

FIU's Policies and Practices 2023

True or False?

T or F

- _____ 1) Tenure-earning faculty who take parental leave are automatically granted a tenure-clock extension.
- _____ 2) The Chair should provide an annual evaluation of faculty members during a “stop the clock” year but should take the parental leave into consideration in evaluating productivity.
- _____ 3) Productivity of two or more candidates within a department should be evaluated based on each faculty member’s assignment (i.e., the proportion of teaching, research and service required for each).
- _____ 4) Normally, an employee should only be considered for tenure once.
- _____ 5) The Chairperson should evaluate associate professors each year concerning their progress towards promotion to full professor.
- _____ 6) Evidence of leadership is an important issue to consider especially in cases of promotion from associate to full professor.
- _____ 7) An associate professor who has assumed very significant administrative responsibilities may be able to pursue promotion based on exceptional service/leadership.

Considerations for T&P Committees

- Aim to evaluate the whole person as well as the context of their career as objectively as possible.
- Consider the role unconscious bias might play in evaluations of T&P candidates
- Consider the effect of cumulative disadvantage on women and minority candidates
 - Letters of evaluation
 - Parental or Medical leave/stops on tenure clock
 - Grant funding opportunities
 - Service demands
 - Leadership roles

REMEDIES

- Be aware of evaluation bias. Make sure your committee works to actively counteract it.
- Discuss and define evaluation criteria in advance. Evaluate based on assignment.
Consider attached evaluation tool.
- Evaluate performance based on departmental criteria for T&P. If no criteria, immediate past precedent would apply, i.e., criteria used for most recently tenured/promoted candidates.
- Evaluate based the faculty member's annual assignment (i.e., the proportion of teaching, research and service required for each).
- Consider the environment in which achievements were made. (e.g. solo woman or race status; service and other demands and opportunities)
- Time off the tenure clock for parental or medical leave should NOT be factored into an evaluation of productivity.



M E M O R A N D U M

To: Deans and Chairs

From: Kenneth G. Furton, Provost and Executive Vice President

Date: December 5, 2016

Subject: Tenure Clock Extensions

Some Chairs and faculty have asked for clarification of the procedures for annual assignments and annual evaluations for faculty members (a) who have been granted an extension of the tenure clock due to an official parental/dependent care or medical leave during the tenure-earning years and (b) FIU's practices concerning time-in-rank in the solicitation letters sent to external evaluators for tenure and promotion candidates.

Tenure-earning faculty who have officially requested and been given 'time off the tenure clock' for such leaves during the academic year are not to be evaluated any given semester during which the leave was for more than 20 calendar days. Each such semester should be exempted from consideration concerning productivity during the tenure-earning and/or promotion period.

Procedures for Tenure Clock Extensions

1. Annual Assignment and Annual Evaluation

The annual assignments of any faculty member officially on parental/dependent care or medical leave should be adjusted, as necessary, to reflect the leave and the lack of assignment for the particular semester or academic year. In lieu of an annual evaluation, the Chair must provide the faculty member with a letter stating:

"Consistent with FIU policies regarding dependent care and medical leave, [Faculty member's name] was officially on leave for the period of _____ and therefore no assignment, evaluation or assessment of progress toward tenure and/or promotion was conducted. Academic productivity that may have occurred during the leave period notwithstanding the absence of an assignment will be reported and recorded the following year at the end of the leave period."

2. Tenure and Promotion

a. Leave Hiatus

The above mentioned letter should also be included in the faculty member's tenure and/or promotion packet so that faculty reviewers, departmental personnel committees, college tenure and promotion committees, and deans are informed not to factor the leave period into faculty productivity. Thus, formulas that calculate productivity by dividing number of publications by time in rank or time since PhD and similar formulas that would not exempt the leave period are not to be applied.

b. External Evaluation Solicitation Letters

Beginning with the 2017-2018 promotion cycle, Chairs must include the following language when writing to external evaluators to signal that they should disregard leave time as an element of the evaluation of the candidate's file.

"Please note that at our institution we assess a faculty member's suitability for [tenure] or [promotion] based on the period of time the faculty has assigned duties rather than other factors such as time since degree. Please be aware that this faculty member is coming up for review for tenure and promotion at the right time for our institution and refrain from any comment about time periods when duties were not assigned."

Request for External Evaluation Letter Template

This is a template, not prescribed text. The points in this letter need to be included, but you are free to say them in your own words, modify the nuances as appropriate to your discipline, and include additional items you want the evaluator to address. This letter will be sent by the department chair or the dean.

