PROMOTION AND TENURE PROCEDURE AND CRITERIA

College of Engineering and Computer Science

Florida Atlantic University

and funded research, the candidate's teaching performance, and service to their professional community and the University. Assessment of a candidate's accomplishments may be based on evidence of performance regarding student perception of teaching (SPOT), supervision of PhD dissertations and MS theses, new course development, proposal development and acquired research funding, refereed journal publications, refereed conference presentations and publications in the conference proceedings, granted patents, the extent of scientific citations, authorship of scholarly books, development of new laboratory facilities and experiments, the introduction of innovative methods of classroom and online instruction, peer evaluation, student mentoring and supervision, and recognition by national/international professional bodies, etc.

II. A Third Year Review

The College of Engineering and Computer Science shall conduct a Third Year Review of the progress toward Promotion and Tenure of all tenure track faculty, to provide information and feedback to assist the faculty member in attaining Tenure in the sixth year of service at the University. The Third Year Review is intended to be informative. It should be encouraging to faculty who are making solid progress toward Promotion and Tenure, and instructional to faculty who need to improve in some area(s) of performance.

The candidate will assemble a portfolio that follows the Provost's timeline and portfolio guidelines for the Third Year Review process, which include the following documents:

- Current curriculum vitae.

- Copy of annual assignments.

- Annual employee evaluations.

- Documentation on instructional activities, including SPOT summary report and peer evaluation

- Documentation on scholarship, research and/or other creative activities.

- Documentation on assigned service and/or administrative activities

- College criteria

- Self-evaluation

- A statement of research plan for the following two years.

The Third Year Review portfolios are reviewed in the following order:

- Eligible Department Faculty[1] review the candidate's portfolio and submit a report to the Department Chair that summarizes the strengths and weaknesses of the candidate in the progress toward Promotion and Tenure. No vote is required

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[1] Tenured Associate Professors and Professors can review portfolios for Third Year Review

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II.B.d Service, as evidenced by

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♦ The Chair compiles a list of potential independent[2] external referees by soliciting names from faculty in the candidate's area of research as well as the candidate. The Chair can also add names to the list as appropriate.

♦ The Chair obtains a minimum of five (5) evaluation letters from reviewers in the compiled list (that may include letters from no more than two referees from the candidate's list of suggested names).

♦ Letters from reviewers who are not independent (such as advisors, supervisors, collaborators) may be also solicited as long as (i) they are in addition to the five (5) independent letters, and (ii) they are clearly classified as not independent in the candidate's case report.

♦ Candidates who have chosen to waive their rights to view the external letters cannot have access to the external letters.

♦ If the candidate does not waive their right to view the external letters, then the candidate is given access to the letters that the referees are in agreement during the 5 day period that

candidate's department is available to be called by the College Committee, if necessary, to offer further clarifications that they may have.

- ♦ The Dean reviews the recommendation of the Department Chair and the College Personnel Committee, ensuring that criteria for promotion and/or tenure have been appropriately applied. The Dean makes a recommendation to the Provost.

- ♦ After each of the above levels of review is released to the candidate, the candidate has five (5) days to review the case report and comment.

- ♦ The University Promotion and Tenure Committee reviews and votes on the candidate's application.

- ♦ The President's decision letter will be added to the portfolio once the review has been completed by the Provost and a recommendation has been made.