

# **Florida A&M University**

## **Tenure and Promotion Criteria for Colleges and Schools**

**Agriculture and Food Sciences**

**Allied Health Sciences**

**Architecture**

**Arts and Sciences**

**Business and Industry**

**Education**

**Engineering**

**Environment**

**Journalism**

**Law**

**Libraries**

**Nursing**

**Pharmacy and Pharmaceutical Sciences**

Tenure Criteria  
School of Allied Health Sciences

**FLORIDA A&M UNIVERSITY  
SCHOOL OF ALLIED HEALTH SCIENCES**

**TENURE POLICY**

**I. Introduction**

The following policies and procedures relating to tenure were formulated under the following conditions:

- a) in accordance with the regulations of the BOR, the stipulations of the BOR-UFF Agreement, the distinctive goals and policies of Florida A&M University and its affirmative action commitment;
- b) as a framework for more specific descriptions and criteria which may be developed by the School of Allied Health Sciences with the concurrence of the office of Academic Affairs; and
- c) based on authority granted by the University and the UFF/BOR contract the School exercises its right to determine the standards, qualifications and criteria for tenure;
- d) with the understanding that variations may be acceptable when appropriately justified and formally approved by the President or his representative.

**II. Tenure**

1. “Tenure is that condition attained by the faculty member through highly competent teaching and research, or other scholarly activities, service, and contributions to the university and to society.” (BOR 6C-5.06 [2] {a})

“Nomination of a faculty member for tenure shall signify the President is satisfied the candidate will continue to make significant professional contributions to the university and to society.” (BOR 6C-5.06 [2]).

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 that year (See Section III, Tenure Policy, School of Allied Health Sciences).
3. In quality, quantity, and consistency, such performance must provide grounds 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.

**A. Eligibility**

- (1) Normally, only employees with the rank of assistant professor, associate professor, and professor shall be eligible for tenure.
- (2) Except for employees who, by virtue of prior service credited at time of appointment, pursuant to Board rule FAC 6C-5.225 (4)©, 1988, are eligible for consideration earlier, an employee shall normally be considered for

tenure during the fifth year of continuous service in a tenure-earning position or, at the option of the employee and with the concurrence of the appropriate

administrative officials, during the sixth such year in a tenure-earning position. Any deviations from this schedule must be approved by the Provost and Vice President for Academic Affairs. By the end of six full years of service in a tenure-earning position within the State University System, an employee eligible for tenure shall either be awarded tenure or given notice that further employment will not be offered. The notice shall be accompanied by a statement of reasons by the President or representative why tenure was not granted. (Collective Bargaining Agreement 15.5)

- (3) Except for faculty members who have been tenured at another university in the SUS, no tenure decision will normally be considered at the time of appointment. Additionally, no tenure decision will normally be considered during the first year of regular appointment of a faculty member and for this reason no more than three years prior service will normally be credited toward tenure eligibility at the time of appointment. Requests for exceptions will be considered by the Provost and Vice president for Academic Affairs upon recommendation from the Dean.

B. Credit Toward Eligibility

- (1) The rules of the board provide that the president may recommend credit for time spent in a tenure-earning position at another University or certain other equivalent experience, and that “the number of years of previous service which the President may agree to recommend as credit toward a faculty member’s eligibility for tenure shall be agreed upon in writing at the time of employment.” These Board rules became effective in November of 1975. Prior to that time, consideration was given to the granting of credit for previous service at the time of the tenure application. The BOR-UFF Agreement (Article 15.3) also provides that prior service must be credited at the time of appointment.
- (2) Because of the modification of the Board rules in November of 1975, for faculty members who were hired prior to that time where no agreement was reached in writing regarding the number of years of credit for prior service, but where the representation was made that the University could consider granting credit for prior service and a faculty member has relied on that representation, the University will still consider granting credit for such prior service and will request the Board to consider any such credit allowed as sufficient justification for approval of tenure at an early time. It should be clear that the granting of credit for prior service is a separate matter from the quality of the tenure application itself.

C. Interpretation of Faculty Rights and Privileges Regarding the Fifth and Sixth Years

- (1) For a faculty member to be granted tenure, a positive, overt act by the Board of Regents 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 fifth year who are not on a terminal contract and who do not have tenure or a deferral for tenure consideration in the sixth year, must apply for tenure. Failure to do so will result in a letter of non-renewal. Deferral to a sixth year for tenure consideration requires a written request by the candidate to his/her dean and written approval of that request by the dean. If this deferral request is granted, the faculty member must then be considered for tenure in the sixth year whether formal application is made or not, provided that no agreed upon leave of absence is involved. Failure to apply for tenure in the sixth year must result in a letter of non-renewal from the president.

(3) A faculty member under fifth year tenure review may withdraw from the process without prejudice provided that the faculty member requests such in writing to his/her dean and the dean concurs in writing.

a. if the dean concurs, the tenure application must be withdrawn and the faculty member must apply during the sixth year and that sixth year application must be on a prejudice-free basis.

b. If a dean does not concur, and the faculty member withdraws his/her application, a letter of non-renewal must be given to the faculty member by the President before the end of the faculty member's fifth year.

(4) In the case where a tenure application was withdrawn during the fifth year, the sixth year application must be prejudice-free.

a. By prejudice-free is meant that prior year voting by a candidate's school committee and recommendations from the division director, dean, Provost and Vice President for Academic Affairs, and President shall be excluded from sixth year consideration. Further, documents specifically prepared for the tenure application also must be excluded except as they are appropriately included in the faculty member's personnel evaluation file.

b. In tenure cases withdrawn to sixth year, the division director and faculty candidate shall, within 45 days from the withdrawal, disassemble the tenure application such that the candidate's personnel file is prejudice-free as described above.

c. Tenure Criteria

Tenure is that condition attained by a faculty member through highly competent research and teaching, or other scholarly activities, length of service, and contributions to the university and to society.

To be considered as a candidates for tenure, faculty shall possess a doctorate degree in their respective discipline or in an appropriate

related discipline and in addition shall meet criteria demonstrative of meritorious performance in the rank held.

The School of Allied health Sciences will comply with Article 15 of the UFF/BOR Agreement, and be guided by the Constitution and Faculty handbook of the University in the management of the condition of tenure.

## II. Academic Ranks

### A. Minimum Requirements for Various Academic Ranks

#### (1) Instructor, Lecturer and Similar – Regular, non-tenure earning

- a. The Master's degree is normally required in a field directly relevant to the corresponding program. Exceptions must be approved by the Provost and Vice President for Academic Affairs upon recommendation from the dean.
- b. Qualifications for teaching, particularly in laboratory skill(s) courses, beginning courses, and team-taught courses, at a satisfactory level of performance.
- c. Qualifications 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 competencies.

#### (2) Assistant Professor – Regular, tenure earning

- a. The doctorate (or other terminal degree where appropriate) is required in the corresponding field.
- b. Qualifications for teaching a variety of courses, particularly undergraduate, at an above satisfactory level of performance.
- c. Qualifications to undertake at a satisfactory level of performance research or other creative activities, which are aimed at expanding the frontiers of knowledge. These activities should receive regional and national professional recognition

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<sup>1</sup>"Terminal Degree" is used as understood for purposes of higher education. Where the doctorate is not the terminal degree, the School shall specify this minimum requirement with the concurrence of Academic Affairs.

- (2) Assistant Professor – Regular, tenure earning (cont'd)
- d. Qualifications to undertake professional service at a satisfactory level of performance. These activities should receive regional and national professional recognition.
  - e. Academic participation within the collegial system of the division, School, and University, based on contributions to the effective day-to-day functioning of the same.
- (3) Associate Professor – Regular, tenure earning
- a. The doctorate (or other terminal degree where appropriate) is required in the corresponding field.
  - b. Qualifications and experience for teaching a variety of courses, including graduate courses where appropriate, at an above satisfactory level of performance.
  - c. A record of substantial accomplishments in research or other creative activities, which are aimed at expanding the frontiers of knowledge. These activities should have received regional and national professional recognition.
  - d. A record of substantial professional service. These activities should have received regional and national professional recognition.
  - e. Significant academic citizenship within the University, school, and Division, based on contributions to the effective day-to-day functioning of the same.
- (4) Professor – Regular, tenure earning
- a. The doctorate (or other terminal degree where appropriate) is required in the corresponding field.
  - b. Qualification and experience for teaching a variety of courses, including advance graduate courses where appropriate, at an above satisfactory level of performance.
  - c. A substantial record of excellence in research or other creative activities, which are aimed at expanding the frontiers of knowledge.
  - d. A substantial record of excellence is professional service. These activities should have received regional and national professional recognition.
  - e. Academic leadership within the collegial system of the Division, School, and of the University, based on contributions to the effective day-to-day functioning of the same.

### III. Tenure Application Process

- A. The division director must assess the faculty's progress toward tenure annually and inform him/her, in writing, of the evaluation outcome. Based upon the faculty's progress toward meeting the School of Allied Health Sciences criteria and the general university criteria, the Dean may recommend to the Provost and Vice President for Academic Affairs (1) changes in the faculty member's previous assignment; (2) an extension of one year in the event of hardship or unforeseen circumstance; or (3) non-reappointment.
- B. At the beginning of the faculty's fifth year of continuous service in a tenure-earning position, the dean of School informs the faculty of his/her eligibility for tenure. The dean provides each eligible faculty with an application form, the School tenure criteria, the University-wide minimum standards for tenure, and the criteria for tenure as stated in Article 15 of the BOR/UFF Collective Bargaining Agreement.
- C. A faculty who is in the fifth year of continuous service in a tenure-earning position who does not wish to apply for tenure must notify the dean, in writing, of his/her decision to defer applying until the sixth year.
- D. Completed application, along with letters of recommendation and other supporting documents, is submitted to the applicant's division director.
- E. The candidate's division director or Dean is responsible for insuring that the tenure application includes all documents which are relevant to the review process and does not contain documents directly related to any earlier tenure review process, in the event that the faculty member had withdrawn a previous tenure application without prejudice (see Section II. D of this document).
- F. Once a tenure application is prepared and submitted to the division director, it moves through a process that includes review and approval/disapproval by appropriate the candidate's division director, school committee, the dean, the Office of Academic Affairs, the University president and the Board of Regents.
- G. As the tenure application moves through the review process, new information or documentation may be inserted into the application by the candidate, division director, Dean, or Provost and Vice President for Academic Affairs up to the time the President's recommendation (for tenure) is reached. Newly-added information to an application is not retroactive to recommendations made earlier in the review process, but shall become part of the evidence upon which subsequent recommendations are made. A candidate, his/her division director, and dean, and the office of Academic Affairs must be informed of any new material(s) added to a tenure application once that application has moved to a subsequent stage in the review process.
- H. Upon a one-day notice, a candidate shall have supervised access to his/her tenure application for purposes of reviewing its contents. Those individuals directly involved in the established tenure review process shall automatically have access to candidate applications for purposes of timely review.
- I. At each step of the tenure process, the candidate will be notified in writing of the recommendations actually made. Appropriate division directors should also be notified of such results.
- J. After the President has made the tenure recommendation, the tenure application will be returned to the candidate's division director or dean, who will insert it into the personnel evaluation file,

with the exception that only an inventory of bulky documents need be returned to the evaluation file. Duplicate documents from the application will be returned to the candidate.

V. Evaluation Criteria

The candidate's performance in the following areas during the five tenure-earning years will be evaluated: (1) Teaching and clinical education related activities, (2) Scholarly publications, research, creative activities, and exhibitions, and (3) Service. At the beginning of the first year of the employee's tenure-earning status, he/she will be assigned one (1) of two (2) workload options. The assignment will be based on the University's and School's needs and employee's teaching and research expertise. Option one is designed for faculty who are primarily assigned teaching and teaching-related activities (normally a minimum teaching load of twelve hours). Option Two is designed for faculty whose assignments reflect an increased emphasis on research (normally a minimum teaching load of nine hours). At the end of the first year in a tenure-earning position, a faculty's workload will be reviewed for possible changes. Thereafter, no change in workload option will be permitted without the approval of the division director and the dean.

OPTION ONE

A. Teaching and Clinical Education Related Activity (TOTAL 75%)

1. Teaching Effectiveness (45%)

- a. Demonstrates effective teaching as evidenced by student evaluations, division director evaluations, and peer evaluations. Peer evaluations and student evaluations will be anonymous.
- b. Demonstrates effective teaching as evidenced by faculty member's portfolio showing course syllabi, course objectives, competencies sought, and methods of evaluation including quizzes, written assessment, learning activities, examinations, and final examinations.
- c. Demonstrates effective clinical readiness as evidenced by student development of clinical competencies as evidenced from laboratory assignments, experiments, projects and use of laboratory resources.
- d. Provides meaningful clinical experiences (includes internships) for students as evidenced by student evaluations, division director evaluations, clinical supervisor evaluations, and performance of students on where applicable and the employment of graduates in appropriate professional settings.
- e. Secure and establish professional relationships with clinical affiliates by maintaining appropriate clinical contracts.
- f. Demonstrates creative use of knowledge and conceptualization of a problem such as the application of a teaching method to improve the efficiency of the teaching learning process or by developing a professional practice activity or clinical practice model.
- g. Meets classes regularly and promptly.
- h. Schedules and places students on internships and in clinical experiences effectively.

- i Plans and distributes syllabi and clinical schedules at the beginning of each semester
  - j. Informs students of clinical placement at least 4-6 weeks before placement.
  - k. Maintains office hours and is reasonably available to students throughout the academic year as demonstrated by satisfactory division director and student evaluations.
- 2. Academic Advisement (20%)
  - \* a. Maintains and meets office hours and is reasonably available to students throughout the academic year as demonstrated by satisfactory division director and student evaluation.
  - \* b. performs assigned pre-registration and registration duties.
  - \* c. Maintains proper academic advisement files.
  - \* d. Provides appropriate advisement as evidenced by student's retention, progression, and graduation.
- 3. Professional Activity (10%)
  - a. Maintains active membership and actively participates in professional organizations and associations.
  - b. Utilizes professional experiences to enhance teaching effectiveness.
- B. Scholarly Publications, Research, and Creative Activities (15%)
  - 1. Scholarly Publications and Research
    - \* a. Publishes (or shows acceptance of) at least two discipline related articles in refereed journals with one being in an off campus publication, books, chapters in books, and monographs.
    - \* b. Presents at least two papers or performs other discipline related professional activities.
    - \* c. Evidences indicative of the utilization of knowledge of research in student assignments, classroom presentations, and oral presentation within the School, Division, clinical agency, or professional association.
    - \* d. Sought as a consultant in his/her area of research and/or practice (to conduct workshops with other faculties, governmental agencies, health delivery organizations).
- C. Service (10%)
  - 1. University Service
    - a. Actively participates on campus committees and performs other related responsibilities when assigned.

- a. Attends campus professional meetings (division, school, university).
  - b. prepares reports in a professional and timely manner when assigned (division, school, university).
2. Public Service
- a. professional
    - Engages in unsalaried service to the community, state, or nation for which the candidate's academic, educational, or professional training is essential.
  - b. Community
    - Engages in unsalaried humanitarian service to the community, state, or nation for which the candidate's academic, educational, or professional training is not *essential*.

OPTION TWO

- A. Teaching and Clinical Education Related Activity (TOTAL 65%)
  - 1. Teaching Effectiveness (35%)
    - a. Demonstrates effective teaching as evidenced by student evaluations, division director evaluations, peer evaluations, and recommendations, syllabi, and performance of students on standard examinations. Peer evaluations and student evaluations will be anonymous.
    - b. Provides meaning clinical experiences (also includes internships) for students as evidenced by student evaluations, division director evaluations, and performance of students on standard examinations.
    - c. Secure and establish professional relationships with clinical affiliates by maintaining appropriate clinical contracts.
    - d. Demonstrates creative use of knowledge and conceptualization of a problem such as the application of a teaching method to improve the efficiency of the teaching learning process or by developing a professional practice activity or clinical practice model.
    - e. Meets classes regularly and promptly.
    - f. Schedules and places students for internships and clinical experiences in a timely manner.
    - g. Plans and distributes syllabi and clinical schedules at the beginning of each semester.
    - h. Informs students of clinical placement at least 4-5 weeks before placement.
    - i. Maintains office hours and is reasonably available to students throughout the academic year as demonstrated by satisfactory division director and student evaluations.

2. Academic Advisement (20%)
    - \* a. Maintains office hours and is reasonably available to students throughout the academic year as demonstrated by satisfactory division director and student evaluations.
    - \* b. performs assigned pre-registration and registration duties.
    - \* c. Maintains academic advisement files with all necessary forms.
    - d. Performs recruitment duties when assigned.
  3. Professional Activity (10%)
    - a. Maintains active membership and actively participates in professional organizations.
    - b. Utilizes professional experiences to enhance teaching effectiveness.
- B. Scholarly Publications, Research, Creative Activities, and Exhibitions (TOTAL 25%)
1. Scholarly Publications and Research
    - \* a. Publishes (or shows acceptance of) at least four discipline related articles in refereed journals, three of which must be in an off campus publication.
    - \* b. Presents at least four papers or performs other discipline related professional activities.
    - \* c. Engages in on-going research as evidenced by grant proposal procurement or other research related activities.
    - d. Evidences indicative of the utilization of knowledge of research in student assignments, classroom presentations, and oral presentation within the School, Division, Clinical agency, or professional association.
    - e. Sought as a consultant in his/her area of research and/or practice (to conduct workshops with other faculties, governmental agencies, health delivery organizations).
- C. Service (10%)
1. University Service
    - a. Actively participates on campus committees and performs other related responsibilities when assigned.
    - b. Attends campus professional meetings (division, school, university).
    - c. Prepares reports when assigned (division, school, university).
    - d. Performs recruitment duties when assigned.

2. Public Service

a. Professional

Engages in unsalaried service to the community, state, or nation for which the candidate's academic, educational, or professional training is essential.

b. Community

Engages in unsalaried humanitarian service to the community, state, or nation for which the candidate's academic, educational, or professional training is not *essential*.

**PROMOTION CRITERIA**  
School of Allied Health Sciences

B. Promotion Criteria

- (1) “The criteria for faculty promotion shall include the minimum qualifications for initial appointment to the various ranks or positions. In addition, promotion shall be justified by the faculty member’s increased skills in the performance of duties, increased knowledge in the field of specialty, and increased recognition of the faculty member as an authority in his/her field.” (BOR 6C-5.29 (s).
- (2) For any promotion, successful performance at the level of 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. Nevertheless, performance in both area at the level corresponding to the higher rank is necessary.
- (3) 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.
- (4) Promotion to Associate Professor will be considered after approximately five years in the rank of Assistant Professor, since experience indicates that such is the minimum time required to develop the corresponding qualifications. Exceptions will be considered by the Vice President for Academic Affairs upon recommendation of the Dean.
- (5) Promotion to Professor is the highest academic distinction the University may grant 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.
- (6) No promotion will be considered during a faculty member’s first year of regular appointment in the School of Allied Health Sciences, nor while a faculty member is on leave from a Division or the School.

C., Promotion Procedure

Promotion – In keeping with Article 14 of the current UFF/BOR Contract, promotion decisions in the School of Allied Health Sciences will be the result of assessment of the employee’s potential for growth and scholarly contribution as well as past performance. Employees eligible for consideration for promotion shall be apprised of their progress toward promotion every other year beginning with the second full year of employment, upon written request. The purpose of appraisal is to assist and counsel candidate to help them meet promotion qualifications as stated in criteria.<sup>2</sup>

The procedure for promotion in the School of Allied Health Sciences is in compliance with and based upon the guidelines of the UFF/BOR Agreement as cited in Article 14, the Constitution and By-Laws, and the Faculty Handbook.

