



MEMORANDUM

To: Deans and Chairs

From: Kenneth G. Furton, Provost and Executive Vice President

Date: December 5, 2016

Some Chairs and faculty have asked for clarification of the procedures for annual assignments and annual evaluations for faculty members (a) who have been granted an extension of the tenure clock due to an official parental/dependent care or medical leave during the tenure-earning years and (b) FIU's practices concerning time-in-rank in the solicitation letters sent to external evaluators for tenure and promotion candidates.

Tenure-earning faculty who have officially requested and been given 'time off the tenure clock' for such leaves during the academic year are not to be evaluated any given semester during which the leave was for more than 20 calendar days. Each such semester should be exempted from consideration concerning productivity during the tenure-earning and/or promotion period.

Procedures for Tenure Clock Extensions

1. Annual Assignment and Annual Evaluation

The annual assignments of any faculty member officially on parental/ dependent care or medical leave should be adjusted, as necessary, to reflect the leave and the lack of assignment for the particular semester or academic year. In lieu of an annual evaluation, the Chair must provide the faculty member with a letter stating:

“Consistent with FIU policies regarding dependent care and medical leave, [Faculty member’s name] was officially on leave for the period of _____ and therefore no assignment, evaluation or assessment of progress toward tenure and/or promotion was conducted. Academic productivity that may have occurred during the leave period notwithstanding the absence of an assignment will be reported and recorded the following year at the end of the leave period.”

2. Tenure and Promotion

a. Leave Hiatus

The above mentioned letter should also be included in the faculty member's tenure and/or promotion packet so that faculty reviewers, departmental personnel committees, college tenure and promotion committees, and deans are informed not to factor the leave period

into faculty productivity. Thus, formulas that calculate productivity by dividing number of publications by time in rank or time since PhD and similar formulas that would not exempt the leave period are not to be applied

b. External Evaluation Solicitation Letters

Beginning with the 2017-2018 promotion cycle, Chairs must include the following language when writing to external evaluators to signal that they should disregard leave time as an element of the evaluation of the candidate's file.

“Please note that at our institution we assess a faculty member’s suitability for [tenure] or [promotion] based on the period of time the faculty has assigned duties rather than other factors such as time since degree. Please be aware that this faculty member is coming up for review for tenure and promotion at the right time for our institution and refrain from any comment about time periods when duties were not assigned.”