

## **Department of Biological Sciences Bylaws (as amended 2-14-2008)**

### **The Promotion and Tenure Process**

The timing and procedure for application for tenure and promotion are established by the University and implemented by the Personnel Committee. The precise deadlines at each stage vary slightly from year to year and will be provided to the entire department by the Committee. The Committee will follow closely the guidelines published in the Academic Policy Manual and the UFF/BOT Bargaining Agreement. Procedures are the same for promotion to Full Professor except that no mentor will be selected. The procedures are as follows:

Each tenure-earning faculty member will be assigned a faculty mentor, chosen from among tenured faculty by the Personnel Committee and through consultation of the new faculty member, during the first semester of his/her employment. The mentor will advise the candidate on tenure/promotion issues in the years leading to the three-year review and the application.

Candidates for tenure and promotion will be identified during the year prior to applying for tenure/promotion. Such candidates must be approved by the CAS Dean.

#### **Selection of External Letters**

During the spring semester, the Chairperson will contact six potential external evaluators for their willingness to write letters, to insure that a minimum of five external letters are available for the file. The candidate will provide a list of four potential reviewers, from which the Chairperson will choose two. The other four reviewers will be solicited by the Chairperson from the Personnel Committee and any faculty experts. None of these reviewers can have direct collaboration with the candidate.

The Chairperson will write detailed letters requesting the evaluative letters from the external reviewers during the summer. Office staff will assemble the supportive materials necessary to accompany each letter, in consultation with the candidate and the Committee. Each letter writer will send a complete CV, which will be kept by the office staff for insertion in the candidate file, along with the letter.

The Chairperson will write letters requesting evaluation letters from three internal (FIU) reviewers during the summer. These letters may not be written by any member of the Personnel Committee.

Tenure and Promotion Files will be completed by the candidates, with assistance from the office staff and the Personnel Committee, and shall be completed by the deadline provided by the CAS Dean.

Meetings for the evaluation of each candidate must be separately scheduled during the period specified by the CAS schedule.

Tenure and Promotion meetings will be held with all regular faculty invited to participate. In accordance with the Academic Affairs Tenure and Promotion Manual, only tenured faculty vote on tenure and promotion candidates, and only Professors vote on candidates for promotion to Full Professor. The votes are confidential, and the rank of the voter must be listed on the ballot. The meetings for each candidate are run by the Chairperson of the Personnel Committee, or a designated Committee member. Absentee ballots will be provided to faculty members who cannot attend the meeting in such a manner that anonymity is preserved. These ballots (identical to those used in the meeting) will be counted during the normal vote count in that particular T & P meeting. No late absentee ballots will be accepted.

The Chairperson may participate in the meeting as a regular faculty member, but will not vote on the candidate's application. The Chairperson will write a letter evaluating the application and department's response to it, to be placed in the candidate's file, consistent with the Academic Affairs Tenure and Promotion Manual.

The Committee records the vote, enters it into the file writes a collaborative letter on the candidate and the vote, and submits the file to the Dean's office prior to the College deadline. Committee members can both vote and write this letter.

Faculty are prohibited from discussing the merits of spouses or companions who are applying for tenure/promotion during the meeting and must abstain from voting.

Individuals with a particularly strong record, and/or extensive experience before taking a position at FIU, may (in consultation with the Chairperson and Personnel Committee) elect to apply for promotion and tenure a year or more early. The Chairperson will contact the Dean about the suitability of a particular early application before the Dean's approval is given to the candidate.