Nominations for promotion of faculty members are made to the Dean of the School by the division Director of the professional program. Nominations are submitted by the Dean of the School to the Vice President for Academic Affairs. If recommended by the Dean, and approved by the Provost and Vice President for Academic Affairs, the recommended are transmitted to the President for Action. Recommendations for promotion to the rank of Associate or Full Professor must be accompanied by a summary of the opinions of the individual faculty members of the Division holding rank superior to that of the candidate for promotion.

#### IV. Tenure/Promotion Application

- A. Written procedures approved by the office of Academic Affairs which describe the processes for peer and administrative review of tenure/promotion applications, are available in the office of the Dean.
- B. A tenure/promotion application is created specifically to contain information used for a series of tenure/promotion recommendations which, ultimately, lead to a personnel decision.
  - (1) Upon expression by a faculty member of intent to seek tenure or promotion (or both), the Division director shall direct the candidate to prepare his or her own application.
  - (2) When evaluations and personnel decisions are made regarding tenure/promotion issues, the only documents which may be used are those contained in the candidate's personnel evaluation file. The tenure/promotion application is considered a part of each candidate's personnel evaluation file.
  - (3) The candidate's division director or Dean is responsible for insuring that the tenure/promotion application includes all documents which are relevant to the review process and does not contain documents directly related to any earlier tenure review process, in the event that the faculty member had withdrawn a previous tenure application without prejudice (see Section II, D of this document).
  - (4) Once a tenure/promotion application is prepared, it moves through a process that includes review by appropriate division committees, school committee, the candidate's division director and dean, the Office of Academic Affairs, the University President and, in tenure cases, the Board of Regents.

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<sup>2</sup>Constitution and By-Laws, p. 27

- (5) As the tenure/promotion application moves through the review process, new information or documentation may be inserted into the application by the candidate, division director, Dean, or Provost and Vice President for Academic Affairs up to the time the President's recommendation (for tenure) or decision (for promotion) is reached. Newly-added information to an application is not retroactive to recommendations made earlier in the review process, but shall become part of the evidence upon which subsequent recommendations are made. A candidate, his/her division director, and dean, and the office of Academic Affairs must be informed of

any new material(s) added to a tenure/promotion application once that application has moved to a subsequent stage in the review process.

- (6) Upon a one-day notice, a candidate shall have supervised access to his/her tenure/promotion application for purposes of reviewing its contents. Those individuals directly involved in the established tenure/promotion review process shall automatically have access to candidate applications for purposes of timely review.
- (7) At each step of the tenure/promotion process, the faculty candidate will be notified in writing of the recommendations and decisions actually made. Appropriate division directors should also be notified of such results. Presidential decisions regarding promotion cases will be made by April 15 and Board of Regents' decisions regarding tenure cases will be made by September 15.
- (8) After the President has made the tenure recommendation or promotion decision, the tenure/promotion application will be returned to the candidate's division director or dean, who will insert it into the personnel evaluation file, with the exception that only an inventory of bulky documents need be returned to the evaluation file. Duplicate documents from the application will be returned to the candidate.

Tenure Criteria  
School of Architecture

**GUIDELINES FOR THE EVALUATION OF APPLICATIONS FOR  
TENURE  
SCHOOL OF ARCHITECTURE  
FLORIDA A&M UNIVERSITY  
Adopted by the School of Architecture Faculty December 1991**

**Preface**

Faculty who apply for tenure will be reviewed by the appropriate committee in accordance with the guidelines and criteria in the attached list. This list is not exhaustive and does not preclude the fact that a committee is obligated to make a recommendation based upon considered evaluation of all available information relating to a candidate. It is implicit, for example, that a candidate will possess a basic integrity common to all professions. Likewise, while not so stated, a committee is free to ask for the assistance of individuals both inside and outside the academic community in making its recommendations.

In determining its recommendation for tenure, the School's review committee shall consider the candidate's adherence to accepted standards of moral, ethical, professional, academic, and collegial conduct. It is understood that social behavior (in terms of the above-mentioned standards) which is unpopular or lacking favor in the opinion of one's colleagues, is not an appropriate basis for denial of tenure. However, conduct which is clearly detrimental to the maintenance of the health and spirit of the School of Architecture community and is seen as being capable of preventing the School from carrying out its educational missions shall be considered appropriate justification for recommending denial of tenure. In such an event, the committee shall be able to cite specific instances which demonstrate a clearly defined pattern of such detrimental conduct.

It must be pointed out that the current educational direction, needs, and mission of the School of Architecture at the time of a candidate's review will always be factors that can mitigate any final judgment no matter how a candidate may be evaluated otherwise.

The attached list of evaluation factors should be viewed as a guideline to the possible range of skills, expertise, experience, and attitudes normally considered for promotion or tenure by the appropriate committee. Candidates are encouraged, however, to provide any additional information which they feel may strengthen their application.

Ultimately, all recommendations will be made through informed judgment and will reflect the goals of the Florida A&M University School of Architecture to ensure fairness to the candidate and the maintenance of academic excellence.

**Guidelines for Consideration of Applications for Tenure**

Candidates for tenure in the School of Architecture shall normally be expected to meet the following criteria:

*Degree in applicant's field  
Of teaching*

Master of Architecture or graduate-level degree in a closely related field is required. For the area of History and Theory, the PhD is expected.

*Teaching or research  
Experience (university level)*

A minimum of four academic years of full-time-equivalent teaching or research.

*Teaching effectiveness*

Consistent effectiveness as evidenced by

- a) At least two recent terms of high student evaluation results in required courses,
- b) Peer recognition
- c) Innovative teaching techniques
- d) Scholarship activities relating to teaching and education, and
- e) A critical reflective essay, 1000 words maximum.

*Professional license*

1. In the area of architectural design (studio)

<i>And or experience</i>	two years of professional experience is appropriate.
<i>Research or creative activity,</i> <i>Appropriate to applicant's field of teaching</i>	2. Professional registration is desirable and can substitute for weakness in another area. Record of sustained activity/achievements as evidenced by peer recognition in the field, publications, awards, exhibits or equivalent.
<i>Activity and effectiveness in academic governance (School and University</i>	Evidence of sustained quality of service consisting of records of assignment committees etc. and evidence of activity.
<i>Community service (community; academic Community; professional associations)</i>	Evidence of sustained involvement and service

The criteria shall be considered minimum exceptions for tenure. In special circumstances, a candidate's weakness in one of the above areas may be offset by strengths in other areas.

In addition to the formal University application with its attached materials, the review committee shall consider at least three letters of recommendation, two of which should be from within the School of Architecture, and any other material deemed by the candidate to support the application with respect to the above areas. It may call upon expert advice from outside or from within the School to properly assess the significance and quality of work or evidence submitted for consideration.

As required by the University, any recommendation for rejection of an application must be accompanied by a letter specifying the criteria which, in the committee's opinion, have not been met.

**Evaluation Factors for Assessment of Faculty performance by Committees Making**

**Promotion and Tenure Recommendations**

***I. Teaching Ability***

The Committee shall consider:

- a. Assessments by faculty colleagues.
- b. Assessments by alumni.
- c. Evaluation by students (through consisted history of evaluation questionnaires).
- d. Quality, currency, and appropriateness of course contents.
- e. Evidence of recognition outside the School

***II. Research, Publications, professional practice, and other Creative Activities***

The Committee shall consider the quality appropriateness, and significance of:

- a. Funded and unfounded research endeavors.
- b. publications—books, articles, reviews, and papers.
- c. professional registration.
- d. Achievements and recognition in other creative pursuits.
- e. Presentation of papers at seminars and conferences.

***III. Academic, Professional, and Community Service***

The Committee shall consider the quality and significance of:

- a. Service on University and School committees and other academic bodies.
- b. Student advising and counseling activities.
- c. Contributions to University and School management and quality of life.

- d. Service in local, state, and national professional organizations and governmental bodies
- e. Civic and community activities.

**Elaboration of Evaluation Factors**

***I. Teaching Ability***

The term “appropriateness” as used below should generally be understood as appropriateness relative to the over all policy, aims, and objectives of the School and University; the state of the art in architecture; the particular field of a given course; and the level of students for whom the course is intended.

In assessing teaching ability; the committee shall consider factors such as the following:

1. Appropriateness of course content and objectives.
2. Adequate preparation and mastery of subject matter.
3. Intrinsic popularity and character of the subject matter.
3. Appropriateness of course organization.
4. Appropriateness and effectiveness of teaching methods and techniques.
5. Effectiveness in conveying subject matter to students, stimulating their curiosity and desire to learn, and developing critical thinking and creative abilities.
6. Ability to create an atmosphere conducive to learning.
7. Availability for out-of-class consultation; openness for questions and discussion in class.
8. Appropriateness, timeliness, and fairness of evaluation and grading practice. For example, students should receive sufficiently frequent feedback on their progress and standing in a class, and it should be stated clearly at the beginning what the bases for evaluation will be.

The committee may consider various kinds of evidence in assessing a candidate’s teaching ability such as:

1. Student evaluation questionnaires.
2. Assessments and comments by colleagues (both in letters of recommendation and informal polling).
3. Quality of student work. For example, the quality of design projects (as presented in design critiques and juries) and theses or terminal projects prepared under a candidate’s guidance.
4. Assessments and comments by alumni.
5. Nominations for teaching awards by colleagues and students.
6. Evidence of recognition for skillful teaching from sources outside the School
7. course materials such as course outlines, lecture notes and other class handouts, assignments, and examinations.

***II. Research, Publications, Professional Practice, and Other Creative Activities***

The factors listed under this category are clarified as follows;

- a. Funded and unfunded research endeavors.  
  - Research may be at any developmental phase and should eventually lead to a publication, paper or some other suitable method of announcing results. The research should be consistent with the mission of the School and in the case of unfunded research, should be accountable in terms of direction and impact.
- b. Publications—books, articles, reviews, editing, and papers.  
  - This may be in the form of formal publication (through established publishers, journals, etc.) or , in unusual situations, self-generated publications. Non-refereed articles and papers must be supported by evidence of field. Where a project is in progress, the committee may evaluate the quality of the work or request assistance beyond the committee in doing so.
- c. Professional registration.  
  - Registration or licensing in the area of faculty practice (architecture, engineering, etc.) shall be taken as a positive indication of professional competence and involvement.
- d. Professional practice and consulting.

This includes self-employment as well as working with another firm, agency, or organization. Professional practice and consulting should be of excellent quality as recognized by other professional in the field.

- e. Lectures, visits, and workshops.  
Includes lectures at other schools and for professional organizations and visits as critic, seminar leader, or curriculum consultant. Workshops, seminars, and conferences organized or managed would also be included.
- f. Achievements and recognition in other creative pursuits.  
This covers activities, accomplishments, and recognitions in other areas, such as the arts allied to architecture. Art exhibits, publications, shows, travel grants, special honors and awards, and journal articles about the individual would fall in this category.

In addition to completed efforts in the above categories, the committee is free to consider work in progress.

### ***III. Academic, Professional, and Community Service.***

- a. Service to university and School committees and other academic bodies.  
Committee work should include active participation on standing and ad hoc committees of the University and the School of Architecture. Assumption of leadership roles is highly desirable.
- b. Student advising and counseling activities.  
Student advising and counseling is an important aspect of every faculty member's responsibilities and excellence, and extraordinary efforts in this area will be recognized.
- c. Contributions to University and School management and quality of life.  
Assumption of administrative or organizational responsibilities within the University or School is necessary for the well-being of the entire School of Architecture community and will be recognized as positive contributions.
- d. Service in local, state, and national professional organizations.  
Service to professional organizations could include membership and active participation in local, state, or national chapters of professional or educational organizations. In addition, service to public regulatory or advisory bodies relating to the practice of architecture or its allied disciplines is recommended. This includes organizations such as code authorities, planning and zoning commissions, or downtown and neighborhood improvement authorities.
- a. Civic and Community Activities.  
As the interest of the School and University is broad based, it is noted that the word community as used here can mean organizations of people from the international to neighborhood scale. Service under this category can be to organizations such as charities, museums, art foundations, human rights organizations, youth organizations, or others not necessarily directly related to the practice of architecture. Service as an elected or appointed official of government is also considered as is personal or non-organizational activities that benefit the community. Personal service may be in the form of direct involvement and commitment, advocacy of public issues, or notable support of a worthy individual or cause.

## **CRITERIA FOR CONSIDERATION OF APPLICATIONS FOR PROMOTION**

### **SCHOOL OF ARCHITECTURE**

## FLORIDA A&M UNIVERSITY

### Promotion to the Rank of Assistant Professor

Candidates applying for promotion to the rank of Assistant Professor shall normally be expected to meet the following criteria.

1. The Master of Architecture or equivalent graduate-level degree in a closely related field is required. For the area of history and theory, the PhD is expected.
2. Applicants should have four years of full-time-equivalent experience in teaching, research, or professional work, of which at least one year shall be in teaching. (promotion may be recommended at any time in exceptional cases.)
  - a. Applicants should have a record of consistent teaching effectiveness as evidenced by at least two recent terms of high student evaluations in required courses, and by peer recognition.
  - b. Effectiveness in research or creative activity appropriate to applicant's field of teaching should be demonstrated by documented activity or achievements, peer recognition, exhibits, awards, publications, or equivalent.
  - c. Professional experience should be demonstrated by peer recognized activity. (Determination whether a given activity or achievement should be considered as research, creative activity, or professional activity should be left to the applicant.)
3. Applicants should have a record of quality service and activity in academic governance, as evidenced by committee participation or equivalent.
4. Applicants should have a record of involvement in service to the civic, academic, or professional community.

### Promotion to the Rank of Associate Professor

Candidates applying for promotion to the rank of Associate Professor shall normally be expected to meet the following criteria:

1. The Master of Architecture or equivalent graduate-level degree in a closely related field is required. For the area of history and theory, the PhD is expected.
2. Applicants should have seven years of full-time-equivalent experience in teaching, research, or professional work, of which at least three years shall be in teaching. (Promotion may be recommended at any time in exceptional cases.)
  - a. Applicants should have a record of consistent teaching effectiveness as evidenced by at least two recent terms of high student evaluations in required courses and by peer recognition.
  - b. Effectiveness in research or creative activity appropriate to applicant's field of teaching should be demonstrated by documented sustained activity or achievements, peer recognition, exhibits, awards, publications (refereed), or equivalent.
  - c. Professional experience should be demonstrated by professional registration, evidence of consistent peer recognition of achievements.  
(The determination whether a given activity or achievement should be considered as research, creative activity, or profession activity, should be left to the applicant.)
2. Applicants should have a sustained record of quality service and activity in academic governance, as evidenced by committee participation, chairpersonship, and peer recognition.
3. Applicants should have a record of sustained involvement in service to the civic, academic, or professional community.

### Promotion to the Rank of Full Professor

Candidates applying for promotion to the rank of Full Professor shall normally be expected to meet the following criteria:

1. The Master of Architecture or equivalent graduate level degree in a closely related field is required. For the area of history and theory, the PhD is expected.
2. Applicants should have ten years of full-time-equivalent experience in teaching, research, or professional work, of which a least five years shall be in teaching. (Promotion may be recommended at any time in exceptional cases.)
  - a. Applicants should have a record of consistent teaching effectiveness as evidenced by at least two recent terms of high student evaluations in required courses, peer recognition, and evaluation by alumni.
  - b. Effectiveness in research or creative activity appropriate to applicant's field of teaching should be demonstrated by a documented record of nationally recognized achievements and leadership, peer recognition, exhibits, awards, refereed publications, or equivalent.
  - c. Professional experience should be demonstrated by professional registration, evidence of nationally recognized superior achievements.  
(The determination whether a given activity or achievement should be considered as research, creative activity, or professional activity should be left to the applicant).
3. Applicants should have a sustained record of excellent service and leadership in academic governance, as evidenced by committee participation, chairpersonship, and peer recognition.
4. Applicants should be a record of sustained excellence and leadership in service to the civic, academic, or professional community.

**COLLEGE OF ARTS AND SCIENCES  
TENURE CRITERIA**

## TENURE CRITERIA

### COLLEGE OF ARTS AND SCIENCES

- A. TEACHING EXPERIENCE** Minimum (\*)
- Normally the sixth year in a tenure earning position \*
- B. TEACHER EFFECTIVENESS (See Addendum)**
1. Demonstrates competent usage of the English language in the relevant field. \*
  2. Meets classes reliably and promptly. \*
  3. Plans and distributes syllabi at the beginning of each semester. \*
  4. Demonstrates evidence of innovative teaching. \*
  5. Maintains office hours and is reasonably available to students throughout the academic year. \*
- C. SCHOLARLY PUBLICATIONS**
1. Publishes (or shows acceptance) of at least two articles in refereed journals, one of which must be in an off campus publication. Equivalent work in certain special fields may be substituted for publications. All creative activities of this type must be accomplished within six years prior to applying. \*
  2. Meets tenure requirements as outlined by each discipline's professional association (when available). \*
  3. Presents at least two papers or performs other professional activities related to the applicant's discipline. \*
  4. Additional publication credit may include:  
Individual citations in texts when quotes or credits are given for scholarly Endeavors.
- D. DEGREE REQUIREMENT**
- Normally the terminal degree, from a full accredited institution of higher learning. The appropriate terminal degree is determined by the applicant's department or academic unit.
- E. CHARACTER AND PERSONALITY** Minimum (\*)
1. Meets legal and professional codes of ethics. \*
  2. Establishes professional rapport with administrators, students, peers, and other University personnel. \*
- F. PROFESSIONAL ACTIVITY**
1. Maintains membership and actively participates in professional organizations.
  2. Holds offices in appropriate professional organizations.
  3. Attends professional meetings. \*
  4. Attends and actively participates in campus committees and performs other related responsibilities when assigned. \*

5. Attends campus professional meetings (department, college, university). \*
6. Prepares academic reports when assigned (department, college, university). \*

**G. UNIVERSITY/PUBLIC SERVICE**

1. Engages in unsalaried community or campus activities that bring recognition to teaching contract.
2. Performs administrative type activity in addition to teaching contract.
3. Prepares reports when assigned (department, college, university).
4. Performs recruitment service.
5. Cooperates with colleagues in other departments and colleges.

**H. ACADEMIC ADVISEMENT**

1. Performs assigned pre-registration services. \*
2. Maintains availability to students throughout the academic year for advisement. \*

**I RESEARCH, CREATIVE ACTIVITIES, PERFORMANCES AND EXHIBITIONS**

Minimum (\*)

1. Engages in one or more activities within this category. Minimum requirements are to be determined by the applicant's department or academic unit.
2. Activities may include but are not limited to:
  - a. On-going research
  - b. Grant proposal writing and grant procurement
  - c. Play directing/performance/writing
  - d. Concerts and Recitals
  - e. Music composition and arrangement
  - f. Visual Arts exhibitions
  - g. Set/lighting design and execution
  - h. Radio and television performances
  - i. Media interviews
  - j. Publications and performance outside one's academic discipline

**ADDENDUM**

**The following is suggested to quantify category B., "Teacher Effectiveness:"**

1. STUDENT EVALUATIONS – 20%
  - a. Administer form by the sixth week for each course taught each semester
  - b. Incorporate a statistical procedure for eliminating biased rating (high or low)
2. CHAIR OR UNIT HEAD'S EVALUATION – 20%
 

Evaluations for all tenure earning years at FAMU should be a part of the candidate's folder. Evaluations should have comments regarding applicant's advisement activities and availability to students.
3. SECRET BALLOT OF PEERS IN UNIT – 20%
4. LETTERS FROM PEERS (at least three) – 20%
 

Letters should comment on applicant's effectiveness as a teacher.
5. EXAMPLES OF SYLLABI, PERFORMANCE OF STUDENTS ON STANDARD EXAMS, INNOVATIVE TEACHING METHODS – 20%

**College of Arts and Sciences  
PROMOTION CRITERIA**

**CRITERIA FOR PROMOTION SHOWN BY RANK  
COLLEGE OF ARTS AND SCIENCES**

The following are suggested minimum criteria for rank. Promotion to rank is not automatic, but is based upon qualifications outlined below for the faculty of the College of Arts and Sciences.

