

**Florida International University**  
**Tenure as a Condition of Employment (TACOE)**  
*Hiring Guide for Faculty Appointments with Tenure*

**Overview**

Tenure as a Condition of Employment (TACOE) refers to the process of interviewing and offering an official appointment with tenure to a faculty candidate at Florida International University (FIU).

This guide consolidates TACOE procedures, approval pathways, and required documentation into a single streamlined reference designed to support efficient, timely, and successful faculty hiring.

**Purpose of the TACOE Process**

- ✓ Faculty appointments with tenure are reviewed consistently and rigorously
- ✓ Appropriate faculty governance procedures are followed
- ✓ Academic Resource Management (ARM), the Provost’s Office of Faculty Leadership and Success (FLS), and the Office of Research and Economic Development (ORED) are engaged early in the process
- ✓ Offer letters and approvals move efficiently through institutional channels
- ✓ Departments understand documentation requirements and timelines

**TACOE Pathways**

<b>Process Type</b>	<b>Typically Used For</b>	<b>Timing of TACOE Approval</b>
<b>Expedited</b>	Candidates already tenured and not changing rank	Completed before offer is extended
<b>Semi-Expedited</b>	Candidates not yet tenured and/or changing rank	Offer may be extended before TACOE review is completed
<b>Hiring with Tenure Credit</b>	Candidates not yet tenured but more advanced in their career.	Offer extended must specify the years of tenure credit which must be approved by Provost’s designee before offer is extended

## Departmental Votes for hiring with tenure

Departments conduct simultaneous votes on suitability, tenure on appointment and rank. Eligibility to vote depends on tenure status and rank sought.



### First Steps

If you are hiring a candidate/s with tenure at another institution you should conduct two/three votes which can be administered concurrently:

1. All voting members of the department are eligible to vote on whether a candidate is suitable.
  2. To hire with TENURE: YES or NO. **All Tenured faculty** members are eligible to vote.
  3. To hire at RANK: YES or NO. If at the Professor rank, **All Tenured Professors vote.**
- Use anonymous electronic mechanism to expedite vote.
  - Please **DO NOT** report the Full and Associate Professor votes separately. There only needs to be one reported result of the eligible voting faculty.

## College Responsibilities after finalist approval

Colleges are expected to work internally and in conjunction with the Office of Academic Resources Management to finalize offer letters, including those intended to be with tenure.

- College HR Liaison initiates an offer letter request for the candidate in the Faculty Offer Dashboard.
- College HR Liaison uploads the following documents/information to Attachment type: TACOE Packet
  1. Full CV including discussion of graduate supervision activities
  2. Any institutional commitments agreed upon (space, start-up funds)
  3. Brief bio – three paragraphs (re: teaching, research and service)
  4. Letters/memo from department committee, department Chair, and Dean recommending tenure upon appointment.
- College HR Liaison and/or Hiring Official's admin schedules a meeting between the **faculty candidate finalist** and the Provost's designee, the Vice Provost of Faculty Leadership & Success.

## TACOE File

### Expedited TACOE File

Your Department's **expedited** TACOE File should consist of:

- The most updated version of the candidate's CV
- Candidate biography
- A brief recommendation from the Department indicating the Department's vote
- A brief memo of recommendation from the Chair
- A brief recommendation from the Dean

### Semi-Expedited TACOE File

Your Department's **semi-expedited** TACOE File should consist of:

- The most updated version of the candidate's CV
- Candidate Biography
- **Candidate external letters of support**
- A brief recommendation from the Department indicating the Department's vote
- A brief recommendation from the Chair
- **A brief recommendation indicating College Committee vote.**
- A brief recommendation from the Dean.

