson may respond to such information.

Throughout their deliberations, committee members have an obligation to render their best
professional judgment of the candidate's credentials, contributions, and potential, using the appropriate standards. After fully discussing the candidates' qualifications, the committee members should vote on each candidate by secret ballot. Committee members should recognize that discussions within the committee must remain confidential. Effective evaluation requires that committee members be able to speak their minds freely; persons who abuse this confidentiality undercut the review process.

The committee should report its decision to the candidate, the departmental chairperson (who shall inform the faculty of the candidate's department), and the dean of the school or college. For each candidate, the committee should provide a detailed written statement assessing the strengths and weaknesses of the candidate, to be placed in the tenure/promotion file.

Each academic year, the committee should issue a written report to the faculty on the results of its deliberations. This report should include any recommendations for revisions of procedures and any advice on the content of files.

The committee also must evaluate any requests for the granting of tenure upon appointment for any faculty members within the school/college. The department that requests such an appointment should provide the committee with detailed information, which allows for the fair and professional evaluation of the applicant's qualifications for tenure. At a minimum, the committee should be presented with a vote by the departmental faculty, a departmental statement explaining the applicant's accomplishments and qualifications for tenure, and detailed curriculum vitae.

E. Responsibilities of the Dean:

As the chief academic and administrative officer of the school/college, the dean's role in the tenure/promotion process begins long before a candidate applies. The dean must ensure that appropriate annual reviews and appraisals are conducted in a fair and timely manner, that assignments are made appropriately and fairly, and that departmental chairpersons and departments are fulfilling their missions and responsibilities. The dean should ensure that faculty members who request credit toward tenure as they seek employment at the university are carefully advised as to the university's tenure policies, procedures, and criteria. Faculty members should not be granted such credit if it will disadvantage their prospects for tenure later (see Section H. Guidelines for Tenure Credit or Tenure Upon Appointment. The dean is responsible for providing an annual evaluation (and other required evaluations, e.g. appraisals of progress toward tenure) for departmental chairpersons and for other faculty members assigned primarily to administrative posts within the school/college. In addition to considering other aspects of the chairperson's responsibilities, such an evaluation should consider how well the chairperson is performing her or his responsibilities on advisement, evaluation, and facilitation of candidates for tenure/promotion.

The dean should discuss university policies, procedures, and criteria for tenure/promotion with the school/college committee before the committee receives application files. It is not appropriate for the dean to lobby department members, chairpersons, or school/college committee members for or against any application for tenure/promotion. Such efforts seriously
undermine the review process.

The dean has an obligation to render her or his best professional judgment of the candidate's credentials, contributions, and potential using the appropriate standards. In assessing a candidate's application for tenure/promotion, the dean should consider carefully the departmental evaluation, the recommendation of the chairperson (if departmental procedures allow for this), and the recommendation of the school/college committee. The dean should consider the candidate's accomplishments, contributions, assigned tasks, and potential to continue providing significant professional contributions, and the university's standards. While the dean may consult with others, if he or she feels the need to acquire additional information, the departmental chairperson should be consulted, who, in turn, should consult with the candidate on both the sort of information to be gathered and the information that is finally acquired. The dean must reach a decision regarding the candidates for tenure and promotion within 30 days of receiving all preceding recommendations. Additional consultations, solicitations of additional reviews, or additional information must be accomplished within the 30-day period.

When the dean has reached a decision regarding tenure/promotion, a written statement explaining her or his recommendation should be sent to the provost, with a copy to the candidate, departmental chairperson, and the chairperson of the school/college committee. The statement should be included in the candidate's tenure/promotion file.

If anyone is to be hired with tenure, the dean must ensure that sufficiently detailed information is presented to the department and the school/college committee that allows for a timely, fair, and professional evaluation of the applicant's qualifications.

The dean is responsible for ensuring that copies of the following documents are maintained:

- The written tenure/promotion policies and procedures for each department within the school/college;
- The school/college procedures for electing a committee to review tenure/promotion applications;
- Reports made by that committee containing recommendations for revisions in school/college or departmental procedures, and advice on the contents of application files.

F. Responsibilities of the Provost/Vice President for Academic Affairs:

As the chief academic officer of the university, the Provost

- Promotes an environment which fosters professional growth and development;
- Fully informs faculty of the tenure/promotion policies, guidelines and process;
• Establishes a consistent timetable to ensure sufficient time for preparation and deliberation;
• Ensures that the schools/colleges are fulfilling their missions and conducting their evaluations in a fair and professional manner;
• Either meets (or designates someone to meet) with applicants for faculty positions who qualify for tenure credit (see Section H. Guidelines for Tenure Credit or Tenure Upon Appointment). The provost has an obligation to render her or his best professional judgment of the candidate's credentials, contributions, and potential using the appropriate standards. In assessing the candidate's application and accomplishments, the provost should consider the articulated mission of the candidate's school/college, the candidate's accomplishments, contributions, assigned tasks, and potential to continue providing significant professional contributions; the university's standards and criteria; and the evaluations of the department, chairperson, school/college committee, and dean.

