

A Proposed 3-Year Implementation Process for Tenure at Florida Tech

Tenure recommendations will be based on general university-level criteria in teaching, scholarship, and service and criteria established by the colleges. Each college is expected to ensure faculty participation in the creation of distinct promotion criteria and tenure criteria that are appropriate for its faculty and distinct from its current promotion guidelines.

All college-level criteria for promotion and tenure will be brought to the Faculty Senate for endorsement. Final versions of college-level criteria require approval by the Provost, who will ensure they meet missions of the colleges, and by the President, who will ensure they meet the mission of the university.

Implementation Process

A. Eligible Faculty

Current faculty members can choose to remain on contract or pursue tenure status. Those that choose to remain on contract will retain their current ranks, titles and lengths of contract; however, the distribution of their teaching, scholarship, and service loads will be adjusted depending on the needs of the colleges. For example, if choosing a contractual teaching-track, faculty members will see an increase in their teaching loads, but can still choose to engage in scholarly activities. Faculty may also elect research-track appointments, depending on level of scholarship and financial support from external funding. The Office of the Provost will initiate each step of this process in order to determine who will be seeking tenure status. Under extenuating circumstances, a delay or second attempt at tenure may be considered if necessary.

Tenure-track faculty not granted tenure could be considered for either a contractual teaching or research contract appointment, depending on the needs of the academic unit/college or on grant funding.

1. Full Professors

Faculty members with rank of full Professor will be considered for tenure in the first year of implementation.

2. Associate and Assistant Professors

Faculty members with rank of Associate Professor will be eligible for tenure consideration in the second year of implementation. Those with more than 5 years in rank will be considered first in this second year of implementation.

Depending on time in rank, faculty members with rank of Assistant Professor will be eligible for tenure beginning in the third year of implementation, including

those promoted to rank of Associate Professor in the first and second year of tenure implementation.

In all cases, pre-tenure probationary periods will be assigned according to time in rank and activity levels in teaching, scholarship and service.

3. New Faculty (first year of employment)

The Academic Unit Head and college Dean can place new faculty hired during the first through third years of tenure implementation into a tenure-track position upon request to the Provost. Criteria for granting of tenure will be included in their Statement of Expectations. Pre-tenure probationary periods will be determined, and in certain circumstances, petitions for extended periods can be granted.

B. University Professors

University Professor is a special, contractual faculty appointment made by the President. Because University Professors report directly to the Provost or the President, and not through a college, they are not eligible for tenure. Current University Professors wishing to pursue tenure must agree to forfeit this title in order to secure a ranked position within an appropriate academic unit in one of the four colleges, with approval of the dean. The faculty member can be reviewed through an expedited tenure review process or can be considered for a probationary period before tenure review.

First Year of Implementation (see Tables at end of document for estimated timelines)

A. President and CEO

As President and CEO with academic rank of Professor and prior tenure appointment, tenure is automatic.

B. Academic Administrators

1. Senior Leadership with academic rank

Members of senior leadership with academic rank who were previously tenured at another institution will be considered for tenured appointments, which will be conferred by the President and CEO. A current *curriculum vitae* and summary of prior and/or current activities in teaching, scholarship, and service will be submitted for consideration. Granting of tenure would apply only to the academic appointment, not the administrative role.

2. College Administrators

a. College Deans

College Deans will be required to submit to the Provost a current *curriculum vitae* that includes information on degrees and certifications, professional appointments, teaching, scholarship and service, honor and awards, and other professional contributions. In addition, summaries of prior and/or current activities in teaching, scholarship, and service are required. The Provost will make recommendations for appointment of tenure to the President for approval. Granting of tenure would apply only to the academic appointment, not the administrative role.

b. Associate Deans, Assistant Deans, and Academic Unit Heads

Associate Deans, Assistant Deans, and Academic Unit Heads with rank of Associate and Full Professor will be required to submit current *curricula vitae* that include information on degrees and certifications, professional appointments, teaching, scholarship and service, honor and awards, and other professional contributions. In addition, summaries of prior and/or current activities in teaching, scholarship, and service are required. The material will be reviewed by college Deans and the Provost, who will make recommendations for appointment of tenure to the President for approval. Granting of tenure would apply only to the academic appointment, not the administrative role.