**INSTRUCTOR:**

At least the master's degree in the field of one's teaching assignment

**ASSISTANT PROFESSOR**

- (a) The terminal degree or a minimum of five (5) years of college teaching experience and thirty (30) semester hours of successful study above the master's degree in one's discipline.
- (b) At least two (2) publications in referred local, regional, or national journals in one's discipline or cognate area: Evidence of publications may include letters of acceptance for publication from editorial boards.
- (c) Documented evidence of effective participation on University committees and evidence of effective teaching.
- (d) Documented evidence of directing, technical directing or acting; or recitals, conducting, composing, and arranging; or inclusion in one-man and group exhibition.

**ASSOCIATE PROFESSOR**

- (a) The terminal degree in the appropriate discipline.
- (b) At least five (5) years of successful college teaching.
- (c) Documented evidence of effective teaching over the period of the original appointment or since the last promotion.
- (d) Documented evidence of effective and constant public service over the period of the original appointment or since the last promotion.
- (e) Documented evidence of service on University committees over the period of the original appointment or since the last promotion.
- (f) Documented evidence of consistent participation in and recognition by professional associations, e.g., presenting papers, serving on boards and committees, and holding offices.
- (g) Three (3) publications, two (2) of which must be in referred journals, either regional or national in one's discipline or cognate area over the period of the original appointment or since the last promotion.

**OR**

- (h) Documented evidence of consistent activity and recognition as a designer and director of works for performance; or a recitalist, conductor, composer, arranger, or an artist included in one-man and group-juried exhibitions and permanent collections over the period of the last appointment or since the last promotion.

**PROFESSOR**

- (a) The terminal degree in the appropriate discipline.
- (b) At least seven (7) years of successful college teaching experience.
- (c) Documented evidence of effective teaching over the period of the original appointment or since the last promotion.
- (d) Documented evidence of service on University committees over the period of the original appointment or since the last promotion.
- (e) Documented evidence of effective and consistent public service over the period of the original appointment or since the last promotion.
- (f) Documented evidence of consistent participation in and recognition by professional associations, e.g., presenting papers, serving on boards and committees, and holding offices.
- (g) Documented evidence of participation in pure and/or action research.
- (h) Five (5) articles, three (3) of which must be in refereed journals, either regional or national, plus authorship or co-authorship of a monograph in one's discipline or the authorship or co-authorship of a book of substance in one's discipline or cognate area.
- (i) Documented evidence of recognition as a designer and/or director or works for performance, and author, or as a guest soloist, guest conductor, published or performed composer or arranger, adjudicator (at state or national levels), or as an artist with one-man, invitational and group-juried exhibitions, and inclusion in private and/or permanent collections.

**NOTE:**(a) Applications for promotion at all levels should be supported by the written “opinion of the individual tenured members of the department or unit holding rank superior to that of the candidate for promotion.” If there are not tenured members with appropriate qualifications in a department, then the applicant should seek the written “opinion of the individual tenured members of the department or unit who hold rank superior to that of the candidate for promotion.” If there are not tenured members with appropriate qualifications in a department, then the applicant should seek written opinions from such tenured members within the college. In any event, a minimum of three (3) valid opinions should be submitted.

- (b) Persons of exceptional eminence in their disciplines or fields may be recommended for promotion on their individual merits. Recommendations may begin with peers in the academic discipline or at the administrative level.

Florida A&M University

**School of Business & Industry  
Tenure and Promotion Criteria**

September 7, 1995

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## **SCHOOL OF BUSINESS & INDUSTRY TENURE AND PROMOTION CRITERIA**

### **1. THE SBI MISSION**

The mission of the School of Business and Industry is to graduate men and women capable of assuming increasingly responsible positions in the global economy and who are able to excel within the social, economic, political, and technical environments of today and tomorrow's world. This mission is recognized in the professional and academic nature of the programs in the School of Business and Industry.

### **2. SBI FACULTY QUALIFICATIONS**

In keeping with their credentials, the SBI faculty members are assigned to one of the two divisions listed below:

- A. The Division of Academic Programs.** The faculty members in this division are responsible for academic courses and provide support to the professional development programs.
- B. The Division of Professional Development.** The faculty members in this division have responsibility for the professional laboratories and provide support to the academic courses.

The ranks of **Instructor, Assistant Professor, Associate Professor, and Professor** apply to all SBI faculty positions. Only professorial ranks are tenure earning.

In order to meet the challenges of the future, **SBI graduates must be broadly prepared.** In addition to the mastery of academic offerings, students must acquire a broad set of supportive experiences, competencies, and skills in order to effectively apply their knowledge in the world of business. **This can be accomplished only if all faculty members are broadly prepared. Therefore, SBI faculty members must have:** (1) appropriate academic credentials, (2) identified competencies, and (3) business or relevant experience. **Although all faculty must have an acceptable level of each of these three requirements, faculty members are hired because of their special strengths in one of the three.**

To accomplish the mission of SBI and of Florida A&M University, faculty members in SBI must be carefully selected, retained, and rewarded through tenure and promotions.

### **3. UNIVERSITY REQUIREMENTS FOR TENURE AND PROMOTION**

The guidelines and procedures established for tenure and promotion for the University as a whole may be found in the University Constitution and By-laws and the State Administrative Rules.

### **4. SBI REQUIREMENTS FOR TENURE AND PROMOTION**

In addition to those guidelines established for the University as a whole, the following guidelines apply for the School of Business & Industry.

**A. Academic Credentials**

- i. In the Division of Academic Programs: a doctoral degree in the area of the faculty member's expertise is required.
- ii. In the Division of Professional Development:
  - a. for the faculty engaged because of his/her expertise in related disciplines, e.g., communications, educational psychology, and teaching methodologies, the doctoral degree in the area of his/her discipline is required.
  - b. for the faculty engaged because of his/her business or relevant professional experience, the master's degree with significant credible, and relevant experience is required.

**B. Identified Competencies**

- i. The SBI faculty must represent:
  - a. high standards
  - c. an acceptable level of important competencies, including professionalism skills relevant to the SBI mission, business sophistication, sensitivity to customer needs, and commitment to the SBI mission and programs.
- ii. SBI faculty members are expected be outstanding in the following:
  - a. **TEACHING by effectively managing the teaching/learning process**, including developing and using quality course syllabi; using quality measures and quality controls; exercising promptness and thoroughness in grading; demonstrating enthusiasm; effectively delivering content; displaying innovativeness, mastery of content and being well prepared. Effectiveness in team-teaching and in integrating course concepts with other relevant concepts and the ability to relate concepts to potential applications are required. Teaching must reflect a knowledge of current issues, events and trends, and the impact of current developments on the subject matters.
  - b. **Student development**, including activities such as counseling, advising (both academic and career), participating in registration, keeping office hours, maintaining quality controls, and identifying student deficiencies, addressing them with students, and referring students to other faculty for resolution when appropriate.
  - c. **Professional development activities**, including supervision of student firms, students for Forums and TV taping, and student social laboratories such as dinners, training, as well as teaching mini-courses, guest lecturing for PD modules, PD role playing.
  - d. **SBI service**, including effectiveness on SBI committees, fostering corporate relations, accreditation work, self-study work, and any other effort to support SBI.

- e. **FAMU service**, including activities such as serving on university committees, the faculty senate, representing FAMU, etc.
- f. **Personal/professional development**, including faculty internships and participation in professional organizations and activities which contribute to professional growth.

**C. Business or Relevant Experience**

- i. All SBI faculty must participate in faculty internships and/or other relevant activities if given the opportunity. The **Professional Development faculty engaged because of their business or relevant experience must maintain currency in “cutting-edge”** business practices.

**5. PROFESSIONAL FOCUS**

SBI contends that teaching and research appropriate to a professional business program go hand-in-hand, i.e., excellence in teaching requires some level of credible research and excellence in research requires some level of credible teaching. However, the focus of highly motivated, productive faculty is seldom evenly distributed between teaching and research. The interest, commitment, and the resultant performance of many faculty lean heavily toward either teaching or research, not both.

In order to satisfy the needs of both students and faculty, the SBI program requires a blend of both teaching and research while encouraging faculty members to aggressively pursue their professional learning, i.e., either a focus on teaching or research. Because research is crucial to the development of the faculty, SBI, and the profession, SBI expects all faculty members to pursue research interests and makes every attempt to accommodate faculty requests for release time.

Flexibility in careers is provided for by assignments of responsibility permitting the faculty to satisfy the criteria for either the teaching focus or research focus as listed below. However, those faculty members who are successful in achieving both extraordinary teaching and extraordinary research will receive extraordinary evaluations and rewards.

**A. Teaching Focus**

- i. superior teaching, including team-teaching as appropriate and effective support of the professional development curriculum.
- ii. credible research as evidenced by external publications, methodological innovations, and/or course development. Goals and documentation of positive results are required.
- iii. Evaluation will be by students, peers, and administration, and by the use of appropriate objective analysis.

**B. Research Focus**

- i. excellence in teaching, including team teaching as appropriate and effective support of the professional development curriculum.
- ii. **research of impact:** the **SBI setting** (talented, creative, and inquisitive students and faculty, constant interface with the corporate community both in-house and via faculty fellowships, the corporate culture of SBI’s curriculum and building,

technology resources, and credible associates within the external academic community) is conducive to outstanding research of impact. Effective research and/or creative activity evidenced by professional publications in refereed journals, professional periodicals, or books will be recognized. **In all cases, the fact is that publication alone is not enough. Rather, quality of the published work must be taken into account by supervisory evaluators and peer evaluators where practical.**

## 6. GENERAL POLICIES

Only activities, products, and performances occurring after the date of employment (for a first promotion) or since the last promotion should be submitted in support of an application. For example, research used to support promotion to the rank of Associate Professor cannot again be used to support promotion to the rank of Professor.

Student evaluations will include both formal university-administered evaluations and written and signed comments/reports volunteered by individuals or groups to the faculty member's division director or to the dean. Student evaluations conducted by the applicant will not be considered.

In addition to the requirements stated on the previous pages, the following guidelines apply to promotion and tenure.

## 7. PROMOTION

### A. From Instructor to Assistant Professor

The candidate should have contributed to the mission of the School of Business & Industry and consistently received good evaluations.

### B. From Assistant Professor to Associate Professor

The candidate should have consistently received good evaluations and should have contributed significantly to the mission of the School of Business & Industry. **The candidate should have evidenced *significant professional growth***, including services in related professional organizations, recognition by professional peers including awards, personal professional development, contribution to the professional literature, and/or scholarly work as defined by the faculty member's focus and meaningful business or relevant experience.

### C. From Associate Professor to Professor

The "Professor" rank is reserved for truly outstanding faculty who have made notable contributions to SBI and the profession. The candidate must have distinguished himself/herself in both teaching and research. Consideration will be given to the focus (teaching or research) chosen by the candidate.

The candidate should have, since attaining the Associate Professor rank, achieved an exceptionally high and consistent level of professional growth as demonstrated by significant accomplishments in all of the area required for the Associate Professor rank. In addition,

- i. The candidate must have completed within the 5 years preceding the application the equivalent of at least two semesters of successful faculty internships if given the opportunity.

- ii. The candidate must be a professionally recognized (including awards person both in a relevant field and in SBI.

## 8. TENURE

### A. The candidate must have achieved

- i. at least associate professor rank
- ii. at least five years of service within SBI
- iii. the equivalent of at least two semesters of faculty internships within the last five years if given the opportunity.

### B. In addition to having satisfied all of the above requirements and having met necessary requirements for promotion to the Associate Professor rank, the candidate must:

- i. represent all that SBI, the University, and the profession stand for
- ii. demonstrate both the potential and the determination to:
  - a. continuously pursue a high level of personal/professional growth
  - b. support the missions of both SBI and the University
  - c. grow with the SBI programs and continuously make contributions to that growth
  - d. be compatible with SBI – its programs, administration, faculty, students, and patrons.

## 9. APPLICATION PROCESS

The candidate must prepare a formal application documenting evidence of having satisfied the requirements for the relevant promotion and/or tenure. The candidate must request at least three letters or recommendation from: (1) an external professionally recognized person in his/her field, (2) a peer within SBI, and (3) a peer within the University but external to SBI. Material that increases the size of the application but adds little substance will receive no consideration. Copies of external publications and evidence of their recognition should accompany the application. Evidence of internal research (course and/or methodology development), including evaluations by the candidate's supervisor, should accompany the application.

**College of Education**  
**TENURE CRITERIA**

**FLORIDA A&M UNIVERSITY  
COLLEGE OF EDUCATION**

**TENURE CRITERIA**

Each applicant must satisfy applicable criteria outlined in the current BOR/UFF Collective Bargaining Agreement, Florida Administrative Code, the Florida A&M University Constitution and State University System, Board of Regents “Implementation of Board of Regents September 13, 1994 Tenure Recommendations”.

In the College of Education, faculty members in a tenure earning position—Assistant Professor, Associate professor and Professor—are eligible for tenure.

Criteria are as the following:

**1. Degree Requirement**

- A. The degree requirement will be a terminal degree in a discipline appropriate for the academic unit.

**2. Years of Experience at FAMU or Accepted From Other Accredited Colleges/Universities**

- A. A minimum of five (5) years in a tenure-earning position at Florida A&M University with satisfactory performance in a teaching, research and public service.
- B. A minimum of five years of teaching experience at the college or university level. In cases where prior years of service are recommended upon entry by the Dean of the College of Education and approved by the Provost and the President, tenure may be received earlier. Maximum transfer years for an Assistant Professor are two years; Associate Professor, three years; and Professor, four years.
- C. In case when tenure is awarded upon entry the faculty and the Dean must give approval.

**3. Teaching Effectiveness**

- A. Teaching effectiveness will be above satisfactory measured by published standards approved by the College of Education. In determining teaching effectiveness, emphasis shall be placed on the following components of the faculty member’s portfolio:
- (1) Course syllabi
  - (2) Course objectives
  - (3) Competencies sought
  - (4) Methods of evaluation including quizzes, written assessments, classroom participation, examinations and final comprehensive examinations

- (5) Classroom visitation and evaluation by departmental chairs and/or appropriate administrators
- (6) Student evaluations

B. Evaluation of teaching effectiveness will include evaluation by peers, students, administrators and tenure candidate.

4. **Scholarly Publication**

A. Publishes or show acceptance of at least three publications including books, monographs, articles in local, state, regional and national journals, and others which meet the peer review process. Abstracts/proceedings are not included.

B. Additional publication credit may include individual citations in text's quotes or credits which are given for scholarly endeavors.

C. Presents at least two (2) papers at state, regional or national professional meetings.

5. **Sponsored Research**

Satisfactory performance on well-defined sponsored research projects which have the approval of the department chair and the dean.

6. **Creative Activities, Performances, Exhibitions Where Applicable**

Must have at least three (3) creditable activities in this area which may include concerts, recitals and exhibitions.

7. **Academic Advisement**

Present evidence of effective advisement through records showing students' background; high school accomplishments; college curricula; readiness for and success on appropriate tests and other requirements; logs of contacts and attempted contacts; and academic records of the students' progress toward graduation. Faculty members should also have a satisfactory evaluation by the department chair, the dean, and by the students assigned to the advisor.

8. **University Service**

Satisfactory evaluation of university service by department chair and dean. Examples of valid university service include, but not limited to departmental, college and university committees, councils, and senates.

9. **Professional Activity**

Satisfactory evaluation of professional activity by department chair and dean. Examples of valid professional activity include, but not limited to service in

appropriate professional organizations, participation in professional meetings, symposia, conferences, and workshops, and service to public schools.

**10. Public Service**

Satisfactory evaluation of public service by department chair and dean. Examples of valid public service activities include, but not limited to, service on local, state and national governmental boards, agencies, and commission, and service to public schools.

**11. Workload Options With Respect To Teaching, Scholarship and Service**

While recognizing the tenure candidates's strengths, interests, and goals, tenure consideration will be based on performance criteria which reflect the emphasis placed on each area of assigned activity. The tenure candidate, with the approval of the departmental head and dean, has the opportunity to decide on the percent of time in which he/she will give to each area of assigned activity.

**College of Education**  
**PROMOTION CRITERIA**

## **COLLEGE OF EDUCATION**

### **PROMOTION CRITERIA**

The criteria for faculty promotion shall include the minimum qualifications for initial appointment to the various ranks or positions. In addition, promotion shall be justified by the faculty member's proven increased skills in performance of duties, increased knowledge in the field of specialty, potential for growth, scholarly contribution, service to the community, and increased recognition of the faculty member as an authority in his/her field. Promotion decisions are not merely a totaling of a faculty member's past annual performance evaluations." (FAMU Rules, Section 6 C3-10.109)

Other important considerations relating to promotion are included in the 1981-1984 UFF/BOF Agreement (Article 14), The Constitution and By-laws of the Florida A&M University (April 18, 1979), Section 6, pp. 26-27 and 1988-1991 UFF/BOR Agreement (Article 14).

#### **INSTRUCTOR**

1. The candidate shall have at least the master's degree in an appropriate specialization or a recognized equivalent and be otherwise qualified to perform his or her duties.
2. The candidate engages in teaching, research and/or service and other related duties, but is not eligible for tenure.

#### **PROMOTION FROM INSTRUCTOR TO ASSISTANT PROFESSOR**

1. The minimum degree requirement will be the terminal degree (Ed.D. or PhD) from a regionally accredited institution of higher learning and in a discipline appropriate to the teaching, teaching related scholarship (research), and service functions of the College of Education.
2. Documented evidence of at least three years of acceptable evaluated teaching effectiveness and related professional experience at the elementary, secondary or post-secondary level.
3. At least two (2) publications in refereed journals of which at least one (1) has to be at the national level. Evidence of publications may include letters of acceptance for publications from editorial boards.
4. Documented evidence of effective participation on department/division/University committees.
5. Documented evidence of effective student academic advisement.
6. Documented evidence of effective teaching based on supervisor's evaluation and students' evaluation.
7. Documented evidence of involvement in service to the civic, academic or professional community.
8. The minimum time in rank of Assistant Professor will be (4) years at the effective date of promotion rather than at the time of application.

#### **PROMOTION FROM ASSISTANT TO ASSOCIATE PROFESSOR**

1. The minimum degree requirements will be the terminal degree (Ed.D or PhD) from a regionally accredited institution of higher learning.

2. The minimum number of publications will be three (3), which must be in indexed refereed professional journals, of which at least two (2) must list the candidate as the primary author. This includes, not in addition to, chapters in books, monographs for national use, and books. Chapters will be treated as journal publications. The number of publications will be cumulative.
3. Documented efforts to secure external funding.
4. Evidence of consistent participation in and recognition by professional associations: e.g., presenting papers, serving on boards and committees, and holding offices.
5. Documented evidence of effective teaching based on supervisor's evaluation and students' evaluation.
6. Documented evidence of service on department/division/University committees over the period of the original appointment or since the last promotion.
7. Documented evidence of effective student academic advisement.
8. Serve five years in the rank of Associate Professor before further promotion consideration (the faculty may appeal to the Dean for an exception to this criterion).