When the provost has reached a decision regarding the candidates for tenure/promotion, a written statement explaining his or her recommendations should be sent to the president, the candidate, the departmental chairperson, the school/college committee, and the dean. The statement should be included in the candidate's tenure/promotion file.

It is the provost’s role to have this Tenure and Promotion Policies and Procedures Manual reviewed by the faculty every seven years.

G. Responsibilities of the President:

The president has an obligation to render her or his best professional judgment of the candidate's credentials, contributions, and potential using the appropriate standards. In assessing the candidate's application and accomplishments, the president should consider the articulated mission and standards of the candidate's school/college, the candidate's accomplishments, contributions, assigned tasks, and potential to continue providing significant professional contributions; the university's criteria; and the evaluations of the department, chairperson, school/college committee, dean, and provost.

The president is responsible for ensuring that approved tenure applications are forwarded to the FIU Board of Trustees with the appropriate information. By the end of six (6) years of service at the university, an employee eligible for tenure shall either be awarded tenure by the Board or given notice that further employment will not be offered. Upon written request by an employee within twenty (20) days of the employee’s receipt of such notice, the university shall provide the employee with a written statement of reasons by the President or representative why tenure was not granted.

H. Guidelines for Tenure Credit or Tenure Upon Appointment:

Usually, no more than three years should be credited toward tenure eligibility at the time of appointment. Requests for exceptions to this limitation will be considered by the provost upon recommendation of the dean and the department chairperson.

1. Tenure Credit: The appointment of a faculty member who qualifies for one or more
years of tenure credit places special responsibilities on the university as well as the faculty member. A decision to grant such credit must be considered carefully since it affects both the faculty member's career and the university. The provost (or his/her designee) shall meet with and counsel faculty members who qualify for tenure credit to make certain that they are fully informed of the consequences of the decision.

The decision to grant tenure credit should not be made until after the faculty member's record of research, publication or other creative activities, teaching, and service have been reviewed. Factors to be considered in reviewing such an application include:

- a determination of the record to date;
- current and planned activities that can reasonably be expected to be completed;
- evidence of sustained accomplishment in the past and a promise of continued achievement;
- time needed for the adjusting to the new environment.

Where employees are credited with tenure-earning service at the time of initial appointment, all or a portion of such credit may, at any time prior to formal application for tenure, be withdrawn once by the faculty member.

2. **Tenure Upon Appointment:** Anyone appointed with tenure must be subject to a thorough review and evaluation process within the department, school/college, and the university. This process must include an interview by the tenured members of the department as well as a vote and letter. A file containing a detailed curriculum vitae, a departmental letter and vote, the recommendation of the school/college committee and the dean's recommendation must be presented to the provost before any offer of employment is made.

Tenured State University System employees who transfer to the university from another SUS university, and who are employed in the same or similar discipline, may transfer their tenure if a vacancy exists and they are offered employment through the normal hiring process.
Part II: Tenure and Promotion Policies & Procedures

TENURE

A. Tenure Guidelines

1. Tenure is awarded upon demonstration of highly competent performance. Tenure criteria shall address the areas of teaching; research and other scholarly activities; and service to the public, the discipline, and the university including those professional responsibilities consistent with faculty status.

2. For tenure, highly competent performance, as considered during the entire term of employment is required. The performance for each year shall be evaluated with respect to the rank held.

3. In quality, quantity and consistency, such performance must provide ground for assurance that future performance will constitute a significant professional contribution.

4. The decision to grant tenure involves a distinct commitment on the part of the university and is, for this reason, not necessarily predetermined by a decision to promote.

B. Eligibility

1. Normally, only employees with the rank of associate professor and professor shall be eligible for tenure.

2. Except for employees who, by virtue of prior service credited at time of appointment, are eligible for consideration earlier, an employee may be considered for tenure during the sixth year of continuous service in a tenure-earning position. Any deviations from this schedule must be approved by the provost. Part-time service of an employee shall be accumulated. For example, two semesters of half-time service shall be considered one-half year of service for purposes of tenure eligibility. By the end of six full years of service at the university, an employee eligible for tenure shall either be awarded tenure by the Board or given notice that further employment will not be offered. Upon written request by an employee within twenty (20) days of the employee’s receipt of such notice, the university shall provide the employee with a written statement of reasons by the president or representative why tenure was not granted.

3. Anyone appointed with tenure must be subject to a thorough review and evaluation process within the department, including an interview by and vote of the tenured faculty, school/college committee, and the dean’s recommendation must be presented to the provost before any promises for such employment may be made.