C. Eligible Faculty

1. Full Professors Choosing Tenure Track

Faculty in this category can either follow an expedited tenure review process or can be granted a probationary period of up to two years, depending on their level of achievement toward their respective college-level criteria required for tenure appointment. Except in extenuating circumstances, faculty members who cannot fulfill college-level tenure criteria within a two-year probationary period should give strong consideration to elect either a contractual teaching track or research track, if available through their college.

Full Professors following an expedited process will be required to submit current *curricula vitae* that include information on degrees and certifications, professional appointments, teaching, scholarship and service, honor and awards, and other professional contributions. In addition, summaries of current activities in teaching, scholarship, and service are required. All documentation will be submitted to respective Deans. College administrators will evaluate materials and make recommendations. Names of endorsed faculty members will be forwarded by the Deans to the Provost for consideration. The Provost will make recommendations for appointment of tenure to the President, who has final approval.

Full Professors granted a probationary period will be expected to meet teaching, scholarship, and service expectations based on annual plans of work in his/her Statement of Expectations, as described in Section 2.1.1 in *Tenure Policies and Procedures*. In these cases, requests to modify the Statement can be initiated only by the pre-tenured faculty.

Pre-tenure annual faculty reviews will be conducted as described in section 4.2.1 in *Tenure Policies and Procedures*. These will be used in the process for tenure review and recommendation, described in Section 4.3 of the same document. Other documentation includes current *curricula vitae* that include information on degrees and certifications, professional appointments, teaching, scholarship and service, honor and awards, and other professional contributions, as well as summaries of current activities in teaching, scholarship, and service.

2. New Faculty (first year of employment)

The Academic Unit Head and college Dean can place new faculty hired during the first year of tenure implementation into a tenure-track position upon request to the Provost and approval by Provost and President. Criteria for granting of tenure will be included in their Statement of Expectations. Pre-tenure probationary periods (i.e. the “tenure clock”) will be initiated and processes described in *Tenure Policies and Procedures* will be followed.

D. Establishment of University Committee on Faculty Promotion and Tenure (UCFPT)

1. Committee Purpose and Scope of Responsibilities

The primary purpose of this UCFPT is to oversee the promotion and tenure procedure and make recommendations about promotion and tenure appointment for tenure-track faculty.

2. Committee Constitution, Representation, and Structure

The UCFPT is composed as described in the faculty policy “Standing Committees of the Academic Faculty” (FH 1.5). [Note: this policy may need some rework based on emphasis of tenure.]

E. Establishment of the Academic Freedom and Tenure Committee (AFTC)

1. Committee Purpose and Scope of Responsibilities

The AFTC oversees and maintains the integrity of academic freedom and the tenure system. They recommend resolutions to disputes between faculty and the university with respect to tenure, promotion, and academic freedom. The AFTC is the appeal body for faculty appealing decisions on promotion and all stages of tenure review.

2. Committee Constitution, Representation, and Structure

The AFTC is composed as described in the faculty policy “Standing Committees of the Academic Faculty” (FH 1.5). [Note: this policy may need some rework based on emphasis of tenure.]

Second Year of Implementation (see Tables at end of document for estimated timelines)

A. Eligible Faculty

*Until such a time that larger numbers of tenured faculty are established in each college, colleges can choose to use tenured faculty from outside the college to meet appropriate membership numbers on college-level committees.

1. Associate Professors Choosing Tenure Track

Faculty members with more than 5 years in rank of Associate Professor will be considered first in this process, followed by those with 5 years or less.

Faculty in this category can either follow an expedited tenure review process as described in Section 4.7 of *Tenure Policies and Procedures* or can be granted a probationary period of up to two years, depending on their level of achievement toward their respective college-level criteria required for tenure appointment. Except in extenuating circumstances, faculty members who cannot fulfill college-level tenure criteria within a two-year probationary period should give strong consideration to elect either a contractual teaching track or research track, if available through their college.