#### **PROMOTION FROM ASSOCIATE PROFESSOR TO FULL PROFESSOR**

1. The terminal degree (Ed.D or PhD) from a regionally accredited institution of higher learning and in an appropriate discipline.
2. At least seven (7) years of successful college teaching experience.
3. Documented evidence of effective teaching over the period of the original appointment or since the last promotion.
4. Documented evidence of effective and consistent public service over the period of original appointment or since the last promotion.
5. Documented evidence of efforts to obtain externally funded projects.
6. Documented evidence of consistent participation in and recognition by professional associations: e.g., presenting papers, serving on board and committees, and holding offices.
7. Five (5) publications articles, of which at least two (2) must be in refereed journals, either regional or national; or authorship or co-authorship of book(s) or monograph(s). The number of publications will be cumulative.
8. Documented evidence of service on department/division/University committees over the period of the original appointment or since the last promotion.
9. Documented evidence of effective student academic advisement.

**Environmental Sciences Institute  
TENURE & PROMOTION CRITERIA**

**Tenure and Promotions Guidelines  
Environmental Sciences Institute  
Florida A&M University  
(Minimum Requirements)**

**I. TENURE**

**A. ELIGIBILITY CRITERIA**

All candidates for tenure must satisfy the following criteria:

1. Possess the terminal degree or exemplary professional experience (as described in the University Wide Tenure and Promotions Guidelines) in Environmental Science or related disciplines necessary to meet the goals of the Environmental Sciences Institute (ESI).
2. Possess or attain the rank of Assistant Professor or above.
3. Serve in a tenure-earning position normally for at least six (6) years. Exceptions may be given for faculty having demonstrated exceptional performance in teaching, research and creative activity. (Exceptions are granted by the Provost who may grant credit ranging from two years to tenure upon appointment. Never-the-less, all candidates will be evaluated based upon the criteria below.)

**B. EVALUATION CRITERIA**

Faculty members must demonstrate competency in all three of the following areas and excel in at least two (2). Additionally, each candidate must provide three letters of recommendation attesting to their professional activities. One of the three letters must be provided by an off campus non-FAMU colleague at an academic or research institution.

1. Teaching effectiveness as determined by appropriate administrator(s), graduate school and student evaluations; instructor's portfolio showing course syllabi, course objectives, competencies sought and methods of evaluation including quizzes, written assessments, classroom participation, examinations and comprehensive examinations; student seminars and workshops, professional meetings; quality of academic/career advisement; teaching awards; and, timeliness/fairness of grading process.
2. Research/Scholarly/Creative Activities as determined by on-going research or related activities; speeches or other prepared presentations or papers (at least five (5) delivered to professional associations or to the general public; funded research and proposal writing; publication of at least six (6) articles during the period of eligibility in a refereed international, national or regional journal; professional practice and consulting; lectures; workshop/seminar/conferences organized or managed; and/or special honors/awards.
3. University/Public/Community Service as determined by active participation on ESI or university committees; special assignments such as advisor to student club(s) or publication of ESI newsletters, brochures, etc.; services rendered to community-based organizations, professional organizations, school advisory councils, recruitment activities; or assistance provided to other academic or administrative units of the University.

## **II. PROMOTION**

### **A. ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR**

The candidate should have served in the rank of assistant professor at least three (3) years and met all other tenure requirements (Noted in Section I, B).

### **B. ASSOCIATE PROFESSOR TO PROFESSOR**

The candidate should have been in the rank of associate professor for five years and must meet the requirements of promotion from the rank of assistant professor to associate professor. In addition, the candidate must demonstrate excellence in teaching as determined by

- student and supervisor evaluations.
- utilization of teaching materials developed by the candidate such as bound material, booklets, pamphlets, etc.
- providing mechanisms to assist student in learning, e.g., help sessions, student projects, etc.
- honors and awards received for teaching excellence.

Competence in research and scholarly activities as determined by

- a minimum of 10 refereed publication beyond those required for tenure. Evidence must be provided that the candidate is the principal or corresponding author on six of these publications
- proficiency in obtaining external research funds.

Sustained excellence in university public and professional service as evidence by

- recognition by peers by receipt of honors and awards
- serving as journal and proposal reviewers
- organizing meeting/chairing technical sessions
- editorial position for technical journals
- appointment as a fellow in professional societies

**College of Engineering**  
**TENURE & PROMOTION CRITERIA**

**Criteria for Evaluation of Faculty for Promotion and Tenure**  
**College of Engineering**  
**Florida A&M University and Florida State University**  
**October, 1995**

**I. Introduction**

The criteria on promotion and tenure of the FAMU-FSU College of Engineering is subject to the policies of the Board of Regents (FAC 6C-5.133 and FAC 6C-5.225) and the Universities. The official statements of University policy on promotion and tenure criteria may be found in the current respective faculty handbooks. In summary, promotion and tenure are “based on recognition of demonstrated effectiveness in teaching, service, definite scholarly or creative accomplishments, and recognized standing in the discipline and profession.” The present document provides additional guidance to candidates for criteria of promotion and tenure.

Each faculty member shall have an assignment of duties that provides equitable opportunities in relation to other faculty members in the college so that he/she may meet required criteria for promotion and tenure. These assignments, signed by the faculty member and the department chair, shall be prepared prior to the start of each academic year. Evaluations, based on the written assignments, must be made for each faculty member by the department chair at the end of each academic year.

**II. Criteria for Initial Appointment, Promotion, and Tenure**

1. The criteria for initial appointment, promotion, and tenure shall be identical for all faculty, independent of the university in which they hold their “primary” appointment.

2. In general, promotion to a given rank shall be justified by the faculty member’s increased skills in the performance of duties, increased knowledge in the fields of specialty, and increased recognition of the faculty member as an authority in his or her discipline from the current rank.

3. The criteria for awarding tenure shall be the same as the rank to which the candidate is being considered for promotion or the rank held by the candidate if the candidate is not being considered for promotion. Early promotion without tenure is possible where there is sufficient justification as related to the criteria for that rank (see below).

4. Appointment to the rank of *assistant professor* shall be based on recognition of *anticipated competency* in teaching, service, and *promise* of scholarly contributions or accomplishments. The candidate shall hold the highest degree appropriate to his/her field.\* Tenure shall not be awarded to assistant professors.

5. Initial appointment, promotion, or the granting of tenure at the rank of *associate professor* shall be based on recognition of *demonstrated effectiveness* in teaching, service, *definite* scholarly or creative accomplishments, and the promise of national or international standing in the discipline and profession. The candidate shall hold the highest degree appropriate to his/her field.\*

6. Initial appointment, promotion, or the granting of tenure at the rank of *professor* shall be based on recognition of significant contributions to teaching, adequate service, and scholarly or creative accomplishments of high quality with recognized national or international standing in the discipline and profession. The candidate shall hold the highest degree appropriate to his/her field.”

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\*In rare cases, the candidate may possess professional qualifications in his/her field which could generally be recognized as equivalent to the highest degree appropriate to his/her field.

### III. Guidelines with Respect to the Demonstration of the Above Criteria:

1. **Teaching Experience** – All candidates must have demonstrated teaching experience as part of the criteria for promotion and tenure. Effective teaching shall be demonstrated by one or more of the following: student evaluations; supervisors evaluation; curriculum content and modernization of courses; directing graduate and undergraduate students; recognized innovative teaching methods; teaching awards; and creative scholarly activity such as publications in educational journals and textbooks.
2. **Scholarship and Research** – Usually demonstrated through articles published in nationally recognized refereed journals in the candidate's area of research. Student thesis and dissertations under direct supervision of the candidate are another indication of scholarship and research activity. Diligence in seeking outside support for research efforts and a significant number of archival journal publications of high quality are expected. Supporting letters of recommendation must be sought from nationally and internationally recognized faculty in academia or industrial/governmental researchers who hold senior technical positions in their organizations.
3. **Public and University Service** – Participation in the administration of the faculty member's Department through assigned committee tasks, student advising and other duties and activities that support the unique mission of the college. Faculty members are expected to exhibit reasonable concern for the good of the Department, College, and the Universities in interacting with students, colleagues and the community. Other evidence of service may consist of student outreach activities, professional outreach activities, participation on university committees, and community service.
4. **Promotion to Professor** – In addition to the criteria listed above, a person recommended for promotion to a full professor must demonstrate and provide evidence as to whether the candidate has achieved the hoped-for-distinction as an educator and researcher in his or her chosen area. In the service category, it is expected that the candidate will have exhibited a high degree of initiative, a good deal of leadership and a reasonable amount of unselfish devotion to the common good.

(College P&T Criteria Guidelines 9-21-95)

**Engineering, Science, Technology and  
Agriculture  
(CESTA)  
TENURE CRITERIA**

**COLLEGE OF ENGINEERING SCIENCES, TECHNOLOGY AND AGRICULTURE**

**TENURE CRITERIA**

**I. UNIVERSITY FACULTY ELIGIBILITY CRITERIA**

To be eligible for tenure at Florida A&M University, a faculty member must meet the following minimum qualifications:

- A. Hold a terminal degree from a fully accredited institution of higher learning. The appropriate terminal degree for the discipline is determined by the applicant's department.
- B. Hold the rank of assistant professor or above.
- C. Be in the fifth year in a tenure-earning position. If the faculty member in the fifth year of a tenure-earning position does not apply or is not awarded tenure by the sixth year, he/she may not be offered further employment.
- D. Employment during any two semesters or trimesters, or a twelve month period shall be considered a year of continuous employment. Time spent by a faculty member under joint appointment or exchange within the State University System, or on a special assignment for the benefit of the parent institution or for the University System shall be counted toward the fulfillment of eligibility for tenure provided prior approval is granted and a satisfactory evaluation of the faculty member is obtained at the end of such assignment. Time spent away from the institution for other purposes shall not be counted toward the fulfillment of eligibility for tenure. Time spent by a faculty member working under a grant may be counted as tenure earning if the faculty member receives a regular appointment.
- E. At the discretion of the President, a faculty members may recommend credit for not more than two years spent in a tenure earning position at another university or two years spent in a tenure earning position at another university or two years of equivalent experience may be transferred by an individual who is hired at a state university in Florida as an assistant or associate professor, (and credit for not more than four years) may be transferred by an individual who is hired as a full professor.

Approved: \_\_\_\_\_  
Dean Date \_\_\_\_\_

## II. APPLICATION PROCESS

- A. The supervisor must appraise the faculty member of his/her tenure annually and inform the faculty member, in writing, of the evaluation. Based upon the faculty member's progress toward meeting the College of Engineering Sciences, Technology and Agriculture's criteria and the general university criteria, the Dean may recommend to the provost (a) changes in the faculty member's previous assignment (b) an extension of one year in the event of hardship or unforeseen circumstances or (c) non-reappointment. This procedure will enable supervisors/administrators to counsel faculty members better and help direct them into scholarly pursuits more suited to their competencies and interest.
- B. At the beginning of the faculty member's fifth year of continuous service in a tenure-earning position, the Dean of the College informs the faculty member of his/her eligibility for tenure. The Dean provides each eligible faculty member with an application form, the College tenure criteria, the University-wide minimum standards for tenure, and the criteria for tenure as stated in Article 15 of the BOR/UFF of Collective Bargaining Agreement.
- C. A faculty member who is in his/her fifth year of continuous service in a tenure-earning position and who does not wish to apply for tenure must notify the Dean, in writing, of his/her decision to defer applying until the sixth year.
- D. Twenty (20) copies of a completed application, along with one copy of other supporting documentation (including letters of recommendation), is submitted to the applicant's supervisor (division/director).
- E. Using a secret ballot, the tenured faculty members within the applicant's division/ vote to approve or disapprove the applicant's request for tenure. The results of this vote are forward to the division director.
- F. The division/ director approves or disapproves the applicant for tenure and forwards the applications and a summary of the tenure faculty vote to the Dean.
- G. The Dean submits the applications and supporting documents to the College Tenure and Promotion Committee for review.
- H. The Committee evaluates the applicant and submits its recommendation to the Dean. A written explanation must be provided with any disapproval.
- I. The Dean approves or disapproves the Committee's recommendation and forwards his/her response to the provost. All applications and supporting documentation are also forwarded. The Dean notifies the applicant of his/her recommendation and provides and explanation for each disapproval.
- J. The Provost forwards the applications and supporting documentation to the University Tenure and Promotion committee for review.
- K. The University Committee evaluates each applicant and submits its recommendation to the provost. The Committee Chair notifies the applicant of the Committee's recommendation.
- L. The Provost approves or disapproves the University Committee's recommendation and forwards his response to the President.

- M. The President approves or disapproves the Provost's recommendation and forwards his response to the Board of Regents.
- N. The Board of Regents approves or disapproves the President's recommendation.
- O. The President informs the applicant of the final decision.

### III. COLLEGE ELIGIBILITY/EVALUATION CRITERIA

The applicant's performance in the following categories during the five tenure-earning years will be evaluated as follows: (1) Teaching and teaching-related activities, (2) Scholarly publications, research, creative activities, and (3) Service. At the beginning of the first year of the faculty member's tenure-earning status, he/she will be assigned one (1) of three (3) Service. At the beginning of the first year of the faculty member's tenure-earning status, he/she will be assigned one (1) of three (3) workload options. The assignment will be based on the University's needs and the applicant's teaching and research expertise. **Option One** is designed for faculty members who are primarily assigned teaching and teaching-related activities. (Normally a full teaching load will be twelve semester hours). **Option Two** is designed for faculty members whose assignments reflect an increased emphasis on research. **Option Three** is designed for faculty members who are primarily assigned extension and extension-related activities. At the end of the first year in a tenure-earning position, a faculty member's workload will be reviewed for possible changes. Normally, no change in workload option will occur after the second year. A minimum score of 80 will indicate satisfactory progress by a faculty member toward tenure.

## OPTION ONE

(Primarily for teaching faculty)

- A. Teaching and Teaching-Related Activity (Option One) 75%
  - 1. Teaching Effectiveness (50%-65%)\*
    - a. Demonstrates effective teaching as evidenced by the evaluation of students and the division directors, chairperson evaluations, peer recommendations, syllabi, and performance of students and standard examinations. Peer evaluations and student evaluations will be anonymous.
    - b. Demonstrates evidence of innovative teaching.
    - c. Meets classes reliably and promptly.
    - d. Plans and distributes syllabi at the beginning of each semester.
    - e. Maintains availability to students throughout the academic year as demonstrated by satisfactory supervisor and student evaluations.
  - 2. Academic Advisement (5 – 15%)\*
    - a. Maintains office hours and is reasonably available to students throughout the academic year as demonstrated by satisfactory supervisor and student evaluations.
    - b. Performs assigned preregistration and registration duties.
  - 3. Professional Activity (10%)
    - a. Maintains membership and actively participates in professional organizations.
    - b. Utilizes professional experiences to enhance teaching effectiveness.
- B. Scholarly Publications, Research, Creative Activities, and Exhibition (TOTAL) 15%
  - 1. Scholarly Publications and Research
    - a. Publishes (or shows acceptance of) at least **one** discipline related article in a refereed journal, which must be submitted while employed at FAMU.\*
    - b. Presents at least **two** papers in professional meetings or conferences, or electronic publications, or perform other discipline related professional activities (e.g. workshops, seminars, colloquia).\*

**\*The total score obtained from A1, and A2, may not exceed 65%.**

- c. Engages in on-going research as evidenced by grant proposal procurement or other research related activities.\*

**\*Minimum Requirement: Regardless of point total, these minimum requirements must be met. (For a teaching load of six hours the minimum requirement will be three (3) refereed publications, tow of**

which must be off-campus publications. For a teaching load of nine (9) hours, the minimum requirement will be two refereed publications, one of which must be off-campus).

**OR**

2. Creative Activities and Exhibitions

- a. Demonstrates evidence of professional registration or licensing in the appropriate area/practice.+
- b. Demonstrates professional practice and consulting, including self-employment, as well as working with another firm, agency, or organization. Professional practice and consulting should be of excellent quality as recognized by other professionals in the field, certification, or membership in the appropriate professional society.+
- c. Designs at least **one** (1) landscape architectural plan of a private, public or commercial nature which meets all applicable codes for permitting;+
- d. Engages in a minimum of **three** (3) to a maximum of **fifteen** (15) additional activities selected from one or more of the following categories.
  - (i) Forensic analysis reports of landscape or related projects submitted to an accepted by a local, county, state or federal court of law.
  - (ii) Detailed mitigation report for environmental permitting with city, county, state or federal agencies.
  - (iii) Original detailed design works relating to site development or environmental projects other than landscape designs.

**+Minimum Requirements: Regardless of point total, these minimum requirements must be met. (For a teaching load of six (6) hours, a minimum of twelve activities from (d) are required. For a teaching load of nine (9) hours, a minimum of eight (8) activities from (d) are required).**

C. Service (TOTAL 10%)

1. University Service

- a. Actively participates in on-campus committees and satisfactorily performs other related responsibilities when assigned.
- b. Attends campus professional meetings (division, college, university).
- c. Prepares reports when assigned (division, college, university).
- d. Performs recruitment duties when assigned.

2. Public Service

- a. Professional

Engages in unsalaried service to the community, state, or nation for which the applicant's academic, educational, or professional training **is essential**.

b. Community

Engages in unsalaried humanitarian service to the community, state, or nation for which the applicant's academic, educational or professional training **is not essential**.

**OPTION TWO**  
**(Primarily for research faculty)**

A. Teaching and Teaching-Related Activity (TOTAL 20%)

1. Teaching Effectiveness (10%)

- a. Demonstrates effective teaching as evidenced by the evaluations of students and the division director, peer recommendations, syllabi, and performance of students on standard examinations. Peer evaluations and student evaluations will be anonymous.
- b. Demonstrates evidence of innovative teaching.
- c. Meets classes reliably and promptly.
- d. Plans and distributes syllabi at the beginning of each semester.
- e. Maintains availability to students throughout the academic year as demonstrated by satisfactory supervisor and student evaluations.

2. Academic Advisement (5%)

Maintains office hours and is reasonably available to students throughout the academic year as demonstrated by satisfactory supervisory and student evaluations.

3. Professional Activity (5%)

- a. Maintains membership and actively participates in professional organizations.
- b. Utilizes professional experiences to enhance teaching effectiveness.

B. Scholarly Publications, Research, Creative Activities, and Exhibition (TOTAL 70%)

1. Scholarly Publications and Research

- a. Publishes (or shows acceptance of) at least **five** (5) discipline-related articles in refereed journals, three of which must be off-campus publication, and must be submitted while employed FAMU.\*
- b. Presents at least **four** (4) papers in professional meetings or conferences, or electronic publications, or performs other discipline related professional activities.\*

- c. Engages in on-going research as evidenced by grant proposal/procurement or other related activities.\*

**\*Minimum Requirements: Regardless of point total, these minimum requirements must be met. (For a 50% research load and a teaching load of six (6) hours, the minimum requirement will be three (3) refereed publications, two of which must be off-campus publications. For a 75% research load and a teaching load of three (3) hours, the minimum requirement will be four (4) refereed publications, three of which must be off-campus publications).**

C. Service (TOTAL 10%)

1. University Service

- a. Actively participates on campus committees and performs other related responsibilities when assigned.
- b. Attends campus professional meetings (division, college, university).
- c. Prepares reports when assigned (division, college , university).
- d. Performs recruitment duties when assigned.

2. Public Service

- a. Professional  
Engages in unsalaried service to the community, state, or nation for which the applicant's academic, educational, or professional training **is essential**.
- b. Community  
Engages in unsalaried humanitarian service to the community, state, or nation for which the applicant's academic, educational or professional training **is not essential**.

