

Dorothy F. Schmidt College of Arts and Letters

School of Public Administration

Promotion and Tenure Criteria

Approved by Provost, Spring 2021

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Policies and Procedures for Tenure

Policies and Procedures for Tenure

Below is a description of the typical policies and procedures for tenure. However, the Provost's memoranda regarding promotion and tenure supersedes this document if and when there is a contradiction about requirements, materials, and dates of submission.

Tenure is the most significant commitment that the university can make to a faculty member. Decisions on tenure are different in kind from those on promotion. Tenure, in fact, is more exacting. In addition to demonstrating acceptable scholarly performance in the areas of Instruction, Research and Creative Activity, and Service, the candidate for tenure

Tenure shall be considered during the sixth year of continuous service unless: the candidate's letter of offer contains prior service credit; or the Provost or the Provost's designee agrees to the employee's written request for earlier consideration; or the Provost or the Provost's designee agrees to the employee's written request for consideration in the sixth year.

Third Year Review for Untenured Faculty

During their third year of employment, untenured faculty will undergo a review. For assistant professors, the expectation for instructional activity is that faculty will have a fully developed portfolio of teaching, including both undergraduate and graduate courses. The teaching portfolio will document activity and accomplishments related to the courses that the faculty has offered over the three year period.

Assistant Professors are expected to develop a robust and focused pattern of research and creative activity that is discipline specific, and evidence of such productivity should emerge in the first three years.

Scholarly productivity will be evaluated both in terms of quality and quantity. Assistant professors with an insufficient record of research and creative activity at third year review may not be renewed.

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on promotion and tenure posted on the Provost Office web site. School evaluations of candidates for tenure should be made after a unit meeting that includes discussion of the case and a secret ballot polling all tenured members of the school.

After the School Promotion and Tenure Committee vote, the Director shall send a letter of recommendation to the Dean. This letter evaluates the record of the faculty member and will include the results of the School's Promotion and Tenure Committee votes.

Policies and Procedures for Promotion

The evaluation for promotion from Assistant Professor to Associate Professor begins in the summer of the fifth year and fall of the sixth year of continuous employment at FAU. The evaluation for promotion from Associate Professor to Professor begins in the summer prior to the annual promotion cycle. The candidate will follow the University Guidelines for nominating potential external and internal reviewers.

Candidates for promotion should acquaint themselves with the relevant documents. They should review: The most current FAU Provost Memoranda, Guidelines for

Scholarship, Instruction, and Service

Candidates for tenure should consult current memoranda from the provost regarding promotion and tenure. The Provost's memoranda regarding promotion and tenure supersedes this document if and when there is a contradiction about requirements, materials, and dates of submission. The School of Public Administration acknowledges three broad areas of faculty activity. These are:

Activities of peer reviewed research and scholarship include all those endeavors leading to the creation of new knowledge and expertise. It includes the development of new to

Community Engaged Teaching/Learning

A pedagogical approach that connects students and faculty with

Timeline

The College formally establishes the timeline for promotion and tenure each year (refer to current College calendar). See also current Provost memos on Promotion and Tenure at Provost Office web page. The Provost's memoranda regarding promotion and tenure supersedes this document if and when there is a contradiction about requirements, materials, and dates of submission.

Criteria, Standards, and Procedures

Promotion from Assistant to Associate Professor

The successful candidate will clearly demonstrate abilities for: Peer reviewed research and/or creative activity in the relevant field(s) of knowledge; teaching and related instructional

legitimate public administration research. The School considers interdisciplinary and/or multidisciplinary research fully.

A candidate should submit summaries of research in progress as part of the portfolio because the School considers works in progress when evaluating candidates.

Promotion to Professor:

A favorable recommendation for promotion to Professor requires a sustained record of excellence in research and scholarly activity that is recognized as a significant contribution to one or more areas of inquiry. The expectations for research and scholarship are that the candidate produces research and publications that are regarded by others in the field to be of high quality and that contribute to advancing knowledge in the field.

The usual research expectations for promotion to professor include a record of sustained high quality scholarship. The candidate needs to have a substantial publication record since having been promoted to Associate Professor. We define a substantial record as one that exceeds, in quantity, quality, and impact, the record that the School expects one to compile for promotion to Associate Professor. In evaluating the research record, both quantity and quality are important. A smaller number of high quality peer reviewed publications may be considered superior to a larger number of lower quality peer reviewed publications. The publications should be recognized as good contributions to the field. Furthermore, the candidate should have a sustained record of research that indicates that the candidate will continue to actively conduct research and publish after promotion.

Teaching: Indicators of Teaching/Instructional Activity for All Ranks

The School recognizes that instruction incorporates a broad range of activities along with teaching. As a result, multiple sources of data will be interpreted in evaluating a faculty member's instructional accomplishments and to assess their overall performance. Activities of instruction include all of those endeavors by which a faculty member contributes to the learning and intellectual development of the student. These include, among others: (a) teaching regularly scheduled classes; (b) instructional development activities (e.g., new courses, new approaches to existing courses); and (c) working with students outside of regularly scheduled courses (e.g., mentoring students, guiding graduate students in dissertation work, and (d) working with graduate and undergraduate students on directed independent studies (DIS), internships, and/or serving as an academic advisor to a student organization).

Relevant evidence of ~~with~~ ~~the~~

- skills and performance;
- x Selects course material that is appropriate to the level and the substance of the course;

- x Producing teaching or instructional videos;
- x Contributing to student service learning activities (which

will vary commensurate with the needs of the School, College and University as well as the professional and community service opportunities available to the faculty member.

These activities can be manifest in a myriad of ways, including, but not limited to:

- x Officer in an international, national, state or regional scholarly or professional organization
- x Serving on a committee for a scholarly or professional organization
- x Chair of a program or conference committee for an international, national, state or regional scholarly or professional organization
- x Participating on a program or conference committee for a scholarly or professional conference
- x Chairing a school, college and/or university committee
- x Membership on school, college and/or university committees
- x Support of the college's and/or university's goals, including accreditation, program review and advising Centers or Institutes
- x Working with student extracurricular activities (e.g., clubs, student based professional chapters, advocacy groups)
- x Managing a center, institute, or academy
- x Extramural Funding for Service Related Activity
- x Civic Appointments
- x Community Engagement
- x Editorial Board of Journal
- x Review of Manuscripts for Journals
- x Journal Editorship

Amendments

Amendment of this document shall follow the same procedures for amending the School of Public Administration By laws.

Enactment

These policies will take effect after approval, by secret ballot, of the majority of the faculty. Approved by the Board of Trustees on 10/11/11