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COLLEGE FOR DESIGN AND SOCIAL INQUIRY PROMOTION AND TENURE CRITERIA

P&T Revision Committee: Spring 2018

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1. THE COLLEGE FOR DESIGN AND SOCIAL INQUIRY PROMOTION AND TENURE CRITERIA

1.1 PURPOSE

University rules and the outcomes of collegial decisions as well as documentation of accomplishments sufficient to warrant the rank of Associate Professor. Collegiality includes abiding by College and School policies, and attending Honors Convocation graduation and faculty meetings.

1.4 THE ROLE OF THE FACULTY

The College for Design and Social Inquiry acknowledges

identifies the assets of all stakeholders and incorporates them in the design and conduct of the different phases of the research process.

Community-Engaged Service: The application of one's professional expertise in collaboration with the community that addresses a community-identified need and supports the goals and mission of the university and the community

and

1.5 THE COLLEGE PROMOTION AND TENURE CRITERIA COMMITTEE

The CDSI Promotion and Tenure Committee consists of five members, one elected by each department/school. The elected members should hold the rank of Professor. Under unique circumstances, where the School does not have a Full Professor to be elected as a member, an Associate Professor may serve on the Committee but may not vote on a ~~candidate~~ *candidate* aspiring to a higher rank than Associate Professor. In those instances, when there are fewer than three Professors serving on the

2. FACULTY EVALUATION AND PROMOTION AND TENURE

2.1 ANNUAL EVALUATION AND PROGRESS TOWARDS TENURE

All tenured and tenure earning faculty are evaluated annually. The P&T Criteria of the College and the annual assignments are the basis for evaluating performance and progress towards tenure. The Director of each School provides a rating on the annual evaluation. This rating may be

The Director of each School may rate a faculty member as distinctive, excellent, competent or unsatisfactory in the areas of research/creative activity, instructional activity and service.

For progress toward tenure reviews, the summary statement of the Director to the probationary faculty or

improve courses.

Evidence assembled to document accomplishments in reviewed research and/or other creative activities will include at least: (a) existence and interpretation by faculty and relevant supervisors, self-evaluation statements; (b) prints of books and/or publications in referenced journals, proceedings or articles/reviews/comments, completed and submitted competitions professional work; (c) letters of evaluation from distinguished members of the field, who are Professors in doctoral programs at research universities or hold a comparable national reputation in the field.

Evidence assembled to document accomplishments in service will include at least: (a) appointment letters and letters of acknowledgment; (b) results of external reviews of unit accomplishments if applicable; (c) letters from internal FAU sources; (d) unsolicited and solicited letters from community and organizations and professional organizations if applicable.

3.4 PROCEDURES FOR PROMOTION CONSIDERATIONS

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: (1) the most current FAU Provost Document, Guidelines for Appointment, Promotion and Tenure of Faculty, Florida Atlantic University; (2) the most current FAU Provost Document, Principles for Creating Criteria for Promotion and Tenure; (3) this document; (4) the UFF/BOT Agreement; (5) the most recent requirements for tenure and promotion files issued by the Office of the Provost and Vice President for Academic Affairs; and (6) any existing Departmental/School and College personnel 113 (sum /F1 11 Tf 1 0 49.45 Tm 0 g

Internal Awards/Grants		Pattern of success in obtaining significant internal funding	Pattern of success in obtaining internal funding
Grant Submission for Research			Pattern of sustained efforts in grantwriting and submission
Journal Editorship	Chief Editorship of important scholarly journal	Managing Editor of important scholarly journal	Editorial Staff Faculty (e.g. Book Review Editor, Computer Editor, Practice Editor) for scholarly journal
Editorial Board			Editorial Board Member for important scholarly journal(s)
Manuscript Review	High frequency peer review work for granting agencies, leading scholarly journals, and university presses	Extensive peer review work for granting agencies or publication presses/ journals	Consistent peer review work for granting agencies or publication presses
Peer Recognition	Pattern of being recognized		

<p><i>Scholarly Presentations/ Keynote Addresses</i></p>		<p>Plenary presentations at the top tier conferences Keynote Addresses at International, National, Regional and State Meetings Major addresses at a recognized University</p>	<p>Presentation of scholarly research at international, National, Regional, and State Meetings</p>
<p><i>Interdisciplinary Research Activities</i></p>			<p>Pattern of interdisciplinary research activities</p>

TEACHING AND INSTRUCTIONAL ACTIVITY

Indicators

Evidence of Distinction

Indicators	Evidence of Distinction	Evidence of Excellence	Evidence of Competence
<i>Thesis Supervision</i>	Pattern of chairing thesis committees where thesis leads to special recognition	Pattern of chairing thesis committees or active participation in a thesis committee	Active participation in thesis committees

***Extramural Funding for
Service-Related Activity***

Pattern of Obtaining
Extraordinary Extramural
Funding for creative activity
Programs in the Department ,
College, or University

-

School evaluations of candidates for promotion should be made after the School Promotion and Tenure meeting that includes discussion of the case and consideration of the appropriate criteria. The decision should be made by secret ballot of all tenured faculty members holding the rank of Associate Professor or higher.

After the School vote, the Director shall send a letter of recommendation to the Dean. This letter shall include the use of the appropriate School and College criteria to evaluate the record of the faculty member. It shall attest to the documentation of the achievement, which supports any positive

recommendation to the Provost. The Dean's letter shall include the vote and an evaluation of the candidate's record on the basis of appropriate criteria.

6.0 AMENDMENTS

Amendment of this document shall follow the same procedures for amending the College for Design and Social Inquiry by-laws.

7.0 ENACTMENT

These policies will take effect after approval, by secret ballot, of the majority of the faculty of the College for Design and Social Inquiry and final authorization by the FAU Office of Academic Affairs.