## OPTION TWO (A)

This workload option will apply to a faculty member who has been assigned a full research load.

- A. Professional Activity (10%)  
Maintains membership and actively participates in professional organizations.
- B. Scholarly Publications, Research, Creative Activities, and Exhibition (TOTAL 80%)
  - 1. Scholarly Publications and Research
    - a. Publishes (or shows acceptance of) at least **six (6)** discipline-related articles in refereed journals, four of which must be off-campus publications, which must be submitted while employed at FAMU.\*
    - b. Presents at least **five (5)** papers in professional meeting or conferences, or electronic publications, or performs other discipline related professional activities.\*
    - c. Engages in on-going research as evidenced by grant proposal/procurement or other related activities.\*

**\*Minimum Requirements: Regardless of point total, this requirement must be met.**

- C. Service (TOTAL 10%)
  - 1. University Service
    - a. Actively participates on campus committees and performs other related responsibilities when assigned.
    - b. Attends campus professional meetings (division, college, university).
    - c. Prepares reports when assigned (division, college, university)
  - 2. Public Service
    - a. Professional  
Engages in unsalaried service to the community, state, or nation for which the applicant's academic, educational, or professional training **is essential**.
    - b. Community  
Engages in unsalaried humanitarian service to the community, state, or nation for which the applicant's academic, educational or professional training **is not essential**.

## OPTION THREE

(Primarily for Extension Faculty)

- A. Teaching and Teaching-Related Activity (TOTAL 20%)
1. Teaching Effectiveness (10%)
    - a. Demonstrates effective teaching as evidenced by the evaluations of the applicant's supervisor and those of the county extension director.
    - b. Demonstrates evidence of innovative teaching.
    - c. Meets classes reliably and promptly.
    - d. Plans and distributes syllabi at the beginning of each semester.
    - e. Maintains office hours and is reasonably available to students throughout the academic year as demonstrated by satisfactory supervisor and student evaluations.
  2. Academic Advisement (5%)
 

Maintains office hours and is reasonably available to students throughout the academic year as demonstrated by satisfactory supervisory and student evaluations.
  3. Professional Activity (5%)
    - a. Maintains membership and actively participates in professional organizations.
    - b. Utilizes professional experience to enhance teaching effectiveness.
- B. Clientele Group Publications, Extension, Creative Activities, and Exhibitions (TOTAL 70%)
1. Clientele Publications and Extension
    - a. Develops and demonstrates the effectiveness of at least **two** (2) publications in the field of study or directed toward clientele group for which the faculty member has been assigned.\*
    - b. Conducts at least **six** (6) training meetings for the target audience and be a presenter in at least three (3) of these meetings.\*
    - c. Engages in on-going extension activities as evidenced by the number of projects completed, which have been evaluated for end results.\*

**\*Minimum Requirement: Regardless of point total, this requirement must be met.**  
**OR**

2. Creative Activities and Exhibitions
 

Engages in a minimum of **three** (3) activities selected from the following categories.

  - a. Uses innovative methods for teaching clientele during a minimum of **eight** (8) training meetings.
  - b. Participates in a minimum of **four** (4) award, exhibition and judging events.

- c. Participates in a minimum of **four** (4) radio or television performances
  - d. Prepares a minimum of **four** (4) publication fact sheets related to one's academic discipline.
  - e. Conducts a minimum of **three** (3) method and results demonstrations.
- C. Service (TOTAL 10%)
- 1. University Service
    - b. Actively participates in on-campus committees and performs other related responsibilities when assigned.
    - c. Attends campus professional meetings (division, college, university).
    - d. Prepares reports when assigned (division, college, university).
    - e. Performs recruitment duties when assigned.
  - 2. Public Service
    - a. Professional  
Engages in unsalaried service to the community, state, or nation for which the applicant's academic, educational, or professional training **is essential**.
    - b. Community  
Engages in unsalaried humanitarian service to the community, state, or nation for which the applicant's academic, educational or professional training **is not essential**.

### **OPTION THREE (A)**

This workload option will apply to a faculty member who has been assigned a full extension load.

- A. Professional Activity (10%)  
Maintains membership and actively participates in professional organizations.
- B. Clientele Group Publications, Extension, Creative Activities, and Exhibitions (TOTAL 80%)
  - 1. Clientele Publications and Extension
    - a. Develops and demonstrates the effectiveness of at least **three** (3) publications in the field of study or directed toward clientele group for which the faculty member has been assigned.\*
    - b. Conducts at least **eight** (8) training meetings for the target audience and be a presenter in at least four (4) of these meetings.\*

- c. Engages in on-going extension activities as evidenced by the number of projects completed, which have been evaluated for end results.\*

**\*Minimum Requirement: Regardless of point total, this requirement must be met.**

**OR**

2. Creative Activities and Exhibitions

Engages in a minimum of four (4) activities selected from the following categories.

- a. Uses innovative methods for teaching clientele during a minimum of ten (10) training meetings.
- b. Participates in a minimum of **four** (4) award, exhibition and judging events.
- c. Participates in a minimum of **four** (4) radio or television performances.
- d. Prepares a minimum of **six** (6) publication fact sheets related to one's academic discipline.
- e. Conducts a minimum of **four** (4) method and results demonstrations.

C. Service (TOTAL 10%)

9. University Service

- a. Actively participates in on-campus committees and performs other related responsibilities when assigned.
- b. Attends campus professional meetings (division, college, university)
- c. Prepares reports when assigned (division, college, university)

10. Public Service

- a. Professional  
Engages in unsalaried service to the community, state, or nation for which the applicant's academic, educational, or professional training **is essential**.
- b. Community  
Engages in unsalaried humanitarian service to the community, state, or nation for which the applicant's academic, educational or professional training **is not essential**.

Ratified by majority faculty vote on 4/14/95

# CESTA PROMOTION CRITERIA

**COLLEGE OF ENGINEERING SCIENCES, TECHNOLOGY AND AGRICULTURE  
FLORIDA A&M UNIVERSITY  
TALLAHASSEE, FLORIDA**

**CRITERIA FOR PROMOTION**

The following are suggested minimum criteria for promotion. Promotion to rank is not automatic, but is based upon qualifications outlined below for the faculty of the College of Engineering Sciences, Technology and Agriculture.

**ASSISTANT PROFESSOR**

- (a) The terminal degree or a minimum of five (5) years of college teaching, sponsored relevant research, and/or cooperative extension service, and at least thirty (30) hours of successful study above the master's degree in one's discipline
- (b) Evidence of effective participation on university committees and evidence of effective teaching

**ASSOCIATE PROFESSOR**

- (a) The terminal degree or evidence of having been admitted to candidacy for the terminal degree in the appropriate discipline.
- (b) At least five (5) years of successful college teaching, sponsored relevant research and/or cooperative extension service
- (c) Two (2) publications one (1) of which must be in a refereed journal, either regional or national.
- (d) Evidence of effective and consistent public service
- (e) Evidence of effective teaching, research and/or professional extension service
- (f) Evidence of outstanding service on University committees.
- (g) Evidence of ongoing interest and participation in pure or applied research.
- (h) Evidence of consistent participation in and recognition by professional associations; e.g. presenting papers, serving on boards and committees, and holding offices.

**PROFESSOR**

- (a) The terminal degree in the field that is being taught.
- (b) Seven (7) years of successful college teaching experience research and/or professional extension service.
- (c) Evidence of effective teaching.
- (d) Evidence of outstanding service on University committees
- (e) Evidence of effective and consistent public service.
- (f) Five (5) articles, two (2) of which must be in refereed journals, either regional or national, or authorship or co-authorship of a book or monograph.

- (g) Evidence of consistent participation in and recognition by professional associations; e.g., presenting papers, serving on boards and committees, and holding offices.
- (h) Evidence of participation and the ability to direct the efforts of others in pure or applied research.

**NOTE**

1. Applications for promotion at all levels should be supported by the written “opinion of the individual tenured members of the department or unit, holding a rank superior to that of the candidate for promotion.” If there are no tenured members in a department with the appropriate qualifications, then the applicant should seek written opinions from such tenured members within the division. In any event, a minimum of three (3) valid opinions should be submitted.
2. Persons of exceptional eminence in their disciplines or fields may be recommended for promotion on their individual merit.

**School of General Studies**  
**TENURE & PROMOTION CRITERIA**

**FLORIDA A&M UNIVERSITY  
SCHOOL OF GENERAL STUDIES**

**CRITERIA FOR PROMOTION AND TENURE**

I. Instructor:

At least a master's degree in the field of the teaching assignment.

II. Assistant Professor:

A. A terminal degree in the appropriate discipline.

OR

A minimum of five (5) years of successful teaching at the post-secondary level and a minimum of thirty (30) semester hours of graduate credit beyond the master's degree in the appropriate field.

B. At least two (\*2) professional publications in local, regional, national or international publications.

C. Documented evidence of participation on University or School committees and other relevant public service.

D. Documented evidence of effective teaching, counseling, academic advisement and/or program management.

III. Associate Professor:

A. The terminal degree in the appropriate discipline.

B. A minimum of five (5) years of successful teaching at the post-secondary level.

C. At least two (2) professional publications in local, regional, national or international publications.

D. Documented evidence of effective teaching, counseling and academic advisement. This should include some evidence of creativity in designing and implementing effective innovative techniques for the delivery of instructions.

E. Documented evidence of service on University committees.

F. Documented evidence of consistent membership and active participation in relevant professional association(s).

IV. Professor:

A. The terminal degree in the appropriate discipline.

B. A minimum of seven (7) years of successful teaching experience at the post secondary level.

C. Demonstrated evidence of effective teaching, counseling, and academic advisement. This includes demonstrated ability to engage in research to utilize the findings to provide

leadership in designing and implementing effective innovation techniques for the delivery of instruction.

- D. Documented evidence of Outstanding service on University committees.
- E. Documented evidence of Outstanding service on University committees.
- F. Documented evidence of three (3) publications since the last promotion, one (1) of which must have been published in a professional journal in his/her discipline.
- G. Documented evidence of consistent membership and active participation in professional associations in the discipline.
- H. On-going interest and participation in pure and/or action research.

V. General

- A. The support of the tenured members of the same rank or above in the School of General Studies will be solicited and received for promotions.
- B. At least three letters of recommendations should be presented with the application for promotion.
- C. Years normally required in rank before further promotion shall be as follows:
  - Instructor – two (2) years
  - Assistant Professor – three (3) years
  - Associate Professor – four (4) years

Persons of exceptional qualifications and accomplishments can apply for exceptions to this rule.

**FLORIDA A&M UNIVERSITY  
SCHOOL OF GENERAL STUDIES**

**CRITERIA FOR TENURE**

A. General Statement

The decision to award tenure to an employee of the School of General Studies shall take into account; annual performance evaluations, assessment by appropriate employees and administrators of the contributions the employee may be expected to make to the School, and the needs of the school and the University.

B. Eligibility

Employees with the rank of Assistant Professor and above, and other employees the School may designate, shall be eligible for tenure. The School may designate positions as tenure earning and so inform employees at the time of their original employment (FAC 6C-5.225(4)(c), 1988).

C. Criteria for Tenure

The decision to award tenure to an employee shall be based upon established criteria specified by the Board of Trustees or its representatives and shall take into account:

1. Educational Degree Requirement  
Normally the terminal degree from a fully accredited institution of higher education. The appropriate terminal degree is determined by the applicant's academic unit.
2. Teaching Experience  
"An employee may normally be considered for tenure during the sixth (6<sup>th</sup>) 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. 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" (Article 15.2, UFF/BOR Agreement, 1998 – 2001).

At least five years teaching experience at FAMU.

Or a combination of teaching experience at FAMU and other institutions of higher education approved by FAMU to a total of five years full time teaching experience.

3. Teaching Effective
  - 3.1 As evaluated by students with a minimum of satisfactory rating.
  - 3.2 As evaluated by the Dean of the School of General Studies through the annual performance evaluations with a minimum of satisfactory rating.
  - 3.3 With written recommendations for tenure from at least three (3) tenured faculty members.
  - 3.4 Demonstration of professional and innovative teaching.
  - 3.5 Academic Advisement/Counseling

- 3.5.1 Performs assigned advisement and registration services.
- 3.5.2 Maintains availability to students throughout the academic year for advisement.

- 4. University Service  
Participation on school and university committees
- 5. Public Service  
Service related to academic disciplines and/or interest areas within the greater communities (local, national and international).
- 6. Professional Activities  
Professional activities (membership in local, national and international organizations); for example: offices held, meetings attended, consultations rendered, awards and recognitions received.
- 7. Publication and Research  
At least one article published in a refereed or professional journal.  
and  
At least one research/investigative activity.

School of Journalism  
Tenure Criteria

## **Tenure and Promotion Policies**

### **Florida A&M University**

#### **School of Journalism and Graphic Communication**

##### **I. Introduction**

As the Florida A&M University School of Journalism and Graphic Communication accepts the challenges of the 21<sup>st</sup> century, its mission will focus on the continuing preparation of young African-American journalists and graphic communicators for upwardly mobile entry-level positions in the industries in which they are still woefully underrepresented. In addition, the School will, through its graduate programs, seek to increase the numbers of African American scholar/teachers to help meet the needs of colleges and universities for faculty diversification.

To accomplish these ends, the School will maintain two faculty tracks, the "tenure track" and the "professional practice track." Only candidates on the tenure track will be eligible for tenure. Candidates on both tracks will be eligible for promotion.

All faculty candidates, regardless of track, will be expected to have at least three years of increasingly responsible appropriate professional experience, with the expectation that successful candidates for the professional practice track will have more significant professional experience.

Academic titles are the same for both tracks.

##### **II. Degrees Expected at Hiring**

**Tenure Track** - Normally, the Ph.D. in the field or a closely related field will be expected in the Division of Journalism. Because the theory and practice of journalism are truly interdisciplinary in nature, however, other terminal degrees, for example, in English, information science, political science, history, psychology, sociology, or business administration, are acceptable if the School can justify the value to the program of the expertise represented by the degree.

In the Division of Graphic Communication, Ph.D. or Ed.D. degrees in industrial education or vocational education are available to those who choose to seek them. However, the highest degree awarded nationally in printing and printing management is the M.S. or M.A. degree. In the graphic design and photography fields, the M.F.A. is the terminal degree.

**Professional Practice Track** - Persons hired for this track will normally hold a Master's degree in the relevant field and have had extensive increasingly responsible professional experience. A person may also be hired for this track holding only a B.A or B.S. degree if the candidate's professional experience will make a unique contribution to the School and has earned him or her a state, regional, or national reputation.

Professional Practice faculty are eligible to serve on all Divisional, School, or University committees except those that require members to be tenured. In cases of promotion consideration of professional practice faculty, one committee member from those ranks must be

elected by the professional practice faculty to serve with full voting privileges on the SJGC tenure/promotion committee.

Professional Practice faculty can move from this track to the academic track in special cases, such as receipt of a Ph.D. degree. The reverse is not true.

### **III. Hiring Criteria for Tenure-Earning Faculty**

#### **Division of Journalism**

Persons hired as tenure-earning faculty are expected to have Ph.D. degrees, except as outlined below, in journalism, mass communications, communications, or RTV-Film. However, the interdisciplinary nature of journalism practice and of journalism education makes it appropriate to consider persons with terminal degrees in those areas listed in Section II, first paragraph.

In addition to the academic credentials, persons hired for the tenure track will be required to have a minimum of three years of professional experience in the principal area of instruction to which he or she will be assigned. References will be required from persons who can document the candidate's teaching ability.

#### **Division of Graphic Communication**

Persons hired as tenure-earning faculty are expected to have at least an M.A. or M.S. degree in a field appropriate to the teaching assignment. For incoming faculty in photography and graphic design, the required terminal degree is the M.F.A.

Professional experience expectations parallel those set forth by the Division of Journalism.

## **IV. Hiring Policy**

### **For Non-Terminal Degree Holders**

In rare instances, candidates without terminal degrees will be eligible for hiring by the declaration by the Provost and President that the candidate's education, experience, and other qualifications are equivalent to the terminal degree. This process will require the documentation of substantial professional experience that clearly places the candidate in a position to perform as a productive member of the academic faculty to an extent equivalent to that of a terminal degree holder.

**DIVISION OF JOURNALISM:** At least seven years of increasingly responsible experience in the profession, as supported by documentation from employers and former employers and others as appropriate, and a non-terminal Master's degree in an appropriate field.

**IN ADDITION:** The candidate must have distinguished himself or herself by one or more of the following:

1. Publications or other creative/professional activity products (such as exhibitions/screenings, professional software development, books, journal articles, videos, professional newspaper, newsletter or magazine articles, and the like), significant experience in newsroom management or agency or corporate PR operation, or exceptional scholarly activities;
2. Accomplishments recognized by professional societies in journalism and mass communication including but not limited to the Accrediting Council on Education in Journalism and Mass Communication, Association of Schools of Journalism and Mass Communication, American Society of Newspaper Editors, Public Relations Society of America, Broadcast Education Association, Newspaper Association of America, Radio/Television News Directors Association, National Association of Broadcasters, Society of Professional Journalists, Society of News Design, National Association of Black Journalists, and Association for Education in Journalism and Mass Communication as judged by the faculty, division director, and dean;
3. Leadership in these professional societies, or others, that has been acknowledged by those organizations or by public recognition;
4. Demonstrated contribution to the teaching discipline; or
5. Published or unpublished work that is judged of high quality by the faculty.

**DIVISION OF GRAPHIC COMMUNICATION:** At least seven years of increasingly responsible experience in the profession, as supported by documentation from employers and former employers and others as appropriate, and a Master's degree in an appropriate field.

**IN ADDITION:** The candidate must have distinguished himself or herself by one or more of the following:

1. Publications or other creative/professional activity products (such as exhibitions/screenings, professional software development, books, journal articles, photo-graphs, designs, professional newspaper, magazine or newsletter articles or design, and the like);
2. Accomplishments recognized as outstanding by professional societies in graphic communications including but not limited to Printing Industries of America, the Graphic Arts Technical Foundation, the Society of News Design, Printing Association of Florida, Society of Photographic Educators, Photographic Instructors Education Association and others as judged by the faculty, division director, and dean;
3. Leadership in these professional societies or others that has been acknowledged by the professional organizations or by public recognition;

4. Demonstrated contribution to the teaching discipline; or
5. Published or unpublished work that is judged of high quality by the faculty.

**FOR BOTH DIVISIONS:**

6. Documentation of regional, national, or international reputation;
7. Evidence of awards or other recognitions for his/her work and description of the works that produced the awards or other recognition;
8. Documentation of the effectiveness or impact of the person's work;
9. Documentation of the person's high quality work, as determined by the faculty;  
or
10. Evidence that the candidate would be able to make a positive contribution to the academic environment through teaching, research, or creative activity and service.

The recruitment, selection, and appointment of faculty is governed by Rule 6C-5.910, Florida Administrative Code (F.A.C.), applicable sections of the Board of Trustees and any applicable collective bargaining agreement, and the provisions of the University's affirmative action plan (Rule 6C3-10.105, F.A.C.). The University provides a copy of the criteria for tenure to applicants who are made an offer of appointment.

**If an applicant without a terminal degree wishes to condition the acceptance of the offer on the basis that the applicant's experience should be accepted for tenure in lieu of the terminal degree, the applicant must request such predetermination before the initial appointment. The FAMU administration will approve or disapprove the request, and the Provost will notify the applicant and the School of Journalism and Graphic Communication in writing in a timely manner. Approval means the candidate will be hired on the tenure track with a Ph.D. equivalency.**

The Board of Trustees or the University may modify the tenure criteria, with the exception of the Ph.D. equivalency, if an employee has fewer than three years of tenure-earning credit as of the date on which new criteria are adopted. In such cases faculty members shall be evaluated under the newly-adopted criteria.

