

UNIVERSITY CRITERIA, MEMORANDA, AND INTERFOLIO

The Florida Atlantic University Office of the Provost maintains University Criteria for the Appointment, Promotion, and Tenure of Faculty and Principles for Creating Criteria for Promotion and Tenure (see <https://www.fau.edu/provost/for-faculty/promotion-tenure/>).

On an annual basis, the Provost and Vice President for Academic Affairs issue memoranda on Promotion and Tenure ePortfolio Guidelines for Tenure Track Faculty and Non-Tenure-Track Faculty. This includes information on promotion and tenure ePortfolio preparation, University timelines, and comprehensive curriculum vitae guidelines. Promotion and tenure recommendations are among the most important decisions made by faculty. The decisions that are made have a very long-term impact on both the University and the individual. Thus, careful preparation is needed for e-Portfolios and letters of recommendation, as are diligent evaluative efforts on the part of all individuals involved in the decision process. The University utilizes the Interfolio Review, Promotion and Tenure (RPT) system to assist all participants in the review process and enable faculty to devote more time to teaching, research, and service. Faculty are encouraged to use the Interfolio Dossier online platform to collect, curate, organize, and maintain their scholarly materials on an ongoing basis. Interfolio RPT and Dossier training aids for candidates, reviewers, and college administrators are available via the Provost's Office website. For additional information on Promotion and Tenure, see the University site: <https://www.fau.edu/provost/for-faculty/promotion-tenure/>.

COLLEGE OF MEDICINE PROMOTION AND TENURE PROCEDURE

The Charles E. Schmidt College of Medicine Promotion and Tenure Committee conducts its deliberations in accordance with the Provost's Guidelines for Appointment, Promotion, and Tenure of Faculty (see <https://www.fau.edu/medicine/documents/com-promotion-and-tenure-final-current-criteria.pdf>). A description of the College Promotion and Tenure Committee's structure and responsibilities is outlined in the [Faculty Assembly Bylaws](#).

Each department chair and the Associate Dean for Faculty Affairs are readily available for individual consultation on general readiness for promotion, progress toward promotion, preparation of CVs, preparation of an Educator's Portfolio, and ideas for external reviewers. Each department has a full-time administrative support staff member available to assist faculty with assembling promotion and tenure materials in Interfolio. The Office of Faculty Affairs works closely with the department administrators and the Provost's Office to monitor the progress of promotion and tenure cases.

BIOMEDICAL SCIENCE PROMOTION AND TENURE GUIDELINES

For information on the Biomedical Science Promotion and Tenure Guidelines, see: <https://www.fau.edu/medicine/documents/bms-promotion-and-tenure-guidelines-january-2020-pv-office-approved.pdf>

CLINICAL DEPARTMENTS PROMOTION AND TENURE GUIDELINES

For information on the Clinical Departments Promotion and Tenure Guidelines, see:

<https://www.fau.edu/medicine/documents/imsd-pt-guidelines-8-2-2021-final.pdf>

GUIDELINES FOR THIRD YEAR REVIEW

For information on the Guidelines for Third Year Review, see:

<https://www.fau.edu/medicine/documents/com-guidelines-for-third-year-review.pdf>

TENURE UPON APPOINTMENT PROCEDURE

For information on the Tenure Upon Appointment Procedure, see: [https://www.fau.edu/](https://www.fau.edu/medicine/documents/faculty-appointment-promotion-and-tenure.pdf)

[medicine/documents/faculty-appointment-promotion-and-tenure.pdf](https://www.fau.edu/medicine/documents/faculty-appointment-promotion-and-tenure.pdf)

11/14/2019

2/22/2022 – Revised (University Criteria and Principles for Creating Criteria links only)

Revised: 7/25/2023 (Link Updates)

Revised: 7/26/2023 (Link Updates)