

GUIDELINES  
FOR TENURE AS A CONDITION OF EMPLOYMENT (TACOE) APPOINTMENTS

This document describes the TACOE process prior to offering an official appointment to a candidate and once an offer has been accepted and an appointment made.

TACOE Considerations Pre-Appointment

When you are interviewing a faculty candidate who may be hired with the expectation of tenure please make sure that during the visit to campus, a half-hour interview with the Provost's office has been scheduled. The Provost or his designee will explain the TACOE process, review the candidate's current status regarding tenure and rank in detail, and answer any questions the candidate may have that are appropriately addressed at the level of Academic Affairs. Upon completion of the interview, the Provost or his designee will submit a brief report to the relevant search and screen committee chair.

Letters of offer are extended to candidates with the expectation that tenure will be granted upon review of the candidate's materials by the department, the college, the Provost, the President and the BOT, and that the tenure will be retroactively applied to the date of hire if approved.

TACOE Process Post-Appointment

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 Dean.  
An evaluation by the college committee is not required.

- Semi-expedited: This procedure is followed for candidates who not already tenured and/or who are changing rank upon appointment (e.g., assistant professor currently undergoing tenure and promotion decision process at home institution or 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 Dean

In all cases:

1. The process will be conducted using paper-based documents until further notice
2. There is no requirement to provide documentation (beyond what is in the cv) of research, teaching, or service activities
3. 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
4. The department should vote and record in the committee letter their vote on both a) the decision to grant tenure on appointment, and b) rank of appointment
5. TACOE review is generally not conducted in accordance with the scheduled tenure and promotion calendar; rather review is conducted on-demand

TACOE Application Checklist:

- Candidate's tenure status and rank at prior institution have been determined
- Candidate has been interviewed by the Provost or his delegate
- The offer letter, which states that BOT approval is pending, has been accepted by the candidate
- In addition to the specific file contents listed above for either the expedited or the semi-expedited process, the TACOE review requires the following materials in the application binder (use T&P forms linked [here](#)):
  - Certification that CV is accurate and complete signed by candidate
  - Completed votes and signatures page
- Submit completed application binder with original signatures to the Provost, PC 526