4. Tenured State University System employees who transfer to the university from another SUS university, and who are employed in the same or similar discipline, may transfer their tenure if a vacancy exists and they are offered employment through the normal hiring process.

C. Credit Toward Eligibility
1. At the time of employment, the Chief Administrative Officer may credit an employee with tenure-earning service from another institution of higher education; however, such credit shall be limited to not more than two years of tenure-earning service for an assistant professor, not more than three years for an associate professor, and not more than four years for a professor. All prior SUS tenure-earning service shall be credited toward tenure unless otherwise agreed at the time of employment.

2. Where employees are credited with tenure-earning service at the time of initial appointment, all or a portion of such credit may be withdrawn once by the employee prior to formal application for tenure.

D. Tenure Review: the Sixth Year

1. For a faculty member to be granted tenure, a positive, overt act by the FIU Board of Trustees is required, after receiving a positive recommendation from the president. Those faculty members who have not received tenure by the conclusion of their sixth year shall be given notice of non-renewal by the President.

2. Faculty members in their sixth year who are not on a terminal contract must apply for tenure. Failure to apply for tenure in the sixth year must result in a letter of non-renewal from the president.

E. Early Tenure Review

1. An employee shall normally be considered for tenure during the sixth year of continuous service in a tenure-earning position including any prior service credit granted at the time of initial employment. An employee’s written request for early tenure consideration must be submitted to their dean and is subject to the provost’s written agreement.

2. An employee being considered for tenure prior to the sixth year may withdraw from consideration without prejudice provided that the faculty member notifies his/her dean in writing no later than March 15.

   a) The tenure application is then withdrawn. Any future application must be considered without prejudice.

   b) Without prejudice means that prior-year voting by a candidate's department and school committee and recommendations from the chairperson, dean, and Provost shall be excluded. Further, documents specifically prepared for the previous tenure application must also be excluded.

   c) In tenure cases withdrawn to a later year, the chairperson and faculty candidate shall, within 45 days from the withdrawal, disassemble the tenure application such that the candidate's personnel file is without prejudice as described above.
ACADEMIC RANKS

I. FACULTY

A. Minimum requirement relative for appointment, promotion or tenure at various ranks:

The criteria for promotion shall include meeting the minimum qualifications for appointment to the rank or position, increased skill in teaching, increased knowledge in the field of specialty, increased recognition as an authority in the field and, potential for professional growth.

1. Instructor and similar - Regular, non-tenure-earning

   a) Required Degree: the master's degree is normally required in a field directly relevant to the corresponding program. Exceptions must be approved by the provost upon recommendation from the dean.
   b) Teaching: particularly in laboratory skill courses, beginning courses, and team-taught courses, at a satisfactory level of performance.
   c) Professional Development: to undertake at a satisfactory level of performance, research or other creative activities, and service, which are more directly related to maintaining and developing teaching competency.

2. Lecturer - Regular, non-tenure-earning

   a) Required Degree: the doctorate (or other terminal degree where appropriate) is normally required in a field directly related to the corresponding program. Exceptions must be approved by the provost upon recommendation from the dean.
   b) Teaching: particularly in laboratory skill courses, beginning courses, and team-taught courses, at a satisfactory level of performance.
   c) Research: to undertake a satisfactory level of research performance or other creative activities, and service, which are more directly related to maintaining and developing teaching competencies.

3. Assistant Professor - Regular, tenure-earning

   a) Required Degree: the doctorate (or other terminal degree where appropriate) is required in the corresponding field. Where the doctorate is not the terminal degree, the school/college should specify what constitutes the terminal degree, with the concurrence of the Office of Academic Affairs.

   (l) If a unit recommends that this requirement be temporarily waived at the time of appointment, a specific date must be established, by which the terminal degree must be acquired. This condition will be in writing and
stated on the employment contract. Exceptions must be approved by the provost upon recommendation from the department and dean.

b) Teaching: a variety of courses, particularly undergraduate, at an above-satisfactory level of performance.

c) Research: to undertake a satisfactory level of research performance or other creative activities, which are aimed at expanding knowledge. These activities should receive regional and national professional recognition.

d) Service: to undertake professional service at a satisfactory level of performance. These activities should receive regional and national professional recognition.

e) Governance: academic participation within the collegial system of the department or division and of the college or school, based on contributions to the effective day-to-day functioning of the same.