## **V. Tenure**

Tenure - earning faculty may request the SJGC tenure and promotion committee to review their progress toward tenure by submitting an interim application. Such a review is advisory.

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.

By the end of the six years of service at the University, an employee eligible for tenure shall either be awarded tenure by the Board of Trustees or given notice that further employment will not be offered. The faculty member then will be granted a one-year terminal contract.

With sufficient justification, a faculty member may be recommended by the President and approved by the Board of Trustees for tenure at the time of initial appointment.

### **Criteria for Tenure**

1. Teaching effectiveness, determined by supervisor evaluations, student evaluations, peer evaluations, class visitations by the SJGC tenure/promotion committee; teaching awards; promptness and thoroughness of grading; quality and rigor of course syllabi; the quality of academic and career advisement to students, and currency in the field as demonstrated by reading of appropriate resources in the field; attendance at seminars and professional meetings; faculty internships and like activities, whether at personal, outside, or university expense.

2. Research/publication and/or creative activity, determined by professional publications in refereed research journals or in other professional or general interest periodicals of stature designed to inform or stimulate discussion on topics of professional interest; juried exhibitions, speeches or other prepared presentations or papers delivered to professional associations or the general public; specific research projects internally or externally that contribute to new knowledge; and specific printed, graphic or electronic evaluated projects that are outgrowths of faculty teaching or subsidiary assignments (university printing projects for Graphic Communication faculty, for example).

All candidates for tenure must meet the University's minimum criteria for publications and/or creative activities, as judged by the unit tenured faculty, the division director, and dean. Works of good communication are intended to be included.

3. Service to the University and Profession

a. University service, as determined by active participation on Divisional, School or University committees, Faculty Senate, or special assignments that benefit the Division, School, or University, such as active club or publication advising, etc.

b. Professional service, as determined by active memberships in appropriate professional organizations, activity as officers, committee chairs, or committee members in these organizations, consultancies, judging of professional association competitions, conducting or assisting in the conduct of professional workshops or seminars, etc.

## **VI. Promotion**

## *Tenure Track*

### **To Assistant Professor**

1. A terminal degree in a discipline appropriate to the teaching, research, and service functions of the School and minimum of three years of relevant professional experience in the field.

**or**

Terminal degree equivalency status and at least seven years of good, increasingly significant professional field experience.

2. Evidence of effective teaching, advisement, professional currency, and program management (where applicable).
3. Evidence of participation on Division, School, or University committees, or other special assignments of benefit to the Division, School, or University.
4. Evidence of professional service and membership.

### **To Associate Professor**

1. The terminal degree in a discipline appropriate to the teaching, research and service functions of the School and at least three years of relevant professional experience in the field, **and tenure.**

**or**

Terminal degree equivalency status, at least seven years of relevant, increasingly significant professional field experience, **and tenure.**

2. At least five years of successful teaching in the field at the post-secondary level.
3. Based on minimum university requirements for promotion: professional works **or** refereed publications/juried exhibitions or competitively selected presentations or papers prepared for local, state, regional, national or professional meetings, or competitively selected presentations or papers prepared for state, regional, national, or international professional meetings, **or** successfully completed creative or research projects designed for public or professional consumption, or a combination thereof, judged by the School tenure and promotion committee, division director, and dean to be of high quality, **since the last promotion.**

Professional works not specifically named above will be individually evaluated.

4. Evidence of effective teaching, advisement, professional currency, and program management (where applicable).
5. Evidence of outstanding service to the University, via committee participation or other assignments of benefit to the Division, School, or University.

6. Evidence of public and professional service and membership, as described under “Tenure.”
7. Evidence of a growing state, regional, national, or international reputation in specialty.
8. Evidence of effective academic unit administration, where applicable, including but not limited to scheduling of classes, delegation and supervision of committee responsibilities, administering faculty and staff evaluations, student advising, preparing unit budgets, establishing unit goals and plans, handling faculty grievance and union-related matters, filing required reports to higher administration in a timely fashion, fund raising, student recruiting, etc.

### **To Professor**

1. The terminal degree in a discipline appropriate to the teaching, research, and service functions of the School and at least three years of relevant, increasingly significant professional field experience.

*or*

Terminal degree equivalency status and at least seven years of relevant, increasingly significant professional field experience.

2. At least seven years of successful teaching experience in the field at the post-secondary level.
3. Based on minimum university requirements for promotion: significant articles in local, state, regional, national, or international trade, general interest, or refereed professional publications, *or* competitively selected presentations or papers prepared for state, regional, national, or international professional meetings, *or* successfully completed juried or peer reviewed creative or research projects designed for public or professional consumption, *or* a combination thereof, judged by the School tenure and promotion committee, the division director, and dean to be of high quality, *since the last promotion.*

Professional works not specifically named above will be individually evaluated.

4. Evidence of effective teaching, advisement, professional currency, program management (where applicable).
5. Evidence of outstanding service to the University, via committee participation or other assignments of benefit to the Division, School, or University.
6. Evidence of outstanding active professional service, as described under “Tenure.”
7. Evidence of state, national, regional, or international reputation in field.

8. Where applicable, evidence of effective graduate program or academic unit administration, including but not limited to scheduling of classes, delegation and supervision of committee responsibilities, administering faculty and staff evaluations, student advising, preparing unit budget, establishing unit goals and plans, handling faculty grievance and union-related matters, filing required reports to higher administration in a timely fashion, fund raising, and student recruiting.

### **Professional Practice Track**

#### **To Assistant Professor**

1. Demonstration of a record of effective teaching.
2. Demonstration of continuing professional growth through work closely related to the classroom and the profession, including but not limited to active participation in professional workshops and seminars, publication in the trade press, and participation in professional organizations.
3. Service on Division, School, or University committees; journalistic efforts that benefit the general public; judging professional competitions and the like.

#### **To Associate Professor**

1. Demonstration of an outstanding record of teaching by assessment of course syllabi, assignments and examinations, favorable student, administrative, and peer evaluations, development of new courses or significant revisions or enrichment of established courses; efforts to enhance teaching through work in professional positions or through participation in seminars and workshops, receipt of grants or awards for teaching-related activities. Ability to keep current with the profession through reading, full-time or part-time internships, and/or continuing education.
2. Demonstration of continuing professional growth through work closely related to the classroom and the profession. These may include, but not necessarily be limited to:
  - a. creation of content for professional workshops and seminars designed to advance the profession,
  - b. innovations in teaching,
  - c. publications in the trade press designed to address problems or opportunities in the profession,
  - d. active participation in professional organizations,
  - e. and, if applicable, awards and other recognitions earned by students

who are advised by the professional practice faculty member.

3. Service on Division, School, or University committees; administrative work, consulting; journalistic efforts that benefit the general public; contributions to professional associations; judging professional competitions; contributing to professional workshops and the like.

The candidate for associate professor (professional practice track) must show an impressive record of teaching, professional growth and service beyond his or her accomplishments at the time of appointment.

**To Professor:**

1. Demonstration of an exceptional record of teaching and continued development in professional and service activities.
2. Demonstration of national or international reputation of excellence in teaching, as measured by the judgment of peers at other universities or by those in the profession, or both.

The key element for tenure (academic track) and promotion (for either track) is adherence to these guidelines and full documentation of accomplishments sought within them.

For faculty on the professional practice track, the normal time in rank expected for promotion from assistant professor to associate professor is six years and from associate professor to full professor is six years.

Note: Persons of exceptional qualifications and accomplishments may apply to the provost for a waiver of these promotion guidelines with support of their division director, the tenure and promotion committee, and the dean.

The following documents relate to tenure and promotion at Florida A&M University:

1. Board of Governors Rule, Chapter 6C-5 Florida Administrative Code (F.A.C.).
2. FAMU Rules Chapter 6C3-10, F.A.C.
3. Current Collective Bargaining Agreement.
4. Current FAMU Constitution and By-Laws.
5. Current FAMU Faculty Handbook.

Approved by: James E. Hawkins, Dean  
School of Journalism and Graphic Communication

December 6, 2004

Larry Robinson, Ph.D.  
Provost and VP/Academic Affairs  
December 6, 2004

Implementation date: August 2005

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY  
TALLAHASSEE, FLORIDA  
CRITERIA AND PROCEDURS FOR PROMOTION

FOR  
LIBRARY FACULTY LIBRARY PROMOTION COMMITTEE

Margaret B. Jones, Chairperson  
Saiyed A. Ahmad  
Sarah Allen  
Jacquelyn Y. Shuler  
Carolyn T. Bivens, Alternate  
Revised February 2001  
Approved July 27, 2001; September 20, 2001

(Note: This document supercedes all previous Library Promotion Documents)

**INTRODUCTION**

Promotion is a professional recognition to be earned and not a right guaranteed by length of service. Determine for promotion for Library Faculty at Florida A&M University is based on the procedures, criteria and/or guidelines as specified in the Board of Regents-United Faculty of Florida Contractual Agreement, ALA/ARL/ACRL "Standards for University Libraries" and the Association of College and Research Libraries (ACRL) model statement of criteria and procedures for appointment, promotion in academic rank, and tenure for college and university librarians.

Established Criteria serve as professional standards, which provide for continuous assurance of professional integrity and quality of performance not only within the University but also throughout the State and Nation. The librarian's academic preparation for an appointment to the Library is established on the basis of the terminal professional degree (Master's in Library and Information Science field from an ALA accredited institution.) The basic quality which must be evident for promotion in academic rank is the ability to perform at an outstanding level in an area which contributes to the educational and research mission of the institution, such: reference service, collection development, bibliographic control, organization and administration, and other developing technological advances in the Library and Information Science fields.

The required number of years for promotion must be completed by the time the promotion becomes effective which will be the ensuing contractual year. Promotion will follow a progressive continuing rank from Instructor Librarian to University Librarian, i.e., requests, which involve skipping a rank, will be denied. Promotion shall not be automatic nor guaranteed upon completion of term specification. Promotion must be merited. Professional experience accumulated must be negotiated at the time of initial appointment at Florida A&M University. Professional experience is defined as the number of months of professional service after earning the master's degree.

The Library Promotion Committee shall review these procedures before July 1, annually, when required and submit them to the General Library faculty for recommendation changes/additions. These changes shall be forwarded to the Vice President for Academic Affairs for approval through the Library Director (or the Administrative Head of the Library.)

**I. LIBRARY PROMOTION COMMITTEE**

The purpose and function of the Library Promotion Committee are to act in an advisory capacity by reviewing and making recommendations concerning promotion to the Library Director.

Both positive and negative recommendations must be submitted in writing. The committee will consist of three members (preferably one from each area: public services, technical services and the branches) and an alternate, none of whom is a candidate for promotion.

All must have been members of the FAMU library staff for at least one year and when possible, all must have been members at the Associate Librarian level for at least two years.

In order to provide some continuity and yet encourage change, two members shall be appointed for two years and one for the first year. Thereafter, each member will serve a two-year term. If a member becomes ineligible/disabled, the alternate will complete the term. The committee will be appointed by the administrative head of the Library. The committee will elect its own chairperson who will be responsible for convening and conducting all committee meetings and maintaining the minutes which shall record the date of the meeting, attendees, a record of the vote and final committee action.

### **PROCEDURES AND TIMETABLES FOR PROMOTION**

Procedures and forms included in these criteria supplement the “Florida A&M University Request for Promotion” forms.

1. Letter of application submitted to supervisor as mandated by the University each academic year.
  2. Letter of recommendation for promotion from applicant’s supervisor to the head of the Library as mandated by the University each academic year.
  3. Appointment of a three-member Library Promotion Committee by the Director of Libraries and referral of letters of application to the committee as mandated by the University each academic year.
  4. The supervisor forwards the promotion folder; after review by the employee to the chairman of the promotion committee as mandated by the University of each academic year.
  5. “Prior to consideration of the employee’s promotion, the employee shall have the right to review the contents of the promotion file and may attach a brief response to any material therein. It shall be the responsibility of the employee to see that the file is complete.” (Excerpted from: BOR/UFF Collective Bargaining Agreement, 2001-2003, 14.3a).
  6. Review of documented materials submitted by applicant sent to Director of Libraries with committee recommendation as mandated by the University each academic year.
    - a. “If any employee is denied promotion, the employee shall be notified in writing by the appropriate administrative official, within ten (10) days, or as soon as possible thereafter, of that decision. Upon request by an employee within twenty (20) days of the employee’s receipt of such decision, the university shall provide the employee with a written statement of the reasons why the promotion was denied.” (BOR/UFF Collective Bargaining Agreement, 2001-2003, 14.4).
    - b. Review of documentation and recommendations by the Director of Libraries sent to the Provost and Vice President of Academic Affairs as mandated by the University each academic year.
    - c. The effective date of promotion will be the beginning of the next contractual year.
- 1. Contents of Promotion file**
- a. A copy of the required Library Promotion Criteria.
  - b. A completed Florida A&M University request for promotion.
  - c. Letter of intent.
  - d. Resume.
  - e. Evidence of time in rank.

A minimum of three letters or recommendation must be included in the candidates’ application file. The letters should elicit comments on the following points:

- How long has the evaluator known you?
- In what capacity does the evaluation know you?
- Overall professional performance and job effectiveness.

If all solicited letters are not received before the deadline, the candidate shall place at the appropriate point in the application, a statement concerning letters that remain to be received. No letters will be accepted for inclusion after the committee begins deliberations.

- f. Performance Evaluations.
- g. Other supporting documents.

**1. GENERAL APPEARANCE**

Candidates for promotion shall prepare and present a complete, well organized, well-documented, and clear application file.

The most appropriate binder for the promotion file is the regular 1 1/2" three-ring hard cover binder. The binder should be one that will hold the material together securely and allow for easy addition of material during the review process. Be sure there is sufficient space in the margin of each page to avoid holes in the data.

The file should be arranged in order of criteria and should be clearly separated by dividers and marked by tabs. Other supporting documents may be included, as part of the file and all material shall be available upon request.

# **Libraries Promotion Criteria**

## CRITERIA FOR PROMOTION

The following criteria are established as minimum qualification for promotion in accordance with the Board of Regents State University System and United Faculty of Florida Specifications and agreements. In evaluating the competencies of a Librarian, the primary considerations shall be given to the performance of assigned duties and responsibilities. The areas of contribution in which an individual will be evaluated should be related both to the department in which the individual holds rank and to the profession. The applicant must show evidence of outstanding performance.

### **ASSOCIATE UNIVERSITY LIBRARIAN TO UNIVERSITY LIBRARIAN**

A Librarian promoted to this rank shall have made outstanding achievements at a high level of competency in professional endeavors. The Librarian shall have a documented record of effective performance, which shows continuing growth and increasing responsibilities.

The required years of service shall be only one of the criteria for promotion to University Librarian.

### **CATEGORY A: PERFORMANCE/PROFESSIONAL RESPONSIBILITIES**

1. To be considered for promotion to the rank of University Librarian the candidate must have earned a Master's degree in Library Science from an American Library Association accredited program.
2. Must have completed eight (8) years as a professional librarian and entering the ninth year with at least three (3) years in rank as Associate Librarian at Florida A&M University and have:
  - a. Membership in professional organizations
  - b. Demonstrated superior performance sufficient to show competency to exercise the fully developed skills expected at the University Librarian level.
  - c. Demonstrated excellence in the areas of job knowledge, dependability, initiative, and professional attitude.
  - d. Attended professional meeting(s) (committee work, officer, projects, etc.)
  - e. Showed capacity to exercise the developed skills expected at the University level.
  - f. Acquired three (3) letters from librarians of equal rank or above; of which one should be from immediate supervisor attesting to the professional competence of the applicant. These letters may be supplemented by letters from professors, deans, and other who can attest to the professional competency of the applicant.

### **CATEGORY B: PROFESSIONAL COMPETENCY AND ACTIVITIES**

1. Additional course work and/or other continuing education activities.
2. Completed other course work to enhance knowledge needed for the position held.
3. Have satisfactory or above on the last four (4) performance evaluations.
4. Have participated in workshops, seminars, continuing education activities, grants, awards, etc., in the last four (4) years.
5. Have demonstrated professional contributions by activities such as: newsletter writing and editing, serving as a consultant, obtaining grants, supervising interns, etc.
6. A second master's degree or other advanced degree may substitute for one year of experience.

### **CATEGORY C: RESEARCH/CREATIVE WORK**

Prepared and initiated special projects assigned

- a. Book review for publication or presented at a meeting.
- b. Prepared evaluative annotated bibliography for specific activities.
- c. Leadership activities with library staff.
- d. presentation of paper(s) at professional gatherings
- e. Slide/video tape presentation.
- f. Presentation of Surveys.
- g. Published article or book.
- h. Teaching Library Instruction

### **CATEGORY D: SERVICE TO THE UNIVERSITY AND COMMUNITY**

1. Service on University-wide committees
2. Participation on library committees.

3. Service to the community (Library volunteer, Library Board member, Information literacy, Mentoring programs, etc.)
4. Other scholarly University Activities.

#### **ASSISTANT UNIVERSITY LIBRARIAN TO ASSOCIATE UNIVERSITY LIBRARIAN**

A Librarian promoted to this rank shall have made substantial contributions to the library profession, and/or institution and shall have achieved high level competence in bibliographical activities or other professional endeavors. The Librarian shall have documented records of continuing growth. Required years of experience shall be only one of the criteria for promotion to Associate Librarian.

#### **CATEGORY A: PERFORMANCE/PROFESSIONAL RESPONSIBILITIES**

2. Must have earned a Master's degree from an American Library Association accredited program.
3. Must have completed six (6) years and entering into the seventh (7) years as a professional librarian, including three (3) years in rank as Assistant University Librarian.
4. Shall be a member of at least one professional library/information organization.
5. Shall have attended library information conferences in the last three (3) years.
6. Shall obtain a minimum of three (3) letters of reference, one should be from a librarian of equal rank or above and, one from immediate supervisor. Other letters from an administrator, professor, or someone who can attest to the professional competency of the applicant, may be included.

#### **CATEGORY B: PROFESSIONAL COMPETENCY AND ACTIVITY**

1. Shall have: Completed at least six (6) hours of course work while in the rank of Assistant University Librarian, and/or
2. Evidence of participation in a national or regional professional organization by holding office, serving on a committee, and/or
3. Participated in other appropriate continuing education activities receiving certificate or continuing education credits.
4. The applicant must present documents to meet the requirement of at least two of the above criteria. (nos.1-4)
5. Shall have received satisfactory or above on the last five performance evaluation.
6. A second master's degree or other advanced degree may substitute for one year of experience.

#### **CATEGORY C: RESEARCH/CREATIVE WORK**

- a. Book review
- b. Annotated bibliography
- c. Library surveys
- d. Research
- e. Presentation of paper
- f. Published article or book
- g. E-Publication
- h. Other creative works

#### **CATEGORY D: SERVICE TO THE UNIVERSITY AND COMMUNITY**

2. Service and/or leadership in the internal affairs of the University-wide committee(s), participation on library committee(s).
3. Other community service(s) (Library Boards, Literacy volunteers, Cancer Drive, United Way, Red Cross, etc.)

#### **INSTRUCTOR LIBRARIAN TO ASSISTANT LIBRARIAN**

A Librarian promoted to this rank shall have made significant professional contributions to the Library and/or the institution. The Librarian should have a documented record of effective performance and show continuing growth. Required year of service shall be only one of the criteria for promotion to the assistant University Librarian rank.

