

### Faculty Tenure Upon Appointment Process

The Dean, Director/Chair, and HR Generalist (HRG) or Office Manager (OM) work together during this process.

The HR Generalist handles Dean's Office hires, for example FIBER or Director/Chair candidates.

<b>Candidate's Name:</b>	<b>Department</b>	
<b>Title:</b>	<b>Start Date:</b>	<b>Phone #:</b>
<b>Email:</b>	<b>Tenure Date at Current Institution:</b>	

#### Links:

**TENURE AND PROMOTION INFORMATION** <http://aa.ufl.edu/policies/tenure-and-promotion-information/>

- [Promotion and Tenure Guidelines 2019-2020](#) (PDF)
- [Highlighted changes for 2019-2020](#) (PDF)
- Recommendation for Tenure Upon Hire Form (See

TASK	Who	Date Completed
<b>NOTE:</b> The Dean must receive prior approval for Tenure Upon Hire from the Provost before the letter of offer is sent to the candidate.	Dean	
If Tenure Upon Appointment needs to be requested this information will need to go in the Letter of Offer and the Addendum.	HRG or OM	
Notify the Director or Chair of the unit that Tenure Upon Appointment will be requested and a vote is needed from the faculty in that unit.	Dean	
After the Letter of Offer is signed and returned by the candidate, begin the process for Tenure Upon Appointment.  **An email of the submission deadline should come from the Provost Office. If you have not received a deadline, contact the Provost Office and ask them for the date by emailing the Provost's Executive Assistant Becky Holt <a href="mailto:bholt@aa.ufl.edu">bholt@aa.ufl.edu</a> ). As a time reference, she needs documents <b>one month</b> before the Board of Trustees meets. See upcoming meetings at this link <a href="http://trustees.ufl.edu/">http://trustees.ufl.edu/</a>	HRG or OM	
Notify Dean and Department Director or Chair that the letter has been returned	HRG or OM	
Arrange voting <ul style="list-style-type: none"> <li>• Distribute the faculty hire's vitae and letters of recommendation to tenured faculty</li> <li>• Hold a meeting with tenured faculty to discuss the appointment</li> </ul>	Director/Chair	
Conduct an electronic or paper ballot. Remember that the vote is ONLY on tenure (not rank). The vote must offer the options to support (for) tenure, deny (against) tenure, or abstain. <ul style="list-style-type: none"> <li>• Type voting results on the Recommendation for Tenure Upon Hire Form.</li> </ul>	Office Manager	

<p>VI. TENURE UPON APPOINTMENT : taken from <a href="#">Promotion and Tenure Guidelines 2019-2020</a> (PDF)</p> <ol style="list-style-type: none"> <li>Under exceptional circumstances, an award of tenure may be recommended to the Board of Trustees at the time of initial appointment to the rank of Associate Professor or above.</li> <li>Requests for tenure upon appointment should be submitted to the Provost <b>before</b> the candidate's appointment commences. <b>The form for submitting requests for tenure on hire can be found at <a href="http://www.aa.ufl.edu/tenure">http://www.aa.ufl.edu/tenure</a>.</b></li> </ol> <p><b><u>ATTACHMENTS REQUIRED:</u></b></p> <ol style="list-style-type: none"> <li><b>Letter of support from College Dean stating reasons for the request and justification of the special circumstances that warrant tenure as a condition of employment</b></li> <li><b>Copy of candidate's CV</b></li> <li><b>Three letters of reference (if available)</b></li> <li>Listed in the guidelines under number 3, but not on form. Recent teaching evaluations should be included, if appropriate and available. (Email candidate for these) <b>*Note:</b> Becky Holt said she's never received any. She checked with Dr. Glover (Provost) and he indicated he would only need to see the teaching evaluations if it was necessary to help in making a determination regarding the faculty's tenure.</li> </ol> <ol style="list-style-type: none"> <li>Requests for tenure upon appointment should be accompanied by a statement of reasons for the request and supporting documentation, including a statement justifying the special circumstances that warrant granting tenure as a condition of employment, the candidate's complete curriculum vitae, letters of reference if available, and the vote on tenure of the appropriate department/unit faculty. Recent teaching evaluations should be included, if appropriate and available. <b>These items are also listed on the Recommendation for Tenure Upon Hire Form.</b></li> <li>Approved requests for tenure on appointment normally will be submitted for final decision to the first Board of Trustees meeting following the acceptance of employment and should be approved by the Board of Trustees before the anticipated start date.</li> </ol>	<p><b>HRG or OM should submit and collect items needed</b></p>	
<p><b>Email</b> Recommendation for Tenure Upon Hire Form and attachments to the Provost's Executive Assistant Becky Holt <a href="mailto:bholt@aa.ufl.edu">bholt@aa.ufl.edu</a></p>	<p><b>HRG or OM</b></p>	
<p>After the Provost's Office receives the email the following happens.</p> <ol style="list-style-type: none"> <li>Provost looks at it and signs off</li> <li>Goes on Agenda for the next Board of Trustees meeting <ul style="list-style-type: none"> <li>The trustees meet four times a year March, June, September, and December. See Upcoming Meetings at this link <a href="http://trustees.ufl.edu/">http://trustees.ufl.edu/</a></li> </ul> </li> <li>A letter is sent to the Dean with whether or not it's been approved</li> </ol>		