

~~FSU-4.035 Department, School and College Criteria and Procedures.~~

~~(1) Initiating the review. Program leaders shall examine the files of all faculty members having primary responsibilities to their programs in order to identify those faculty members eligible to become candidates for promotion or tenure. Those faculty members who are eligible to become candidates shall be presented with a written notice of their eligibility and specific procedures to be followed if they wish to become candidates for promotion or tenure. Eligible faculty members are responsible for preparing their own folders in the format indicated and submitting them to the appropriate program review committee by no later than October 24. Individuals having responsibilities in more than one program must submit their folders to the program review committee of their secondary programs by no later than October 18.~~

~~(2) Responsibilities of the program review committee. It is the responsibility of the person chairing the secondary program committee to pass the recommendations of the committee and the candidate's folder to the candidate's primary program committee by no later than October 24. By the same date this person will be responsible for delivering a copy of the Secondary Program Committee's recommendation to the candidate. Should this recommendation be negative, the candidate must at the same time be informed in writing of the privilege and procedures of appeal. The primary program review committees shall review all folders and shall forward these folders and the committee recommendations to the Program Leader by no later than October 31. Accompanying each recommendation must be an accounting of the vote taken. A copy of the recommendation of the committee must be delivered to the candidate by the person chairing the committee by the same date. In cases of a negative recommendation candidates must at the same time be informed in writing of the privilege and procedures of appeal.~~

~~(3) Responsibilities of the Program Leader. The Program Leader shall review the folder of each candidate, the recommendations of the program review committee, and appeals from the candidates when called for. The recommendation of the Program Leader and the folder of each candidate must be passed on to the Division Director by no later than November 7. A copy of the recommendation of the Program Leader must be delivered to the candidate by the same date. Should this recommendation be negative, the candidate must at the same time be informed in writing of the privilege and procedures of appeal. While Program Leaders are in possession of the candidate's folders they shall be responsible for including additional necessary documents to each. In each tenure consideration the Program Leader must add a letter to the candidate's folder~~

~~indicating the results of a secret ballot vote of all tenured faculty in the program. This letter must indicate the number of faculty eligible to vote, the number for, the number against, and the number abstaining. In addition to this letter, the program Leader must add two completed Board of Regents tenure forms to the folder of each candidate. In both promotion and tenure considerations the Program Leader must add a letter to the folder of each candidate summarizing the candidate's performance as it relates to specific characteristics of the program and the assignments of the candidate. Any discrepancy between this statement and statements made by the candidate must be clearly noted and justified.~~

~~(4) Responsibilities of the Division Director. The Division Director shall review the folder of each candidate, the recommendation of the Program Review Committee and the Program Leader, and appeals from the candidates when called for. The recommendation of the Division Director and the candidate's folder must be passed on to the Promotion and Tenure Committee of the College by no later than November 15. A copy of the Division Director's recommendation must be delivered to the candidate by the same date. Should this recommendation be negative, the candidate must be informed in writing of the privilege and procedures of appeal.~~

~~(5) Responsibilities of the College Promotion and Tenure Committee. The Promotion and Tenure Committee of the College shall review the folder of each candidate, the recommendations of the program review committee, the Program Leader and the Division Director, and appeals from the candidate when called for. The recommendation of the committee and the candidate's folder must be passed on to the Dean by no later than November 29. Accompanying each recommendation must be an accounting of the vote taken. A copy of the recommendation of the committee must be delivered to the candidate by the person chairing the committee by the same date. In cases of negative recommendation candidates must at the same time be informed in writing of the privilege and procedures of appeal.~~

(6) Responsibilities of the Dean. The Dean shall review the folder of each candidate; the recommendations of the program review committee, the Program Leader, the Division Director and the College Promotion and Tenure Committee; and appeals from the candidate when called for. The recommendation of the Dean and the candidate's folder must be passed on the Provost by no later than December 4. A copy of the Dean's recommendation must be delivered to the candidate by the same date. Should this recommendation be negative, the candidate must be

informed in writing of the privilege and procedures of appeal. While the Dean is in possession of the candidate's folders, he shall be responsible for adding one additional necessary document to each folder and arranging the included documents in the order requested by the Provost. The document to be added by the Dean is a statement of the action taken by each committee and each administrative officer that reviewed the folder. This statement must include an accounting of all votes, for, against, and abstaining.

(7) Appeals procedures. Any candidate for promotion or tenure who receives a negative recommendation from a program review committee, the Program Leader, or the Division Director may appeal the negative recommendation to the College Promotion and Tenure Committee. The appeal should be submitted in writing to the person chairing this committee within three (3) days after the candidate received the recommendation. Copies of the appeal should be sent to the appropriate program review committee, Program Leader, and Division Director. Should the candidate wish to meet with the College Promotion and Tenure Committee, this should be requested in the letter of appeal and the request shall be granted for a hearing. The candidate may have the appropriate Program Leader and/or Division Director present at the hearing if that is desired. Any candidate for promotion or tenure who receives a negative recommendation from the College Promotion and Tenure Committee may appeal to the Dean of the College. Such an appeal must be in writing and received by the Dean within three (3) days after having received the recommendation of the Committee. All requests for a meeting with the Dean shall be granted.

Specific Authority BOG Regulation 1.001(3)(j) , Reg. Procedure July 21, 2005 . Law Implemented 240.227(19) FS. History--New 9-30-75, Formerly 6C2-4.35.