4. Associate Professor - regular, tenure-earning

Promotion to Associate Professor signifies significant accomplishment in scholarship, teaching, and service worthy of status as a member of the senior faculty. To be promoted, a candidate must also demonstrate an ability to participate within the collegial system of governance, based on contributions to the effective daily functioning of the same. Candidates should also demonstrate a commitment to FIU’s mission and goals, and be willing to continue to contribute to the excellence of its reputation.

a) Required Degree: the doctorate (or other terminal degree where appropriate) is required in the corresponding field.

b) Teaching: demonstrated strong commitment to excellence and creativity in teaching and student learning. Qualifications and experience for teaching a variety of courses, including graduate courses where appropriate, at an above satisfactory level of performance.

c) Research: demonstrated quality, consistency, and productivity, achieving national/international recognition through well-respected, peer-reviewed journals or other venues that are consistent with national professional recognition. Consistent with disciplinary and unit norms, applicants should demonstrate the promise of success at funded research. Applicants’ files should reflect, at minimum, the beginning of a course of professional development that establishes their independent scholarly standing or increasing leadership roles in collaborative/team-based scholarship.

d) Service: a record of substantial professional service, demonstrating a potential for exemplary service at the institutional/ regional or national/international.

e) Governance: significant academic citizenship within the collegial system of the department or division and of the college or school, based on contributions to the effective day-to-day functioning of the same.
5. **Professor** - Regular, tenure-earning

Candidates should present a record that unambiguously demonstrates and documents the highest quality and productivity in research, teaching, professional service, and university citizenship, during the period following the candidate’s last promotion.

a) Required Degree: the doctorate (or other terminal degree where appropriate) is required in the corresponding field.

b) Teaching: a demonstrated record of successfully teaching a variety of courses, including advanced undergraduate and graduate courses where appropriate, at a level of performance, minimally at above-satisfactory.

c) Research: a record demonstrating sustained research or creative activity that has received national/international status through highly recognized, peer-reviewed venues. The record should clearly demonstrate independent scholarly standing, or leading roles in nationally or internationally recognized collaborative/team-based scholarship. Applicants should have a record of funded research, in accordance with articulated unit norms.

d) Professional Service: A substantial record of sustained, professional leadership in service at the university-wide and/or national level.

e) Governance: a sustained record of participation within the collegial system of governance, by holding positions on college and university committees, or other activities (such as the Faculty Senate) that extend beyond their own department.

B. Promotion Guidelines

1. For any promotion, successful performance at the level of the qualifications corresponding to the higher faculty rank is required.
   a) Teaching performance at the level corresponding to the higher faculty ranks is an indispensable condition for promotion.
   b) The relative importance of performance in scholarly research or other creative activities and in service may vary by discipline. Nevertheless, performance in both areas at the level corresponding to the higher rank is necessary.

2. Promotion to Assistant Professor from Instructor presupposes an administrative decision to alter significantly the functions of the faculty line in question. This decision requires the express approval of the Office of Academic Affairs.

3. Promotion to Associate Professor from Assistant Professor will normally be considered during the tenure review year.

4. Promotion to Professor is the highest academic distinction the university may grant to those faculty members whose level of performance is outstanding. While no specific number of years in rank can be associated with this promotion, ability to sustain such level of excellence over a significant period of time is required.
5. No promotion will be considered during a faculty member's first year of regular appointment at Florida International University, nor while a faculty member is on leave from the University.

II. CLINICAL LINES

Requirements for appointment to and promotion within clinical positions will be determined by the individual colleges/units, and should be developed in accordance with appropriate BOT rules, the BOT-UFF Collective Bargaining Agreement*, and the University's Tenure and Promotion Manual. Each college/unit making clinical appointments should develop appointment and promotion guidelines through a college/unit faculty committee. The dean or appropriate administrator should review and recommend the guidelines for final approval by the provost. Approved guidelines will be appended to the College/School’s Tenure and Promotion Manual.

III. LIBRARIANS -- Rank Descriptions Only -- Refer to the FLORIDA INTERNATIONAL UNIVERSITY LIBRARIES PROMOTION: Responsibilities, Policies and Procedures manual for specific promotion details

1. Instructor - Librarian

This is an entry-level professional position performing basic professional library operations under close supervision by a higher-level professional librarian. The level of difficulty of the work assignments will be commensurate with the minimum qualifications of this classification. Employment in this position shall be considered initial professional employment to which a person will not be assigned permanently.

Minimum Qualifications:

a) Master's degree in library science from an American Library Association accredited school.
b) No previous experience is required.
c) Shall have an academic record and recommendations that indicate a potential for successful performance as an academic librarian.

2. Assistant University Librarian

Performs technical processes and/or public service library work requiring full professional training in library science.

* NOTE: The 2001-2003 Collective Bargaining Agreement between the United Faculty of Florida and the Florida Board of Regents expired on January 7, 2003. The United Faculty of Florida, FIU and the FIU Board of Trustees are currently negotiating a contract.
A librarian holding this title shall have made significant professional contributions to the library and/or the institution where employed. The librarian should have a documented record of effective performance, which shows an increasing responsibility and continuing growth. There should be evidence of strong commitment to the library profession and potential for making scholarly contributions to the field.

