Procedures for Promotion and Tenure
of Tenure-line Faculty in the
FAMU-FSU College of Engineering
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I. Introduction:

Contained herein is a description of the procedure for application/nomination and review of candidates for promotion and tenure in the FAMU-FSU College of Engineering (CoE). This procedure is subject to the requirements for promotion and tenure procedure at the two universities and to the policy established by their respective Boards of Trustees, and to the Board of Governors of the State University System of Florida through the Joint Management Council of the College. Unless otherwise specified in these procedures, we revert to the procedures of the university that is, or would be, the tenure home of any candidate for promotion or tenure in the FAMU-FSU College of Engineering. Further information on promotion and tenure procedure is available in the FAMU and FSU Faculty Handbooks.

Each faculty member should be familiar with FAMU-FSU College of Engineering document *Criteria for Evaluation of Faculty for Promotion and Tenure*. The Procedures for Promotion and Tenure document provides a detailed description of the various steps in the process for evaluation of a candidate. These procedures are identical for all faculty of the College and consistent with the general policies of the university in which they hold their primary appointment. Also, unless otherwise constrained by the two universities, the processing of promotion and tenure applications/nominations for faculty holding primary appointments at FAMU and FSU shall be done concurrently.

II. Promotion and Tenure Committees

1. Each department shall have a promotion and tenure committee made up of three to five tenured faculty, elected by the tenured and tenure earning faculty of the department. The committee should elect from within its ranks a chair, who should if possible be a full professor, and will be responsible for reporting committee actions. If a department does not have a sufficient number of qualified faculty, departmental faculty elected to the committee may ask one or more tenured faculty from other CoE departments to serve in order to meet the minimum membership requirement. The term of the departmental committee is one year, although individual members are eligible for reelection.

2. Each year, the faculty of each department shall select, from among the members of the departmental promotion and tenure committee, one representative to serve on the CoE promotion and tenure committee. The term of the COE P&T representative is one year, with possibility of reelection.

3. The CoE shall have a promotion and tenure committee comprised of the representatives elected by each departmental P&T committee and two representatives elected at-large by the college faculty. One at-large representative shall hold a primary appointment at FAMU and the other shall hold a primary appointment at FSU. The procedure for the election of the at-large
representatives shall be by a vote of all regular college faculty from a slate of eligible tenured faculty from all departments. Terms for the at-large candidates shall be one year, with possibility of reelection. Representatives elected to the promotion and tenure committee by the departments are not eligible for election as at-large representatives.

4. The college promotion and tenure committee shall elect from among its members a chair and a representative to each University P&T Committee. Each representative to the University P&T Committee must hold tenure and primary appointment through that university. The chair may, but is not required to, be one of the University P&T Committee representatives.

5. Elections of the departmental and college promotion and tenure committee and its officers shall take place before the end of the spring semester to be consistent with the schedule requirements of the two universities. Where elections are held they should be by secret ballot.

6. Only tenured, full professors who are not a department chair or higher level academic administrator are eligible to serve on department and college committees.

III. College Procedures for Tenure and Promotion

During the spring semester of a given academic year, each faculty member below the rank of tenured full professor should, in consultation with the department chair, or designated advisory committee, be assessed as to his or her readiness for promotion and/or tenure. If the faculty member is viewed to be ready for consideration for promotion and/or tenure, the department chair, in collaboration with the faculty member, should prepare a nomination binder in accordance with university governing regulations. P&T folders will be prepared in the format, and with all the elements required by the appropriate university in which the candidate holds his or her primary appointment. However, the college requires all P&T dossiers to include at least 5 external letters. In supplying the required specific documentation, candidates should carefully consult the College’s criteria document, “Criteria for the Evaluation of Faculty for Promotion and Tenure.” The failure of the department to recommend promotion or tenure shall not preclude a faculty member from making application or being nominated.

During the fall semester of each academic year, the departmental and college promotion and tenure committees shall do the following:

1. Prepare a schedule of activities related to the college promotion and tenure process that is compatible with the known or expected schedules of the two universities. The college adopts a uniform calendar for all candidates, consistent with the earliest deadlines of either university. Each year the Dean of the College will send a letter to all departments describing any changes to the college processes that result from modifications of the two universities procedures.

2. Upon submission of the completed application/nomination binders, the departmental P&T committee shall carefully consider the accomplishments, performance, and future potential of each candidate in light of the established college criteria for promotion and tenure. Based on this consideration, the committee shall first vote by secret ballot to recommend or not to recommend
promotion. A second secret ballot vote for tenure will be taken, if applicable*. The results of these votes shall be recorded in the binder. Each candidate shall be notified in writing of the results of this vote and in the case of a negative vote, should discuss with the committee chair the reasons for such a recommendation.

3. Subsequent to the positive recommendation of the departmental committee, the chair of the departmental promotion and tenure committee shall, in cases involving tenure, hold a meeting of all tenured faculty in the department. A poll of all tenured faculty shall be taken by secret ballot and the results recorded in each candidate's binder. Each candidate shall be notified by the committee chair in writing of the results of this vote and, in the case of a negative vote, should discuss with the committee chair the reasons for such a recommendation.

4. In the case of a negative recommendation for promotion or tenure by the departmental committee, the affected candidate may appeal to the College level, by writing a letter to the chair of the CoE promotion and tenure committee within 5 business days of receiving the recommendation. Such a letter should contain a rebuttal to the action recommended by the departmental committee. The appeal letter together with the candidate’s folder should then be forwarded to the department chair for further action.

5. In the case of a positive action by the department promotion and tenure committee or an appeal by the candidate, the nomination binder/application shall be delivered to the department chair who, after making his/her recommendation, should forward it for consideration to the CoE promotion and tenure committee.

6. The department chair shall write a letter summarizing the case and justification for his or her recommendation on promotion and tenure for each candidate.

7. The CoE promotion and tenure committee shall review the folder of each candidate in light of the established college criteria for promotion and tenure. Based on this consideration, the committee shall first vote by secret ballot to recommend or not to recommend promotion. A second secret ballot vote for tenure will be taken, if applicable*. Results of the voting should be recorded in the candidate's binder. The candidate shall be notified of the results of the vote in a letter from the committee chair. In the case of a negative vote, the candidate should discuss with the committee chair the reasons for such a recommendation.

7. In the case of a negative recommendation for promotion or tenure by the college committee, the candidate may write a letter of appeal to the Dean within 5 business days of receiving the recommendation. Such a letter should contain a rebuttal to the action recommended by the college promotion and tenure committee.

9. In the case of a positive action by the CoE promotion and tenure committee or an appeal by the candidate, the Dean shall review the candidate's folder and provide a letter justifying his/her recommendation according to the requirements established for the two university promotion and tenure committees. The folders are then forwarded to the respective appropriate university level official† for further action.
* Since tenure is not awarded to Assistant Professors, the tenure vote will only be taken after a positive recommendation for promotion unless the candidate already has associate professor or higher status.

+ For FAMU, letters should be addressed to the Provost’s office. For FSU, the appropriate official is the Vice President for Faculty Development.