

December 9	Faculty Member sends appeal to Faculty Appeals Committee against Provost's Sabbatical/PRL recommendation.
5 Working Days	Written rebuttal to the President against any Faculty Appeals Committee recommendation.
January 30	President notifies Faculty Members of Sabbatical/PRL decision.

Tenure/Permanent Status Application Procedures and Timelines

1. University-Wide Criteria for a Person Applying for Tenure/Permanent Status

- a. Will have obtained a Ph.D. or other terminal degree in his/her discipline, unless otherwise specified in the letter of appointment.
- b. Will have been judged at least 4.0 on the overall rating on the annual evaluation instrument for each of the three years preceding the application and will have been judged at least 3.0 on Teaching and Advising for the three years preceding the application. Faculty members originally appointed to tenure-track/permanent status eligible positions prior to 2002-2003 must meet only the requirement of having been judged at least 3.0 on Teaching and Advising for the three years preceding the application.
- c. Is active in research, scholarship, creative work, or professional applications that would lead to development in the faculty member's area of specialization, or will have taken courses to develop an area of expertise.
- d. Will have performed relevant service, as appropriate, to the community, profession, department, college, and institution.
- e. Meets professional responsibilities, ethical standards, and supports the mission of the University and its initiatives such as diversity, technology, and service learning.
- f. Relatively more weight will be given to quality teaching and professional behavior than to professional development and service.

2. Applicant Accessibility to Renewal and Tenure Documents

All evaluation documents that are part of the process in consideration of renewal or tenure shall be accessible to the applicant.

3. Department Tenure Committee

Departmental Tenure Committee shall consist of at least three (3) tenured members. The manner of selection shall be determined by the faculty members in each department. If necessary, or desirable, as determined by the department or President (or designee), individuals from the same or within related disciplines, mutually acceptable to the faculty member, department and University, who are from outside the department or the University may be used in any or all parts of the evaluation process. Where a mutually acceptable individual cannot be agreed upon, the President (or designee) shall provide the faculty member and the department with a list containing the names of at least three (3) tenured individuals who have the qualifications by virtue of the discipline in which they teach to serve on the Departmental Tenure Committee (DTC). The faculty member shall have three (3) working days in which to select one individual from this list. If the faculty member fails to make a selection within the three (3) day period, the President (or designee), in consultation with the Department Chair and the department, shall designate one individual from this list to serve on the Department Tenure Committee. No faculty member or member of his/her immediate family (spouse, child, parent, parent-in-law, sibling, brother-in-law, sister-in-law) shall serve as a committee member on his/her own tenure committee. Each department shall determine the rules and procedures under which the Department Tenure Committee will operate. Such rules and procedures shall be specified in writing by the department prior to the commencement of the tenure evaluation process.

4. Tenure Application Timelines

(Subject to the Provisions of the *University System Policy on Appointment, Rank, and Tenure of Faculty*-- see *USM Policies and Statements* section)

RANK AT TIME OF INITIAL APPOINTMENT	YEAR IN WHICH TO APPLY ⁶
Full Professor	3rd
Associate Professor	3rd
Assistant Professor	6th
Instructor	6th

The tenure application procedure for Instructors and Assistant Professors shall be interpreted as including up to three full years of teaching experience at other institutions of higher education if so agreed upon in writing by the faculty member at the time of tenure track appointment.

⁶ Unless otherwise stipulated in the original letter of appointment.

Full-time service at the institution in a nontenure track position shall be granted the same status as service in a tenure track position, if so agreed upon in writing by the faculty member at the time of appointment to a tenure track position.

When a part-time contractual person at FSU is appointed to a tenure track position, he/she shall be given credit for work equivalent to a maximum of two years of full-time teaching, if so agreed upon in writing by the faculty member at the time of appointment to a tenure track position. (One credit of work responsibility would be the equivalent of 1/24 of a year.)

Notice of eligibility to apply for tenure is given to each faculty member in his/her contract renewal letter by June 30 of year prior to eligibility, copy sent to Department Chair.

The faculty member may appeal a negative tenure recommendation to the Faculty Appeals Committee.

Tenure/Permanent Status Timeline

NOTE: A recommendation is defined as a yes or no recommendation in writing with a rationale. A report is a compilation of recommendations.

If listed date falls on Saturday, Sunday, a legal holiday, or other day during which the University is closed, the next working day after the listed date is considered the deadline.

Dates given are to be read as "no later than."

October 15	Provost issues call for Tenure/Permanent Status applications.
November 1	Faculty Member applies for Tenure/Permanent Status: Copies to Chair of the Department/Library Tenure/Permanent Status Committee and to Chair of the Faculty Promotion and Tenure/Permanent Status Subcommittee. Letter of intent to Provost.
December 1	Department Chair/Associate Director of the Library sends Tenure/Permanent Status recommendation to Dean/Director of the Library and to Faculty Member.
December 13	Faculty Member sends to Dean/Director of the Library written rebuttal against Department's Tenure/Permanent Status recommendations.
January 10	College Dean/Director of the Library sends Tenure/Permanent Status recommendations to Provost and Faculty Member. Faculty Promotion and Tenure/Permanent Status Subcommittee informs Faculty Member and Provost of Tenure/Permanent Status recommendations. Transmits files to Provost.

- January 17 Faculty Member sends to Provost written rebuttal against Faculty Promotion and Tenure/Permanent Status Subcommittee's and/or Dean's/Director of the Library's Tenure/Permanent Status recommendation.

- January 24 Provost calls Tenure/Permanent Status conference with Deans/Director of the Library and Faculty Promotion and Tenure/Permanent Status Subcommittee.

- January 27 Provost sends Tenure/Permanent Status recommendations to President. Informs faculty member of recommendation.

- February 2 Faculty Member sends appeal to Faculty Appeals Committee against Provost's Tenure/Permanent Status recommendation.

- February 20 Faculty Appeals Committee recommendation to President and Faculty Member.

- 5 Working Days Written rebuttal to the President against any Faculty Appeals Committee recommendation.

- March 15 President notifies Faculty Members of Tenure/Permanent Status decision.