**Minimum Qualifications:**

a) Master's degree in library science from an American Library Association accredited institution.
b) Desirable: Additional academic course work and/or participation in institutes, workshops, or conferences which would further one's education.
c) A minimum of two years professional experience after receiving the master's degree in library science. Some appropriate professional, non-library experience or responsible non-professional library experience may be substituted.

3. **Associate University Librarian**

Performs technical processes and/or public service library work requiring full professional training in library science.

Years of experience shall be only one of the criteria for classification as an Associate Librarian. A librarian holding this title shall have made substantial contributions to library professional organizations and/or to the institution or library where employed and achieved a high level of competence in bibliographical activities, in research or in other professional endeavors. The librarian should have a documented record of effective performance that shows an increasing responsibility and continuing growth.

**Minimum Qualifications:**

a) Master's degree in library science from an American Library Association accredited institution.
b) Additional academic course work and/or participation in institutes, workshops, or conferences which would further one's education.
c) Desirable: Second master's degree or doctoral degree in progress or achieved.
d) A minimum of five years of professional librarian experience after receiving the master's degree in library science. Some years of appropriate professional, non-library experience or responsible non-professional library experience may be substituted.

4. **University Librarian**

Performs technical processes and/or public service library work requiring full professional training in library science.
Years of experience shall be only one of the criteria for classification as a University Librarian. A librarian holding this title shall have made outstanding achievements in bibliographical activities, in research or in other professional endeavors. The librarian should have a documented record of effective performance that shows an increasing responsibility and continuing growth. The librarian should have demonstrated exceptional service to the library profession and to the academic institution where employed through successful committee work, offices held, projects completed or other evidence of exceptional commitment to the concerns of the institution and the profession.

**Minimum Qualifications:**

a) Master's degree in library science from an American Library Association accredited institution.

b) Additional academic course work and/or participation in institutes, workshops, or conferences which would further one's education.

c) Desirable: Second master's degree or doctoral degree in progress or achieved.

d) A minimum of nine years experience as a professional librarian after receiving the master's degree in library science. Some years of appropriate professional, non-library experience or responsible non-professional library experience may be substituted.
Part III: The Tenure/Promotion File

A. General Appearance and Integrity of the File

Any file for tenure/promotion must be complete and must accurately reflect the record of the candidate. Misrepresentation of a candidate’s record, either by false information or omission of information, will result in disciplinary action, which might include termination of employment.

1. It is extremely important that each candidate for tenure/promotion prepare and present for evaluation a complete, well-organized, well-documented, and clear application file. A disorganized, unclear file has the effect of diminishing the applicant's case.

2. In general, the most appropriate binder(s) for the tenure/promotion file is a regular three-ring, hardcover binder(s). The ideal binder(s) should be one(s) that will hold the materials together securely and allow for the easy addition of material during the review process. If you choose to use this type of binder(s) or elect to use some other type of binder(s) that requires the punching of holes, be sure that there is sufficient space in the margin of each page to avoid holes in the data. It is strongly recommended that reinforcement be used on each hole. **Do not use plastic sleeves or sheet protectors.**

3. The file should be arranged and sectioned according to the Table of Contents, and sections should be clearly separated and marked by dividers and tabs.

4. The file should be presented with primary information, specified in Items 1-13, below, in one physical file. If substantial amounts of supportive information (as detailed in Item 14, below) are presented, they should be in a separate binder or other appropriate presentation.

5. For faculty seeking promotion to Full Professor, the file should include only those materials which represent achievement or accomplishments since last promoted to Associate Professor or tenured, as appropriate.

B. The File

Two complete copies of the file are necessary and must be available for study by the department faculty at least one week prior to the departmental discussion.

1. A brief, two or three paragraph biographical summary (i.e., education, work experience, publications, external funding received, contributions to the profession, professional associations and/or licenses, research interests, expertise)

2. Table of Contents

3. Application Form
   a. Cover Page—see attached form
   b. Votes & Signatures Page—see attached form

3. Curriculum Vitae—see attached form
a) The Curriculum Vitae for a tenure and promotion file must be presented according to the university format—see attached University Curriculum Vitae Format

b) Under “Publications,” list only works already in print or accepted for publication. For works accepted but not yet published, indicate “in press” and provide expected date of publication. If publication is co-authored, all authors must be listed as they appear in the publication. If sole authored, author’s name must be given. All other works that have not been accepted for publication must be listed under “Works in Progress.”

4. Department Statement

a) Department Procedures: This section should include a description of the tenure/promotion process that is used in the candidate's department. This should describe such things as the department's evaluation process, the way that voting is carried out, which members of the department vote and why any eligible members of the department did not participate. This section should also explain the chairperson's participation in the process (e.g., as a department member or an independent reviewer who simultaneously judges the candidate's qualifications for tenure/promotion).

b) Department Evaluation: The Department Evaluation should explain its evaluation process, discuss the results of the vote and should present a collective statement of recommendation that discusses the strengths and weaknesses of the candidate. This statement offers the opportunity to explain the role and function of the candidate in the department and to describe the candidate's area of specialization. Such a statement affords the department an opportunity to discuss or describe any particular matters that may be relevant to the faculty member’s candidacy. For example, in some cases there are unusual or extraordinary circumstances about a particular candidate that makes evaluating his or her record difficult. Such atypical situations should be addressed.