Each Associate Professor granted a probationary period will be expected to meet teaching, scholarship, and service expectations based on annual plans of work in his/her Statement of Expectations, as described in Section 2.1.1 in *Tenure Policies and Procedures*. In these cases, requests to modify the Statement can be initiated only by the pre-tenured faculty.

Pre-tenure annual faculty reviews will be conducted as described in section 4.2.1 in *Tenure Policies and Procedures*. These will be used in the process for tenure review and recommendation, described in Section 4.3 of the same document. Other documentation includes current *curricula vitae* that include information on degrees and certifications, professional appointments, teaching, scholarship and service, honor and awards, and other professional contributions, as well as summaries of current activities in teaching, scholarship, and service.

2. New Faculty (first year of employment)

The Academic Unit Head and college Dean can place new faculty hired during the second year of tenure implementation into a tenure-track position upon request to the Provost and approval by Provost and President. Criteria for granting of tenure will be included in their Statement of Expectations. Pre-tenure probationary periods (i.e. the “tenure clock”) will be initiated and processes described in *Tenure Policies and Procedures* will be followed.

Third Year of Implementation (see Tables at end of document for estimated timelines)

A. Eligible Faculty

1. Assistant Professors Choosing Tenure Track

Faculty members with more than 5 years in rank of Assistant Professor will be considered first in this process, followed by those with 5 years or less in rank.

Assistant Professors with more than 5 years in rank can enter directly into the promotion and tenure process described in Section 4.3 of *Tenure Policies and Procedures* or can be granted a probationary period of up to two years, depending on their level of achievement toward their respective college-level promotion and tenure criteria. Except in extenuating circumstances, Assistant Professors with more than 5 years in rank who cannot fulfill college-level tenure criteria within a two-year probationary period should give strong consideration to elect either a contractual teaching track or research track, if available through their college.

Assistant Professors with 5 years or less in rank (and who were not newly hired in the first and second year of implementation) will be granted a probationary period, the duration of which should allow for a minimum of 6 years in a pre-tenure status.

Each Assistant Professor granted a probationary period will be expected to meet teaching, scholarship, and service expectations based on annual plans of work in his/her Statement of Expectations, as described in Section 2.1.1 in *Tenure Policies and Procedures*. In these cases, requests to modify the Statement can be initiated only by the pre-tenured faculty.

Pre-tenure annual faculty reviews will be conducted as described in section 4.2.1 in *Tenure Policies and Procedures*. These will be used, along with other documentation, in the process for tenure review and recommendation, described in Section 4.3 of the same document.

2. New Faculty (first year of employment)

The Academic Unit Head and college Dean can place new faculty hired during the third year of tenure implementation into a tenure-track position upon request to the Provost and approval by Provost and President. Criteria for granting of tenure will be included in their Statement of Expectations. Pre-tenure probationary periods (i.e. the “tenure clock”) will be initiated and processes described in *Tenure Policies and Procedures* will be followed.

Year One of Tenure Implementation – AY2018-2019

Tenure Candidates*	Documentation	Review/Endorse	Approval	Timeline
President and CEO	n/a	n/a	Automatic	n/a
Senior Leadership (with faculty rank, previously tenured)	<ul style="list-style-type: none"> • Current CV • Summary of activities in teaching, scholarship, and service is required 	President	President	Late Fall 2018
College Deans	<ul style="list-style-type: none"> • Current CV • Summary of activities in teaching, scholarship, and service is required 	Provost	President	Late Fall 2018
College Administrators (Associate Deans, Assistant Deans, Department Heads)	<ul style="list-style-type: none"> • Current CV • Summary of activities in teaching, scholarship, and service is required 	College Dean Provost	President	Late Fall 2018
Full Professors (Expedited process)	<ul style="list-style-type: none"> • Current CV • Summary of activities in teaching, scholarship, and service is required 	College Administrators Dean Provost	President	Spring 2019

*Timelines for full Professors granted a probationary period before going up for tenure will vary.