Dear Professor:

Thank you for agreeing to serve as an outside evaluator of the application for tenure and promotion to Associate Professor of X.¹ I recognize that this sort of request is burdensome, but the Department greatly appreciates your willingness to assist us by providing this evaluation.

Florida International University is identified in the Carnegie Classification as a Research University/Very High Research Activity. The decisions we make in terms of faculty tenure and promotion are the most important we will make in maintaining this classification. I am sure that as a distinguished scholar you have evaluated a number of tenure and promotion files and are in a position to reflect on how X will contribute to the advancement of the discipline² and the university.

Please begin your letter with a statement on your prior relationship with the candidate.

To assist in your evaluation, I have included copies of # publications³, vita, and the candidate's statement on teaching, research⁴, and service. The publications³ were selected on the basis of The candidate's vitae will show other publications. If you would like copies of any other publications, please feel free to contact me to request a copy. We are particularly interested in the quality of the work: e.g., does it advance the discipline², has it had an impact on the discipline², is there a coherent research⁴ program represented, and is the research⁴ program likely to continue making contributions into the future. Please also comment on the reputation and standing of the venues in which the work has been published and/or recognized. What is your overall assessment of the candidate's promise for future development and scholarly excellence?

Please note that at our institution we assess a faculty member's suitability for [tenure] or [promotion] based on the period of time the faculty has assigned duties rather than other factors such as time since degree. Please be aware that this faculty member is coming up for review for tenure and promotion at the right time for our institution and refrain from any comment about time periods when duties were not assigned.

⁵Also included for your evaluation are syllabi from # courses taught at the yyy level. These syllabi were selected on the basis of We would appreciate your assessment of the overall structure of the course, the currency and appropriateness of the literature assigned, the adequacy of the outcomes defined, the incorporation of research, analysis and/or synthesis in the class, and the consistency of the expectations with the level of the course. Comments on the candidate's teaching philosophy are appreciated.

⁶While we ask junior faculty to concentrate on their teaching and research⁴, we are also interested in your evaluation of X's service to the profession.

1 It is expected that participation will have been confirmed by phone or e-mail before sending the package.

2 And/or profession, as appropriate.

3 And/or recognitions of creative work, as appropriate.

4 And/or creative work, as appropriate.

5 Not required if evaluation of teaching is not requested.

6 Not required if evaluation of service is not requested.

⁷ Please be aware that candidates have access to the content of their files depending on the department/unit's procedures, including your evaluation.

Please accompany your evaluation with a copy of your full CV.

As I am sure you are aware, external evaluations are given very strong consideration in the overall evaluation of a tenure and promotion file at all levels. In order to include your letter in the file as it moves forward, I am requesting a signed letter on institutional letterhead no later than yyy.

Thank you very much for your evaluation of this file. If you have any questions or concerns, please contact me at 305-xxx-xxxx or e-mail to xxxx@fiu.edu.

Sincerely,

⁷ Beginning academic year 2017-2018, the department/unit procedure will dictate if the candidate has access to the external reviewer's letter.

Tenure & Promotion Candidate Evaluation Tool

EXAMPLE

Candidate's name:
 Candidate's rank:
 Candidate's Department(s):

Weighting of candidate's percent of assignment to research, teaching, service and administration annually and average over past years since hired or last promotion.

EXAMPLE	Y1-4	Y1-3	Y1-2	Y1-1	Y1	Average
Research	45	45	45	56	56	49
Teaching	45	45	45	34	34	41
Service	10	10	10	10	10	10
Administrative						
TOTAL						100

ACTUAL WEIGHTINGS

	Y1-4	Y1-3	Y1-2	Y1-1	Y1	Average
Research						
Teaching						
Service						
Administrative						
Other						

Please rate the candidate on each of the following:

	Weight	outstanding	excellent	good	satisfactory	unsatisfactory	unable to judge
Evidence of and potential for continued scholarly impact							
Evidence of and potential for continued research productivity							
Evidence of and potential for continued research funding							
Evidence of and potential for continued excellence in undergraduate teaching							
Evidence of and potential for continued excellence in graduate teaching							
Evidence of and potential for continued excellence in course development							
Evidence of and potential for continued graduate student mentoring							
Evidence of and potential for continued undergraduate student mentoring							
Evidence of and continuing potential to be a conscientious department community member							
Evidence of and continuing potential to be a conscientious university community member							
Evidence of and continuing potential to be a conscientious member of the national/international professional community							

Other comments?

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TOTAL						

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Evidence of and potential for continued undergraduate student mentoring							
Evidence of and continuing potential to be a conscientious department community member							
Evidence of and continuing potential to be a conscientious university community member							
Evidence of and continuing potential to be a conscientious member of the national/international professional community							

Other comments?