5. Chairperson's Evaluations

a) Chairperson's Recommendation: In those departments where it is the policy for the chairperson to individually provide a recommendation on a candidate's tenure/promotion, a letter must be included in the file that explains his/her recommendation. Where appropriate, the chairperson can also comment on such things as the annual assignments, annual evaluations, and tenure/promotion appraisals that have been given to the candidate.

b) Annual Assignment: A copy of each annual assignment of the faculty member since last promoted or tenured must be included in the file.

c) Annual Evaluations: A copy of each annual evaluation of the faculty member must be included in the file since last promoted or tenured in the file.

d) Tenure and/or Promotion Appraisals: A copy of each tenure/promotion appraisal of the faculty member may be included in the file if the faculty member chooses to do so.

6. School/College Committee's Statement
7. Dean's Recommendation

8. Provost/Vice-President for Academic Affairs' Recommendation

9. Solicited Letters of Recommendation
   a. Procedure Used to Solicit Letters of Recommendation
      (1) This section of the file must contain a minimum of seven letters solicited from professional colleagues who are in a position to provide an evaluation of the candidate's scholarly and professional activities. In consultation with the candidate, the department chairperson, director, or dean must solicit evaluations of a candidate's scholarly and professional contributions from qualified people outside of the university. Outside letters are intended to be an independent, professional evaluation.

      (2) A minimum of four outside letters must address the candidate's scholarly and professional contributions, which might include professional service at the national level. (Note: All solicited letters must be included. Omission of any solicited letters in the file by the candidate will subject the candidate to disciplinary action)

      (3) It is essential, therefore, that at least two of the outside letters be from professional colleagues who have not been closely associated with the candidate. Important consideration will be given to letters from professional colleagues at national-level institutions who have not been closely associated with the candidate and who have a record of sustained excellence at the level to which the candidate aspires.

      (4) These letters should come from individuals at institutions that are benchmark research universities in accordance with FIU’s mission and goals, or they should be written by scholars, who have attained positions of national leadership in their respective fields. Outside reviewers should be instructed to briefly identify their credentials and authority to review the candidate’s accomplishments, within the context of their letters. In addition, the file should include full curriculum vitae of the authors of external letters of support, rather than abbreviated or summary biographies.

      (5) At least three letters from within the university should address scholarly and professional contributions with emphasis on teaching excellence, perhaps as the result of peer review, in addition to student evaluations, and the candidate’s overall contributions to the welfare and quality of the university.

      (6) The department or unit chair/director should have clearly written guidelines that identify the process (including timelines) by which the evaluators are selected by the department. The unit dean must be in agreement with this process. The process by which evaluators are chosen and what the evaluators are asked to comment on shall be included in this section of the file. The role of the candidate in this procedure shall be described.

   b. Letters Themselves:
      (1) Provide a copy of the letters sent to the Outside Reviewers requesting evaluation.
(2) Provide a copy of the Outside Reviewers’ response with a copy of his/her curriculum vitae placed directly behind his/her response. A sheet of colored paper should be placed directly between the Outside Reviewers’ curriculum vitae and the next Outside Reviewers’ response.

10. Teaching
   a. List of courses taught at FIU and years in which they were taught.
   b. Graduate Student Supervision: List here the name of each graduate student supervised, including years, dissertation/thesis title, and degree awarded. List also membership on thesis committees for graduate students other than your own.
   c. Course, Curriculum Development Activities
   d. Department Statement Describing Procedures Used to Evaluate Teaching: A statement should be included describing the department's procedures for evaluating teaching. Details as to how student evaluations are administered and what role, if any, the candidate plays in this process should also be included. In the cases where anonymous student comments provide the only basis for evaluation, a statement to that effect should be included. The process for peer evaluation, chairperson evaluation, etc., should also be described.
   e. Student Evaluations
      (1) Sample Copy of Each Different Student Evaluation Questionnaire: A sample copy of each different student evaluation instrument, including the years that each was used, should be included here. An explanation of the scoring system, any weighing factors, and analysis procedure for each different instrument should be given.
      (2) Table Summarizing Student Evaluations for Each Year at FIU: There should be a form summarizing the evaluations of the candidate's teaching for each year of the candidate's employment at FIU. This summary should show both the absolute number of responses in each category and the percentage distribution of responses in each category.
      (3) Individual Course Evaluations: Summaries of evaluations for each course should be included. Explanations for any gaps or missing evaluations should be provided.
   f. Peer Evaluations of Teaching: peer reviews of teaching are helpful as a supplement to student teaching evaluations. Such reviews should be included if they are used as part of the department's evaluation process.
   g. Other Teaching-Related Activities