#### **CATEGORY A: PERFORMANCE/PROFESSIONAL RESPONSIBILITIES**

4. Must have earned a Master's degree from an American Library Association accredited program.
5. Present a minimum of three (3) letters of recommendation from librarians of equal rank, or above. Letters may also be required from other university professors, and administrators who can attest to the competency of the applicant.

#### **CATEGORY B: PROFESSIONAL COMPETENCY AND ACTIVITY**

1. Must have completed at least two (2) years entering into the third year as a professional librarian before applying for promotion to Assistant University Librarian.
2. Participated in continuing education activities.
3. Documented records that show strong commitment to the profession.
4. membership in library information/technology professional organizations, (national, regional, state).
5. Satisfactory or above performance on each evaluation.
6. Demonstrate competence in the areas of knowledge, dependability, initiative, and professional attitude.
7. A second master's degree or other advanced degree may substitute for one year of experience.

#### **CATEGORY C: RESEARCH/CREATIVE WORK**

The applicant is encouraged to participate in research and other creative endeavors. Professional contributions deemed pertinent by peers to the library/university weighs significantly in the process.

#### **INSTRUCTOR LIBRARIAN**

##### **EDUCATION**

Master's degree from an American Library Association accredited program.

##### **EXPERIENCE**

A recent graduate.

##### **QUALIFICATIONS**

1. A librarian appointed to this rank shall have academic records and documented recommendations which indicate a potential for successful performance as an academic librarian. The rank shall be considered an initial rank to which persons will not be assigned permanently.

**SUMMARY**

INSTRUCTIONS: THIS FORM IS DESIGNED TO SUMMARIZE THE RESULTS OF EVALUATION. THIS FORM MUST BE COMPLETED BY THE COMMITTEE.

<u>SOURCE</u>	<u>WEIGHT</u>	<u>RATING</u>
<u>WEIGHTED</u>	<u>PERCENT</u>	
<u>VALUE</u>		
A. Performance/Professional Responsibilities	50%	
B. Professional Competency	30%	
C. Research/Creative Work	10%	
D. Service to the Community	10%	

<u>SIGNATURE OF THE COMMITTEE</u>	<u>TITLE</u>	<u>DATE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

xc: Director  
Applicant

**FLORIDA A&M UNIVERSITY LIBRARIES  
PROMOTION RECOMMENDATIONS  
SUMMARY OF STATEMENTS**

APPLICANT \_\_\_\_\_

FOR PROMOTION  
TO: \_\_\_\_\_

The Summary of Statements is a record of decisions made at each level of review. All persons listed below are required by the promotion guidelines of the FAMU Libraries to attach this recommendation to the document, regardless of the decision made. A copy of each recommendation must be furnished to the candidate before the application is forwarded to the next level of review.

PROMOTION COMMITTEE

PROMOTION RECOMMENDED \_\_\_\_\_ PROMOTION NOT RECOMMENDED \_\_\_\_\_  
Signature of Chairperson \_\_\_\_\_  
Date \_\_\_\_\_

DIRECTOR OF LIBRARIES

PROMOTION RECOMMENDED \_\_\_\_\_ PROMOTION NOT RECOMMENDED \_\_\_\_\_  
Signature of Director of Libraries \_\_\_\_\_  
Date \_\_\_\_\_

UNIVERSITY PROMOTION COMMITTEE

PROMOTION RECOMMENDED \_\_\_\_\_ PROMOTION NOT RECOMMENDED \_\_\_\_\_  
Signature of Chairperson \_\_\_\_\_  
Date \_\_\_\_\_

PRESIDENT

PROMOTION RECOMMENDED \_\_\_\_\_ PROMOTION NOT RECOMMENDED \_\_\_\_\_  
Signature of President \_\_\_\_\_  
Date \_\_\_\_\_

**RECOMMENDATIONS AND SUMMARY**

The purpose of this part of the criteria is to provide to committee an opportunity to explain the ratings given to the applicant, to add comments that were not covered sufficiently in the application and suggestions for improved performance. The comments on this part need not have direct weight in determining recommendations for promotion, but they may be considered if the employee appeals the ratings on this form.

**MAJOR STRONG POINTS AND/OR CONTRIBUTIONS**

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**MAJOR WEAK POINTS OR SUGGESTIONS FOR IMPROVEMENT**

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**ADDITIONAL COMMENTS**

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Applicant

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Signature of Applicant

**PROMOTION COMMITTEE RECOMMENDATION**

\_\_\_\_\_ Recommended for Promotion

\_\_\_\_\_ Not Recommended for Promotion

APPLICANT’S RESPONSE (Check comments which apply)

\_\_\_\_\_ I have had an opportunity to examine this report.

\_\_\_\_\_ I disagree with the rating in the following areas:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I wish to challenge or appeal the ratings on this report.

Additional  
Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant Title Date

Signature of Committee Members Title Date  
\_\_\_\_\_  
\_\_\_\_\_

**CHECKLIST OF REQUIRED DOCUMENTS  
AND REVIEW STATEMENT**

**REQUIRED DOCUMENTS:**

Letter of Intent

Detailed Resume

Supervisor's Letter

Performance Evaluation

Assistant university Librarian – three (3) years

Associate University Librarian – last three (3) years

University Librarian – last three (3) years

Criteria and procedure for Promotion for Library Faculty

FAMU Promotion Application Form

Letters of Recommendation (3)

Other Supporting Documents

**FLORIDA A&M UNIVERSITY LIBRARIES**

**PROMOTION APPLICATION FORM**

NAME: \_\_\_\_\_

LIBRARY  
DEPARTMENT: \_\_\_\_\_

DATE OF PROFESSIONAL APPOINTMENT AT FAMU: \_\_\_\_\_

PRESENT RANK : \_\_\_\_\_

THREE YEARS IN PRESENT RANK: \_\_\_\_\_

RANK SOUGHT: \_\_\_\_\_

EXPERIENCE \_\_\_\_\_

YEARS OF PROFESSIONAL EXPERIENCE AT FAMU: \_\_\_\_\_

YEARS OF PROFESSIONAL EXPERIENCE AT OTHER INSTITUTIONS:  
\_\_\_\_\_

TOTAL YEARS: \_\_\_\_\_

This promotion application form should be presented to the candidate's supervisor. The supervisor will present it to the Director of Libraries.

Candidate's  
Signature: \_\_\_\_\_

Supervisor's  
Signature: \_\_\_\_\_

Director of Libraries'  
Signature: \_\_\_\_\_

**FLORIDA A&M UNIVERSITY**

Office of the Provost and Vice President of Academic Affairs  
2001-2002

College/School	<u>Libraries</u>	Academic	Unit <u>Libraries</u>
Academic Dean/Director	<u>Lauren B. Sapp</u>	Date	<u>August 7, 2001</u>
Campus Address	<u>307 Coleman Library</u>		
Campus Telephone #	<u>599-3370</u>	Fax #	<u>561-2293</u>

The Criteria and Procedures for Promotion for Library Faculty have been revised and approved by library faculty to supercede previous Library Promotion Documents.

1. Faculty librarians participated in the development of the method and procedures in the following manner:
  - a. How: A committee, chaired by Mrs. Margaret Jones, reviewed and revised the criteria and procedures. Several iterations of the document were submitted to librarians for review and input. Meetings were held to discuss the document and further revisions were made.
  - b. When: On July 7, 2001 and September 20, 2001, faculty librarians voted to approve the criteria and procedures as criteria to supercede previous Library Promotion Documents.
2. Number of In-unit faculty librarians eligible to vote: 15
3. Number of In-unit required for a quorum: 8
4. Number of In-unit faculty librarians who participated in the vote: 10
5. Number of In-unit faculty librarian votes for the recommended plan: 10
6. Recommended Promotion Criteria and Procedures approved by the Dean or Director July 27, 2001 and September 20, 2001

Signature \_\_\_\_\_

7. Recommended Promotion Criteria and Procedures approved by the Provost and Vice president for Academic Affairs

Signature \_\_\_\_\_ Date \_\_\_\_\_

Dr. Gladys Lang

# **THE COLLEGE OF LAW**

## **X.INITIAL CONTRACT, RETENTION, PROMOTION, AND TENURE**

### **A. INITIAL CONTRACT**

1. The Faculty Recruitment Committee shall make recommendations to the faculty with respect to candidates being considered for tenure, tenure-track, contract, and look-see visiting status. If a candidate has previous law school faculty service elsewhere, the committee may include in its recommendation to the faculty a grant of credit for prior service. The faculty may adopt the committee's recommendation with respect to hiring, credit, or both. No candidate shall be recommended for hiring or the giving of credit without an affirmative vote of 2/3 of the faculty present and voting on that issue.
2. The Retention, Promotion and Tenure Committee shall make recommendations to the faculty with respect to look-see visitors being considered for tenure, tenure-track and contract status. The Committee can include in its recommendation credit for service at the College of Law. No candidate shall be recommended for hire or the giving of credit without an affirmative vote of 2/3 of the faculty present and voting on that issue.

### **B. RETENTION AND PROMOTION**

#### Tenure-Track Faculty.

a. Procedure. Evaluation of all tenure-track faculty members for purposes of contract renewal shall take place in their first, second, third, and fifth or sixth years at the College of Law unless their initial contract of appointment specifies otherwise. The level of review will reflect the years of credit, if any, granted by the faculty at the time of the offer if the faculty member being reviewed accepts the grant of credit.

b. Standards and Effect.

i. First year review for renewal. (Spring semester)

(1) Satisfactory teaching reflected by peer and student evaluations. Peer evaluation should be critical but supportive. The test is whether the faculty member is or can become a quality, effective teacher. Therefore, the critical aspect of the review is whether he/she is capable of achieving the high level of quality teaching we expect from all faculty members. Once the Committee determines the faculty member can achieve that level, the supportive aspect of the review includes making suggestions and helping the first year teacher to reach his/her potential.

(2) Regular participation in the governance of the College of Law through direct involvement in committee and faculty business.

(3) A negative first year review includes a non-renewal recommendation.

ii. Second year review for renewal. (Spring semester)

(1) Critical review of teaching. The test is whether the faculty member is a quality teacher who demonstrates ability and interest in further development.

(2) Regular participation in the governance of the Law Center through direct involvement in committee and faculty business.

(3) A negative second year review includes a non-renewal recommendation.

iii. Third year review for renewal and promotion. (Preliminary review Fall semester; decision to be made by March 31 of the professor's third year.)

(1) Critical review of teaching. In his/her third year, the faculty member must demonstrate continued growth as a teacher; the committee must be satisfied the teacher's progress indicates he/she will exhibit successful teaching during his/her future tenure review.

(2) Review of scholarship. In his/her third year, the faculty member must have demonstrated satisfactory progress in scholarship. Satisfactory progress should be defined to mean completion of at least one substantial piece of scholarship of the quality sufficient to indicate that tenure will be awarded, assuming the growth that usually follows a first piece. In other words, continued publications developing from this level should meet the tenure standard in the fifth year.

(3) Satisfactory review would include a recommendation to the Dean and Trustees that the faculty member be promoted to Associate Professor. This would mean the faculty member would not "apply" for promotion. A positive third year review automatically includes a positive recommendation on promotion, while a negative review includes a non-renewal recommendation.

iv. Fifth or Sixth Year Review for Tenure. See section IX above.

v. Promotion to full-professor. Accorded by a 2/3<sup>rd</sup> vote of the faculty upon a showing that an individual has achieved excellence in teaching, scholarship, research and service.

2. Contract Faculty (Clinical) and Distinguished Professors

a. Procedure. Evaluation of all contract faculty members for purposes of contract renewal shall take place annually at the College of Law. The level of review will reflect the years of credit, if any, granted by the faculty at the time of the offer if the faculty member being reviewed accepts the grant of credit.

b. Standards and Effect.

Review for renewal. (Winter semester)

(1) Critical review of teaching. The test is whether the faculty member is a quality teacher who demonstrates ability and interest in further development.

(2) Regular participation in the governance of the Law Center through direct involvement in committee and faculty business.

(3) A negative review includes a non-renewal recommendation.

## I. Job Security and Progression for Non-Tenure-Track Clinical Faculty.

### A. Length of Contracts for Non-Tenure-Track Faculty

#### 1. Contract for Newly Hired Non-Tenure-Track Faculty

A new non-tenure-track faculty member shall receive a one-year appointment, renewable annually for up to four years based on a favorable performance review each year.

#### 2. Contract Opportunity After Three Years of Teaching

In his or her third year of teaching, a non-tenure-track faculty member shall be subject to a performance review.

(a) If performance is deemed satisfactory, the non-tenure-track faculty member shall be provided with the opportunity to sign a 3-year contract with the Law School, to begin at the start of the individual's fourth year of teaching. Accompanying that opportunity shall be a percentage salary increase commensurate with that provided to tenure-track assistant professors who are promoted to associate professor.

(b) If performance is deemed not satisfactory, the non-tenure-track faculty member shall have the opportunity to remain in place for one more academic year, that is, for his or her fourth academic year. Upon completion of that fourth academic year the contract shall not be renewed.

3. Contract Opportunity After Six Years of Teaching

In the sixth year of teaching (and thus the last year of his or her three-year contract), a non-tenure faculty member shall be subject to a performance review.

(a) If performance is deemed satisfactory, the non-tenure-track faculty shall be provided the opportunity to sign a five-year contract with the Law School, to begin at the start of the individual's seventh year of teaching. Accompanying that opportunity shall be a percentage salary increase commensurate with that provided to tenure-track associate professors who are promoted to professor.

(b) If performance is deemed not satisfactory, the non-tenure-track faculty member shall have the opportunity to remain in place for one more academic year, that is, for his or her seventh year of teaching. Upon completion of that seventh academic year, the contract shall not be renewed.

4. Contract Opportunity After Eleven Years of Teaching

In the eleventh year of teaching (and thus the last year of his or her five-year contract) and at the expiration of any 5-year contract thereafter, so long as performance is satisfactory, a non-tenure-track faculty member shall be eligible for an additional 5-year contract. There shall be no limit to the number of 5-year contracts a non-tenure-track faculty member may sign.

5. Cause of Termination

All contracts referred to herein shall contain the provision that a non-tenure-track faculty member may not be terminated during the life of a current contract except for good cause shown or unless necessitated by a substantial modification of the Law School's programs.

6. Non-Accrual toward Tenure

Under no circumstances shall time spent as a non-tenure-track faculty member accrue toward tenure.

7. Dean's ability to Recognize Teaching or Other Employment Experience.

Nothing stated herein should be taken to preclude the ability of the Dean, in recognition of previous teaching or other appropriate employment experience, to recommend a contract of three or five years length or to reduce the required number being eligible for a three year contract for a new non-tenure track faculty member.

B. Retention of Non-Tenure-Track Faculty

1. Committee for Review and Retention

The faculty Retention, Promotion, and Tenure Committee (hereinafter, the RPT Committee) shall have the responsibility for review and recommendation for retention of non-tenure track faculty members.

2. Process for Hiring Non-Tenure-Track Faculty

When the Dean has identified the need to hire a new non-tenure-track faculty member, he or she shall ask the Faculty Recruitment Committee to conduct a search. At the conclusion of its search, the Committee shall make appropriate hiring recommendations to the faculty.

3. Process of Review Before Granting Renewal Under a Longer-Term Contract

If a non-tenure-track faculty member is eligible to be considered for renewal under a long-term contract, there shall be a formal review of his or her performance. This review shall begin with an evaluation conducted by the RPT Committee. At the conclusion of its evaluation, the Committee shall make appropriate recommendations to the faculty.

4. Criteria for Granting Renewal Under a Longer-Term Contract

The criteria upon which non-tenure-track faculty shall be evaluated for contract renewal shall include teaching and service. If such individuals engage in the practice of law (Clinical Program) as part of their law school employment, they shall be evaluated on this criterion as well. A recommendation for renewal shall be based upon excellent performance in each applicable category.

5. Process of Review Before Granting Renewal of Five-Year Contract

If a non-tenure-track faculty member is teaching under a five year contract and is eligible to be considered for renewal, the authority to recommend renewal of the contract of the non-tenure-track faculty member shall rest with the Dean without the requirement of a formal review. In making these contract renewal recommendations, the Dean may choose to consult with the RPT Committee. Recommendations for contract renewal shall be based upon the Dean's determination that a non-tenure-track faculty member's performance has been satisfactory.

6. Status of Inaugural Faculty

A non-tenured faculty member whose contract preceded the beginning of classes on August 26, 2002, will, as an inaugural faculty member, be considered a five-year contract non-tenured faculty member and will retain the title designation used in his or her employment contract for the 2002-03 academic year.

## II. Participation of Non-Tenure-Track Faculty in Law School Governance

### A. Eligibility to Vote at Faculty meetings

Except for those restrictions set out below, non-tenure-track faculty shall be eligible to vote at faculty meetings upon signing their three-year contract.

### B. Restrictions with Respect to Promotion or Tenure of Tenure-Track Faculty.

Non-tenure-track faculty shall not be eligible to participate in discussion sessions concerning, or vote on the promotion or tenure of tenure-track faculty members.

### C. Restrictions with Respect to Appointment of Tenure-Track Faculty

Non-tenure track faculty shall be eligible to participate in the discussion of, but shall not be eligible to vote on the appointment of tenure track faculty.

### D. Participation with Respect to Hiring and Retention of Non-Tenure-Track Faculty

Non-tenure-track faculty shall be eligible to vote on recommendations to the RPT Committee with respect to the hiring of non-tenure-track faculty and with respect to contract renewal of a non-tenure-track faculty member employed under a shorter-term contract than that of the voting faculty member.

### E. Eligibility of Non-Tenure-Track Faculty to Serve on Committees

Non-tenure-track faculty shall be eligible to serve on all law school committees except Retention, Promotion, and Tenure.

## III. Working Titles for Non-Tenure Track Faculty

The academic title of non-tenure track faculty remains “lecturer”. Within the College of Law, non-tenure track faculty shall be granted the working title of “Legal Skills Assistant Professor”, “Legal Skills Associate Professor” or “Legal Skills Professor”.

## IV. Adjunct and Legal writing Professors

These rules do not apply to Adjunct and Legal Methods Professors.

## 3. LOOK-SEE VISITORS

The Rank and Tenure Committee shall review any look-see visitor seeking a College of Law position. The level of review will be determined by the amount of credit, if any, approved by the faculty at the initial appointment. If no prior credit was granted, the level of review will be the first year renewal standard.

#### 4. FACULTY TENURE

1. Tenure may be granted to faculty employees as herein provided

2. Definition of tenure

A. Preamble- Institutions of higher education are conducted for the common good. The common good depends upon the unfettered search for truth and its free exposition. Academic freedom and tenure exist in order that society may have the benefits of honest judgment and independent criticism. The meaning of tenure in the academic community in the United States is simply a guarantee of annual reappointment for faculty employees until voluntary resignation, retirement, layoff or removal for just cause. Tenure does not guarantee permanent\_employment. Tenure assures the faculty employee security of employment and immunity from reprisals or threats due to an intellectual position or belief which may be unpopular. Tenure shall be in an academic department/unit.

B. Criteria for Tenure – The criteria for faculty tenure shall require evidence of highly competent teaching and research and other scholarly activities, services, and contributions to the University and to society. Faculty employees considered for tenure normally shall hold the terminal degree, the President and Provost and Vice President for Academic Affairs may consider the following factors:

- (1) Professional Experiences
- (2) Work experiences
- (3) Demonstrated contributions to the teaching discipline
- (4) Technical and performance competencies
- (5) Record of publications
- (6) Certifications, and
- (7) Exceptional scholarly or creative activities.