Year Two of Tenure Implementation (AY2019-2020)

Tenure Candidates*	Documentation	Review/Endorse	Approval	Timeline
Associate Professors (promoted >5 years ago) (Expedited process)	<ul style="list-style-type: none"> • Current CV • Summary of activities in teaching, scholarship, and service is required 	Academic Unit Head Dean UCFPT (possible) Provost	President	Fall 2019
Associate Professors (promoted 5 years ago or less) (Expedited process)	<ul style="list-style-type: none"> • Current CV • Summary of activities in teaching, scholarship, and service is required 	Academic Unit Head Dean UCFPT (possible) Provost	President	Spring 2020

*Timelines for Associate Professors granted a probationary period before going up for tenure will vary.

Year Three of Tenure Implementation (AY2020-2021)

Tenure Candidates*	Documentation	Review/Endorse (in spring)	Approval	Timeline
Assistant Professors (in rank >5 years) (direct entry to promotion and tenure process)	<ul style="list-style-type: none"> • See “Promotion and Tenure Dossier Format” (FH Appendix 1) 	Academic Unit Head CPTC Dean UCFPT Provost	President	Fall 2020

*Timelines for Assistant Professors granted a probationary period before going up for tenure will vary.

Tenure Implementation Plan FAQs

1. Will current full professor be evaluated for tenure based on tenure criteria for associate professors?

Full professors will be evaluated for tenure based on tenure criteria defined by the colleges for tenure and promotion to associate professors. However, if appointed tenure, full professors must meet annual evaluation criteria according to their rank.

2. Is the request for a one- or two-year probationary period automatically granted?

Faculty members being considered for tenure will work closely with their academic unit heads and deans to determine if they will be reviewed through the expedited tenure review process or if they will receive a probationary period before tenure review. The length of probationary period will depend on their level of achievement toward their respective college-level tenure criteria.

3. Can current faculty who go up for tenure after a probationary period submit the same documents for tenure review that faculty submit if they receive an expedited review (i.e., a CV and summaries of research and teaching)?

Current faculty at the associate and full professor ranks will provide a CV and summaries of research and teaching whether they follow an expedited tenure review process or are granted a probationary period before tenure review. For faculty members granted a probationary period, work performed during that time should be highlighted/emphasized in the documentation.

Current assistant professors will submit a full dossier since they will be receiving tenure and promotion to associate rank.

4. If current associate and assistant professors are promoted in rank within teaching or research tracks, can they choose to go up for tenure in the second or third year of implementation?

Once a current faculty member of any rank chooses a teaching or research track, they will no longer be eligible for a tenure-track position.

5. If current associate and assistant professors plan to pursue a tenure-track position, can they receive a reduced teaching load before they are able to declare in the second and third years of implementation?

Until that choice can be made, faculty loads currently in practice by college will be maintained.

6. Will current faculty be guaranteed a teaching or research position if they fail to get tenure?

Teaching or research positions for faculty members who are not appointed tenure are subject to availability and to the needs of the college and university. Thus, it is very important to seek and follow appropriate counsel from academic unit heads and deans about the likelihood of success toward a tenure appointment.

7. Will current faculty who go up for tenure through the expedited tenure review process have the ability to appeal the decision through the AFTC?

An appeal process through the AFTC will be available to all faculty who are not granted tenure, regardless of the process.

8. Will non-tenured college administrators be evaluating faculty for tenure?

Until such a time that critical numbers of administrators or faculty are tenured, non-tenured college administrators will likely be involved in the evaluation process.

9. Will faculty categorized as University Professors be eligible for tenure?

University Professor is a special, contractual faculty appointment made by the President. Because University Professors report directly to the Provost or the President, and not through a college, they are not eligible for tenure. Current University Professors wishing to pursue tenure must agree to forfeit this title in order to secure a ranked position within an appropriate academic unit in one of the four colleges, with approval of the dean. The faculty member can be reviewed through an expedited tenure review process or can be considered for a probationary period before tenure review.