11. Research/Scholarship/Creative Activities
   a. Publications: Each publication should be described in the form of a complete, standard bibliographic citation—including coauthors, title (exactly as it appears in print), year, volume, publisher, and page numbers. A copy of the first page, or letter of acceptance if not yet in print, of each publication should be included in the file. Items appearing in more than one place should be clearly cross-referenced.
      (1) Refereed Publications: Because of the diversity of conventions from discipline to discipline, this section should contain a description of the reviewing/refereeing procedure for each refereed publication cited.
(2) Non-refereed Publications: An explanation of the nature of each non-refereed publication should be given.

(3) Books/Book Chapters: Each book or book chapter should be listed separately with a description of the type of monograph and the candidate's involvement in that publication; that is, each book should be classified as single author monograph, an edited book with different authors for different chapters, textbook, etc.

(4) Other publications: Any other written publications that do not fall into categories (1)-(3), for example reviews and notes, should be entered and described here.

b. Papers/Presentations at Meetings/Conferences: Indicate which papers/presentations were invited and/or refereed.

c. Exhibits, Shows, Recitals, etc.: Indicate the date, place, and nature of each exhibit, show, recital, etc. Juried presentations should be indicated.

d. Research Grants/Contracts: Funded and unfunded proposals should be listed separately and be so indicated. Competitive grants and/or contracts which are meant to finance the development of ideas and research and that are subject to peer review should be listed separately from noncompetitive grants and/or contracts where the emphasis is on providing professional service to agencies/organizations.

The following information should be included for each grant/contract:

1. Name of principal investigator and all co-investigators
2. Title page of grant proposal
3. Funding agency
4. Amount of funding proposed or awarded
5. Time period of the grant

e. Technical Reports/Research Reports: Written reports submitted to and accepted by funding agencies, governmental agencies, foundations, etc., should be listed and described here.

f. Major Work in Progress

g. Other Research/Scholarship/Creative Activities: Any other research/scholarship/creative activities that do not fall into the categories listed above should be entered and described here.

12. Service

a. Professional Service: The file should list separately

   (1) Service to Professional Associations/Societies: Examples of Service to Professional Associations/Societies that may be listed in this section include activities related to appropriate professional organizations; conferences, symposia, workshops; activity as referee/reviewer for journals, granting agencies, conferences.

   (2) Service to the Community or Public: Examples of Professional and Community Service that may be listed in this section include service as speaker/presenter at
non-academic meetings in area of professional competence; instruction/training for local, state, regional, national, international organizations/agencies in area of professional competence; participation in community meetings and media programs; memberships on advisory boards, committees, task forces, commissions, program/project coordination/development; and other volunteer service which represents a donation of time and professional skills to meet the needs of society.

(3) Professional service that results in remuneration.

b. University Service: Examples of University Service, which may be listed in this section include service on committees; councils; senates; task forces; program coordination/ administration; student organizations; conferences, workshops, seminars. The file should list separately service:

(1) to the Department
(2) to the School/College
(3) to the University

13. Awards and Honors

14. Supportive Information.

The File may contain, depending on department policy or practice and on the applicant's desire for full and complete presentation of relevant information, documentation beyond that specified in Items 1-13, above. Such documentation may include copies of articles or similar scholarly works, fuller documentation of creative works, and other supportive information. Such supportive information should be presented in a separate binder and appropriately cross-referenced to the main file. Such supportive information if not chosen to be included in the file should be readily available for appropriate review at all stages of the process.
FLORIDA INTERNATIONAL UNIVERSITY

TENURE AND PROMOTION APPLICATION FORM

_____ TENURE AND PROMOTION
_____ TENURE ONLY
_____ PROMOTION ONLY (PROPOSED NEW RANK)

This form provides a format for the information to be submitted to the office of the provost/vice president for academic affairs. Additional supporting information may be required by the committees or administrative officers of the department or college and such information should be retained by the appropriate unit to be available upon request by the office of academic affairs.

Note: the tenure CIP code can be obtained from institutional research’s webpage under program inventory (http://www.fiu.edu/~instires/degpgms.pdf).

NAME: __________________________________________________________

CURRENT RANK: ________________________________________________

TENURE CIP CODE: _______________ DATE: _________________

COLLEGE/SCHOOL: _____________________________________________

DEPARTMENT: _________________________________________________

Applicants must attach a completed university tenure and promotion curriculum vitae

TENURE APPLICANTS ONLY

(1) the number of years in tenure-earning position(s) at fiu that will be completed at the end of the current academic year is: _________________.

(2) number of years in tenure-earning positions at another university or equivalent experience to be credited toward nomination is: _________________.