The term “appropriate academic field” as used in this rule means the faculty employee’s teaching discipline or a closely related discipline. Additional criteria shall be established by the college/school. Nomination of a faculty for tenure shall signify that the President is satisfied that the candidate will continue to make significant professional contributions to the University and to society.

C. Tenure in the University - A faculty employee who has been granted tenure by the Board of Trustees (BOT) shall have the status of permanent member of the faculty and be on the continuing employment of the University until he or she:

- (1) Resigns
- (2) Retires

- (3) Dies
- (4) Is dismissed for just cause; or
- (5) Is discontinued pursuant to the layoff provisions in Rules 6C-5.955 and 6C3-10.113, F.A.C.

### 3. Tenure –earning Appointments

- A. Faculty appointments to the ranks of assistant professor; associate professor, and professor, which appointments do not include the appointment status modifiers of joint, acting, adjunct, provisional, visiting, research, clinical, courtesy, honorary affiliate or phased retirement are tenure-earning. Appointments which include the appointment status modifiers multi-year, joint, provisional, visiting, research, clinical, or affiliate may or may not earn time toward tenure, as determined by the President or Provost and Vice President for Academic Affairs at the time of appointment. Employees with appointments status modifiers of joint, provisional, visiting, research, clinical or affiliate will be notified in writing at time of appointment of the tenure-earning status of the position. In the event, the position is not designated as a tenure earning position, the time on the non-tenure earning position may be counted toward tenure-earning eligibility upon being appointed to a tenure-earning position.
- B. If a Faculty employee is initially appointed to the rank of instructor and is subsequently appointed to a tenure-earning position, all or a portion of the Faculty employee's prior service in such a non-tenure-earning position may be counted toward time required for tenure, provided the President or Provost and Vice President for Academic Affairs specifically agrees in writing to credit such service.

### 4. Eligibility for Tenure Nomination

- A. Only those Faculty employees serving in tenure-earning position as described in 3, above, are eligible to be recommended for tenure at the University.
- B. Except for Faculty employees who by virtue of prior service credited at the time of their appointment, are eligible for consideration earlier, a decision whether to nominate a Faculty employee to tenure shall normally be made during the sixth year of continuous full-time service, or equivalent part-time service, in a tenure-earning position. The word "normally" as used in this rule takes cognizance of the fact that an employee may satisfy the requirements for tenure in his/her department or equivalent unit after less than 6 years of continuous full-time service, or equivalent part-time service. It also implies that an employee's tenure earning eligibility may be deferred for a certain period. AN employee's written request for early tenure consideration is subject to the University's written agreement. Continuous employment for the purpose of tenure-earning eligibility consideration for full-time service shall mean employment during at least 39 weeks of any 12-

month period. Continuous employment for the purpose of tenure-earning eligibility consideration for part-time service shall mean employment during at least one semester of any 12- month period. Part-time service of an employee employed at least one full semester in any 12-month periods shall be accumulated. For example, two semesters of half-time service shall be considered one-half year of service for purposes of tenure eligibility.

- C. The number of years of previous tenure-earning service at other institutions of higher education which the President or Provost and Vice President for Academic Affairs may agree to approve as credit toward a Faculty employee's eligibility time for tenure shall be agreed upon in writing at the time of employment, subject to the following restrictions: the President or Provost and Vice President for Academic Affairs may approve credit for not more than two years of tenure-earning service for a Faculty employee hired as an assistant professor, not more than three years for a faculty employee hired as an associate professor , and no more than four years for a Faculty employee hired as a professor.
- D. Time spent by a faculty employee under joint appointment or exchange on a duly established personnel exchange program of the University or on a special assignment for the benefit of the University shall be counted toward the time for fulfillment of eligibility for tenure. In all such cases, the faculty employee shall be so informed in writing at the time leave is granted.
- E. Time spent on uncompensated leave shall not be credited as time earned toward tenure, except by agreement of the Faculty employee and the President or Provost and Vice President for Academic Affairs. In deciding whether to credit uncompensated leave toward tenure eligibility, the President or Provost and Vice President for Academic Affairs shall consider the relevance of the employee's activity while on such leave to the employee's professional development and to the employee's field of employment, the benefits, if any, which accrue to the University by virtue of placing the employee on such leave, and other appropriate factors. Time spent on compensated leave shall be credited as time earned toward tenure, unless the Faculty employee and the President or Provost and Vice President for Academic Affairs agree in writing that such leave is not to be credited.

## 5. Granting of Tenure.

- A. By the end of six years of continuous full-time, or equivalent part-time service in a tenure-earning position in the University, a Faculty employee shall be nominated for tenure or given notice that further employment will not be offered, in the affected position with reason(s), if requested by the employee, why the employee was not nominated for tenure.
- B. Upon nomination by the President and approval by the BOT, tenure shall be granted. The effective date of tenure shall be the date of approval by the BOT. Each nomination for tenure shall be acted upon with careful

consideration being given to the qualifications of the faculty employee, including evaluation by colleagues and the immediate supervisor. In making judgments pertaining to the decision to award tenure, evaluation of research and other creative activities by qualified scholars in pertinent disciplines both within and outside the University should be sought. When one of the duties of the faculty employee being nominated is teaching, the quality of the faculty employee's teaching shall be gauged by the standards outlined in this handbook, as well as Rule 6C3-10.130, F.A.C., which governs faculty evaluation and the approved criteria of the appropriate academic department/unit.

- C. With sufficient justification, an employee may be nominated by the President and approved by the BOT for tenure at the time of initial appointment or prior to the sixth year of tenure earning service. The President or Provost and Vice President for Academic Affairs shall consider the recommendation of the department or equivalent unit prior to making his/her tenure nomination.

6. Transfer of Tenure - Transfer of tenure of faculty serving in bargaining unit positions is governed by the BOT. Tenure is not automatically transferable within the University; however, the tenure of a faculty employee may be transferred in accordance with university rules upon the nomination by the President and approval by the BOT.

7. Standards for Maintaining Tenure of Faculty Employees. An employee with tenure who is appointed to an administrative and professional position shall retain tenure in the academic position and in the academic department/unit where granted and not in the administrative appointment.

8. Duration of Tenure - A tenured faculty-member retains this status as long as he/she is employed in any appropriate academic unit of the University.

Tenure Criteria  
College of Nursing

**FLORIDA A&M UNIVERSITY  
SCHOOL OF NURSING**

**GENERAL CRITERIA FOR EVALUATION OF FACULTY  
FOR THE AWARD OF TENURE**

**I. Board of Regents and University Policies:**

- A. Each applicant must satisfy applicable criteria outlined in the current Board of Regents/UFF Collective Bargaining Agreement, Florida Administrative Code and the Constitution and Bylaws of Florida Agricultural and Mechanical University.
- B. Each applicant should become familiar with the steps of the tenure process and deadlines for the year in which application is made.

**II. Educational Requirements:**

- A. Master's degree in Nursing and
- B. Terminal degree in nursing or field related to nursing.

**III. Years of Experience:**

- A. Normally, during the fifth year of continuous service in a tenure-earning position or during the sixth such year in a tenure-earning position, at the option of the employee and with the concurrence of the appropriate administrative officials.
- B. A minimum of five years of teaching experience at the college or university level.
- C. Maximum transfer years for an assistant professor, two years; associate professor, three years; and professor, four years.

**IV. Recommendation:**

Three letters of recommendation from tenured faculty (two from School of Nursing faculty members and one from a faculty member of another university, college, or school) must be submitted to the tenure committee with the application for tenure.

## **SPECIFIC TENURE OPTIONS**

One semester after employment, each faculty member in a tenure earning position must choose either Option I or Option II. Once the choice has been submitted to the dean in writing, the decision cannot be changed for 5 years.

### **OPTION I**

#### **I. Teaching and Related Activities (75%):**

##### **A. Teaching Effectiveness (50%):**

1. Consistently adheres to the School of Nursing philosophy and curriculum framework in teaching of theory and clinical classes.
2. Utilizes a variety of teaching strategies to motivate and stimulate students to learn and achieve excellence in classroom and clinical settings.
3. Creates an open, caring, and non-threatening environment conducive to student learning in theory and clinical classes.
4. Consistently uses faculty approved course outlines, clinical format, and evaluation methods as a basis for teaching.
5. Prepares appropriate, well-organized and thorough lesson plans, hand-outs, assignments, quiz and examination questions, and other materials for class use.
6. Established effective relationships with staff and administrators in agencies to which students are assigned for clinical experiences.
7. Models the professional role in classroom and clinical situations, i.e., professional attire, appearance, and interactions.
8. Satisfactory/Above satisfactory evaluations by students for three years.
9. Satisfactory/Above satisfactory evaluations by Dean for three years.
10. Satisfactory/Above satisfactory evaluations by faculty peers for three years, including level chairperson and/or course coordinator.

##### **B. Academic Advisement (15%):**

Holds formal and informal academic advisement conferences with students throughout the semester and documents conferences in students files.

##### **C. Professional Activity (10%):**

1. Holds membership and participates in local, state, or national professional nursing organization(s).
2. Attends professional meetings (seminars, workshops, etc.).
3. Develops creative teaching activities (strategies, tools, handouts, videotapes, etc.).

#### **II. Scholarly Activities (15%):**

- A. Two scholarly professional publications such as book(s), monograph(s), or article(s) not including abstracts or proceedings. At least one publication shall be refereed, and
- B. Funded grant (or) individual or collaborative research, (or) paper or poster presentation at a professional meeting.

#### **III. Service (10%):**

- A. Community (5%):  
Membership and participation in community organization(s).
- B. Professional (5%):
  1. Active participation in University Committee(s).
  2. Active participation in School of Nursing Committee(s).

## **OPTION II**

### **I. Teaching and Related Activities (60%):**

#### **A. Teaching Effectiveness (35%):**

1. Consistently adheres to the School of Nursing philosophy and curriculum framework in teaching of theory and clinical classes.
2. Utilizes a variety of teaching strategies to motivate and stimulate students to learn and achieve excellence in classroom and clinical settings.
3. Creates an open, caring, and non-threatening environment conducive to student learning in theory and clinical classes.
4. Consistently uses faculty approved course outlines, clinical format, and evaluation methods as a basis for teaching.
5. Prepares appropriate, well-organized and thorough lesson plans, hand-outs, assignments, quiz and examination questions, and other materials for class use.
6. Established effective relationships with staff and administrators in agencies to which students are assigned for clinical experiences.
7. Models the professional role in classroom and clinical situations, i.e., professional attire, appearance, and interactions.
8. Satisfactory/Above satisfactory evaluations by students for three years.
9. Satisfactory/Above satisfactory evaluations by Dean for three years.
10. Satisfactory/Above satisfactory evaluations by faculty peers for three years, including level chairperson and/or course coordinator.

#### **B. Academic Advisement (15%):**

Holds formal and informal academic advisement conferences with students throughout the semester and documents conferences in students files.

#### **C. Professional Activity (10%):**

1. Holds membership and participates in local, state, or national professional nursing organization(s).
2. Attends professional meetings (seminars, workshops, etc.)
3. Develops creative teaching activities (strategies, tools, handouts, videotapes, etc.)

### **II. Scholarly Activities (30%):**

- A. Ten scholarly professional publications such as book(s), monograph(s), or article(s) not including abstracts or proceedings. At least five publications shall be refereed, and
- B. Ongoing funded project, and
- C. Individual or collaborative research, and
- D. Paper or poster presentations at a professional meeting(s).

### **III. Service (10%):**

- A. Community (5%):  
Membership and participation in community organization(s).
- B. Professional (5%):
  1. Active participation in University Committee(s).
  2. Active participation in School of Nursing Committee(s).

Revised and approved by faculty – February 7, 1995 and August 17, 1995

**FLORIDA A&M UNIVERSITY  
SCHOOL OF NURSING  
PROMOTION POLICIES**

<b>Instructor</b>	<b>Assistant Professor</b>	<b>Associate Professor</b>	<b>Professor</b>
<p>A master's degree in nursing</p> <p>One (1) year of teaching and/or clinical experience</p>	<p>A master's degree in nursing</p> <p>Five (5) years of teaching and/or clinical experience</p> <p>or</p> <p>a. Evidence of study beyond the master's degree</p> <p>or</p> <p>b. An earned doctorate with no teaching experience</p> <p>or</p> <p>c. Advanced knowledge and experience in a clinical area</p> <p>Consistently good evaluations</p> <p>Significant contribution to the school</p>	<p>Doctorate degree</p> <p>At least five (5) years of teaching experience in the rank of instructor and/or assistant professor at a college of University</p> <p>Consistently good evaluations</p> <p>Contributes to professional growth through participation in professional organizations</p> <p>Provides public and community services to groups, organizations, or agencies</p> <p>Documented evidence of service to school and university committees</p>	<p>Doctorate degree</p> <p>At least five (5) years of teaching experience, in addition to the five (5) years in the associate professor rank</p> <p>Contributes to professional literature, not including that contributed in the associate professor rank</p> <p>Demonstrated competence in research and/or other scholarly activity</p> <p>Evidence of significant professional growth through participation in professional organizations or agencies</p> <p>Documented evidence of service to school and university committees</p>

# **TENURE CRITERIA**

**College of Pharmacy and  
Pharmaceutical Sciences**

**COLLEGE OF PHARMACY AND PHARMACEUTICAL SCIENCES**  
**TENURE CRITERIA**

**(Minimum Requirements)**

1. The minimum degree requirements will be a terminal degree. (For example, PhD, PharmD, MS in Hospital Pharmacy, etc.).
2. A minimum of five (5) years teaching experience required.
3. The faculty must be competent in the following areas: (a) teaching, (b) research/scholarly activities, and (c) public service, but excel in at least two of these areas.
  - a. Competence for teaching will be based on:
    - (1) student evaluation (number of students in the class should be considered); however, faculty involved in clinical rotations may be evaluated using a separate criterion. This evaluation criterion should be developed by the Pharmacy Practice Divisions, with input from the Dean.
    - (2) supervisor's evaluation based on general information and visits to classroom at least once a semester. Faculty should be informed by the supervisor. Guidelines should be developed by the Division Director and should be known to faculty.
  - b. Competence for research/scholarly activities should be based on (where applicable) on:
    - (1) publications
    - (2) externally funded scholarly activities, e.g., research, grant, programs, etc.
    - (3) significant achievement in clinical practice, development of new clinical rotations, innovative patient management tools.
  - c. Competence in public service is based on service to college, university or public, e.g., committee membership, voluntary organization involvements, etc.
4. The minimum number of publications will be a total of six (6) which must be in indexed refereed professional journals, three (3) of which must have candidate as primary author. This includes (not in addition to), chapters from books, monographs for national use, and books. Chapters will be treated as journal publications – three (3) of the publications must be in a refereed indexed journal from work performed at Florida A&M University.
5. Make consistent effort to secure external funding for scholarly activities.
6. Credit for tenure earned at other institution(s) will follow Florida A&M University's guidelines.

**College of Pharmacy and Pharmaceutical Science**  
**PROMOTION CRITERIA**

## COLLEGE OF PHARMACY AND PHARMACEUTICAL SCIENCES

### **PROMOTION CRITERIA**

#### **Promotion from Assistant to Associate Professor (Minimum Requirements)**

1. The minimum degree requirements will be a terminal degree.
2. The minimum time in rank of Assistant professor will be four (4) years at effective date of promotion rather than at time of application.
3. The faculty must be competent in the following areas: (a) teaching; (b) research/scholarly activities; and (c) public service but excel in at least two of these areas.
  - a. Competence for teaching will be based on:
    - (1) student evaluation (number of students in the class should be considered); however, faculty involved in clinical rotations may be evaluated using a separate criterion. This evaluation criterion should be developed by the Pharmacy/Practice Department, with input from the Dean.
    - (2) supervisor's evaluation based on general information and visits to classroom at least once a semester. Faculty should be informed by the Supervisor. Guidelines should be developed by the Division Director and should be known to faculty.
  - b. Competence for research/scholarly activities should be based (where applicable) on:
    - (1) publications
    - (2) externally funded scholarly activities, e.g., research, grant, programs, etc.
    - (3) significant achievement in clinical practice, development of new clinical rotations, innovative patient management tools.
    - (4) Competence in public service is based on service to college, university or public, e.g., committee membership, voluntary organization involvements, etc.
4. The minimum number of publications will be a total of six (6), which must be in indexed refereed professional journals, three (3) of which must have candidate as primary author. This includes, (not in addition to), chapters from books, monographs for national use, and books. Chapters will be treated as journal publications.

Three (3) of the publications must be in a refereed indexed journal from work performed at Florida A&M University.
5. Make consistent effort to secure external funding for scholarly activities.
6. Individuals at an Assistant Professor level in their home institution can be hire as Associate Professor provided the individual meets all our requirements for Associate Professor and is approved by the last elected College Promotions Committee.

#### **Promotion from Associate Professor to Full Professor**

### **(Minimum Requirements)**

1. An individual who is Associate professor in his/her home institution can be hired at the rank of full Professor provided he/she meets all our minimum requirements for full Professor and is approved by the last elected College Promotions Committee.
2. Individuals who are full Professors in their home institutions can be hired at the rank of full Professor provided this individual meets our minimum requirements for full Professor.
3. Individuals must meet all the requirements for promotion from the rank of Assistant Professor to Associate Professor in addition to the following criteria:
  - (a) The minimum number of publications will be twelve (12) in refereed, indexed professional journals. Six of these publications should be performed during the tenure of the faculty as an associate professor.
  - (b) The candidate does not have to be the primary author; however, for those publications having three or more authors, the candidate must be the correspondence author in at least 51%, i.e., the majority of the publications.
  - (c) The candidate must have had some degree of externally funded scholarly activities.
4. The candidate must provide evidence of recognition by peers, e.g., serving as a grant or journal article reviewer, documentable correspondence with peers, etc.
5. The candidate must demonstrate minimum teaching competency as demonstrated by:
  - (a) Utilization of teaching materials developed by the candidate such as bound material, booklets, pamphlets, etc.
  - (b) competency in classroom performance through teacher evaluations and excellence in preparation of instructional materials, e.g., updated syllable, etc.
  - (c) provide mechanism to assist student in learning, e.g., help sessions, student projects, etc.
  - (d) honors or awards received for teaching excellence will enhance application, but not required.
6. Must be in rank of associate professor for at least five years; therefore, the candidate may apply for promotion during his/her fifth year as an associate professor.

11/94

## **APPENDIX**

### **TENURE/PROMOTION PROCEDURES**

The dean of each FAMU college and school is responsible for notifying division directors each year of promotion and tenure application deadlines, Division directors are responsible for disseminating the information to faculty.

Usually, each college or school will have a committee of tenure faculty members, elected by the faculty, to act on tenure applications. The same process is followed for promotions except that promotion committee members need not necessarily be tenured. In some cases, a single committee of tenured faculty members will consider applications for both tenure and promotion.

The applications are turned in to the dean through the division directors. The division directors must recommend approval or disapproval and the reasons why. The committee then considers the applications and recommends, to the dean approval or disapproval and the reasons why. The dean indicates his approval or disapproval and reason why and sends the applications to the vice president for academic affairs.

The vice president convenes the university promotion and tenure committee (sometimes called the personnel committee) which is composed of faculty and/or administrators from each college or school. Committee members are elected by the faculty of each school.

The university-wide committee recommends approval or disapproval to the vice president, and the vice president recommends action to the president.

On tenure matters, the president forwards his recommendations to the Board of Regents for action.

On promotion matters, the president makes the final decision.

Faculty applicants are notified of the final action in a timely manner, usually in late spring or early summer.

