

Recommended Procedures for Submitting Tenure and Promotion Nominations (October 6, 1997)

Departmental Review

The department chairperson or the equivalent administrator is responsible for initiating the process for tenure or for promotion. A faculty member may request that a nomination for promotion be initiated except for nomination to the rank of distinguished professor, which must be made by the appropriate chairperson or administrator responsible for the unit. The tenured members of the academic department in which the faculty member shall hold tenure status if it is awarded shall independently review nominations for tenure and by means of a secret vote indicate their recommendations on the faculty member's tenure. The members of the department or unit holding rank above that of the candidate for promotion shall independently review nominations for promotion and by means of a secret vote indicate their recommendations on the faculty member's promotion. The chairperson or equivalent administrator shall report the action taken at the departmental level to the dean of the college, or, in the case of the library and museum to the director. If either the polled faculty or the chairperson (or the equivalent administrator) approve the nomination, it must be forwarded to the college level for further consideration. Nomination for the award of the distinguished professor rank shall be made by the department chairperson or the equivalent administrator and be accompanied by the votes of those faculty in the rank of full professor or above or the equivalent in academic rank within the academic department or unit.

College Level Review

The dean or director's approval is required before the nomination is submitted to the University's Academic Personnel Board. The dean will consult with faculty as needed. If the dean chooses, the tenured members of the college can indicate by means of a secret vote their recommendations on a faculty member's tenure, and the members of the college holding rank above that of the candidate for promotion can indicate by means of a secret vote their recommendations on the faculty member's promotion. If the dean chooses to consult with a college committee, the committee's function shall be limited to providing information. The committee will not vote on a candidate's application for promotion or tenure. In the case of IFAS and the Health Center, the dean shall forward a nomination to the appropriate Vice President whose approval and signature is required before the nomination is submitted to the University' Academic Personnel Board.

University Academic Personnel Board Review

The Academic Personnel Board will review and consider all nominations for promotion and tenure received from the deans, directors, or in the case of IFAS and the Health Center from the Vice Presidents for Agriculture and Natural Resources and Health Affairs. The Academic Personnel Board shall have the responsibility for taking a university-wide view and concerning itself with the adequacy of the application of university-wide promotion and tenure criteria to the tenure and promotion process. The Board shall make recommendations to the president on policy issues, but will not discuss individual cases for promotion and tenure nor will it take votes on individual cases. The president has the final authority to make the decision on whether a candidate will receive promotion or whether to submit the university's recommendation for the awarding of tenure to the Board of Regents. The meetings of the Academic Personnel Board are open to the public in accordance with the Sunshine Law.