Provide justification (reason) for the number of years request in (2).
VOTES AND SIGNATURES PAGE

NAME: ___________________________ DEPARTMENT: ___________________________

DEPARTMENTAL ACTION

DEPARTMENT FACULTY

PROMOTION:
FOR _______ AGAINST _______ ABSTAINED _______ ABSENT ________

TENURE:
FOR _______ AGAINST _______ ABSTAINED _______ ABSENT ________

_____________________________ ___________________________
Signature of Committee Chairperson   Date

DEPARTMENT CHAIRPERSON Check here if vote is included above: ( )

PROMOTION:
FOR _______ AGAINST _______ ABSTAINED _______ ABSENT ________

TENURE:
FOR _______ AGAINST _______ ABSTAINED _______ ABSENT ________

_____________________________ ___________________________
Signature of Committee Chairperson   Date

VOTE OF COLLEGE/SCHOOL COMMITTEE

PROMOTION:
FOR _______ AGAINST _______ ABSTAINED _______ ABSENT ________

TENURE:
FOR _______ AGAINST _______ ABSTAINED _______ ABSENT ________

_____________________________ ___________________________
Signature of Committee Chairperson   Date

DEAN OF COLLEGE/SCHOOL
PROMOTION:
FOR _______ AGAINST _________ ABSTAINED _________ ABSENT ____________

TENURE:
FOR _______ AGAINST _________ ABSTAINED _________ ABSENT ____________

______________________________  __________________________
Signature of Dean               Date

PROVOST/VICE PRESIDENT FOR ACADEMIC AFFAIRS

PROMOTION:
FOR _______ AGAINST _________ ABSTAINED _________ ABSENT ____________

TENURE:
FOR _______ AGAINST _________ ABSTAINED _________ ABSENT ____________

______________________________  __________________________
Signature of Provost/Vice President Date

PRESIDENT

PROMOTION:
FOR _______ AGAINST _________ ABSTAINED _________ ABSENT ____________

TENURE:
FOR _______ AGAINST _________ ABSTAINED _________ ABSENT ____________

______________________________  __________________________
Signature of President Date
FLORIDA INTERNATIONAL UNIVERSITY

CURRICULUM VITAE FOR TENURE AND PROMOTION

CERTIFICATION
(Must be signed by candidate and by chairperson)

I hereby certify that the information provided in this curriculum vitae is accurate and complete to the best of my knowledge. I understand that if I have knowingly provided false information or omitted relevant information, I may be subject to disciplinary action, including termination.

___________________________________________  __________________________
Signature of Candidate                                Date

___________________________________________  __________________________
Signature of Chairperson                              Date
TENURE AND PROMOTION CURRICULUM VITAE
OF
[NAME and DEPARTMENT]

(Candidates C.V. should follow the format outlined below. Where there is no reference, indicate by N/A)

EDUCATION  (List most recent degree first)
Degree  Institution  Field  Dates

FULL-TIME ACADEMIC EXPERIENCE  (List most recent first)
Institution  Rank  Field  Dates (Month &Year)

PART-TIME ACADEMIC EXPERIENCE  (List most recent first)
Institution  Rank  Field  Dates (Month & Year)

NON-ACADEMIC EXPERIENCE
Place of Employment  Title  Dates

EMPLOYMENT RECORD AT FIU
Rank  Dates

PUBLICATIONS IN DISCIPLINE
(List most recent first. List only items already in print or accepted for publication. For items accepted but not yet published, indicate “in press” and number of typewritten pages, single or double-spaced. If publication is co-authored, all authors must be listed as they appear in the publication (i.e. same order). If sole authored, author’s name must be given.)

Books  (Give full bibliographical references)

Papers in Professional Journals

Articles  (Give full bibliographical references)

Proceedings  (Give full bibliographical references: author(s); journal title, publisher, title, date, volume and page number)

Chapters in Books  (Give complete bibliographical references)

Government Reports or Monographs  (Give complete bibliographical references)

Book Reviews  (Give complete bibliographical references)
OTHER PUBLICATIONS  (List publications outside of discipline. Give complete bibliographical references)

PRESENTED PAPERS, LECTURES, EXHIBITIONS, AND PERFORMANCES

(list title, date, and venue where presented)

WORKS IN PROGRESS
Papers submitted to journals for consideration  (List Journal and date of submission)
Other completed papers
Research in Progress
Grant Proposals  (List title of project, agency receiving proposal, and date of submission)

FUNDED RESEARCH  (List title of project, funding agency, project dates, and amount of funding)

PROFESSIONAL HONORS, PRIZES, FELLOWSHIPS
Department
School/College
University

OFFICES HELD IN PROFESSIONAL SOCIETIES

OTHER PROFESSIONAL ACTIVITIES AND PUBLIC SERVICE