**ALL TACOE-related files must be uploaded to the Faculty Offer Dashboard**

## Required Provost-designee Interview

When a finalist for a faculty hire includes tenure, a 30-minute interview with the Provost or designee must be scheduled. It does not have to happen during the campus visit. **The interview should only be scheduled once the college has determined that it intends to extend an offer.**

## Next Concurrent Steps

1. Once the final candidate has been selected by departmental vote and with Dean's approval, immediately schedule an interview with the Provost's designee. To schedule the TACOE interview meeting contact [faculty@fiu.edu](mailto:faculty@fiu.edu). Attach the CV and any related documents.
2. **CONCURRENTLY**, the Department, the Chair (and college committee for semi-expedited processes) and the Dean should draft brief memos recommending tenure and rank upon appointment (department → chair → dean → provost). College HR Liaisons should work with the Hiring Officials to coordinate this process, but the Hiring Official should stay on top of it to ensure timely completion.
3. These documents along with the candidate's CV and statements are referred to as the TACOE File.
4. Run the **negotiation process (including with ORED) and the TACOE process like swim lanes...events happening in PARALLEL.**
5. Do not email the TACOE documents. **ALL TACOE DOCUMENTS MUST BE UPLOADED TO THE FACULTY OFFER DASHBOARD.**

- Once the interview is completed, an email is sent to the College Hiring Officials (the dean and chair), with a copy to ARM hiring administrators, the College HR Liaisons, and FLS admin indicating the tenure and rank decisions, and the type of TACOE (expedited or semi-expedited) and reminding the college to upload all relevant files.

## Expedited TACOE process

Offer letters may be submitted to ARM for review while the Expedited TACOE file is finalized. As soon as TACOE documents are submitted and Provost approval is received, the offer letter will be approved by Academic Affairs and can be extended to the candidate.



### Expedited Process



The Expedited process is used for candidates who are already tenured (generally at an R1 University) and are not changing rank upon appointment

- The Provost's designee, having interviewed the finalist, reviews the complete TACOE File via the Faculty Offer Dashboard and approves the conditional offer to be with tenure.
- A preliminary offer letter is drafted by the College and sent to Academic Resource Management for approval BEFORE it is sent to the candidate via the Faculty Offer Dashboard.
- The letter indicates that tenure and rank have been recommended **but is subject to the President's and BOT's approval.**
- ALL TACOE documents must be uploaded to the Faculty Offer Dashboard under the **expedited process** BEFORE the offer letter is approved and extended.

**DO NOT WAIT FOR THE TACOE PROCESS TO BE COMPLETED  
TO DRAFT THE OFFER LETTER IN YOUR UNITS.**

## Semi-Expedited TACOE process

The semi-expedited process is used for candidates who are not already tenured and/or who are changing rank upon appointment. As soon as the College knows this is the kind of candidate who is the finalist, the Hiring Official should work with them on securing external letters.



### Semi-Expedited Process



The semi-expedited process is used for candidates who are not already tenured and/or who are changing rank upon appointment

- An offer letter is drafted by the unit, approved by ARM, and indicates that, upon acceptance of the offer by the candidate, the semi-expedited promotion process will be initiated and is subject to final approval by the BOT.
- The **offer letter** can be extended BEFORE the semi-expedited TACOE is completed.
- The semi-expedited TACOE File is considered complete once the external letters and College committee letter, indicating the vote are uploaded to the Faculty Offer Dashboard, along with the regular TACOE files required for the expedited process.

**THE FINAL TENURE CONSIDERATION CANNOT OCCUR UNTIL  
THE FILE IS COMPLETE.**

## The Offer Letter

ALL offer letters are drafted by the College and sent to Academic Resource Management for approval. **ALL faculty hires are managed via the Faculty Offer Letter Dashboard.** For more information, here is a link to the [user manual](#). The offer letter, whether semi-expedited or expedited should indicate that tenure is subject to approval by the President and Board of Trustees.

## Final Tenure Conferral

Once a finalist **has accepted our offer of employment, and has cleared all background checks**, the Provost, on behalf of the President, and as the Chief Academic Officer of the university, presents all tenure as a condition of employment (TACOE) candidates for tenure consideration at an open meeting convened by FIU's Board of Trustees. **Once the BOT Chair has signed the TACOE letter, the candidate is notified that their tenure has been officially conferred.**

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## FINAL STEP

**The Provost's letter of tenure recommendation is sent to the President and to the Board of Trustees for final approval at the next BOT meeting.**

*For additional information regarding the TACOE process and guidelines, visit the Provost's website at [academic.fiu.edu](http://academic.fiu.edu)*

## Key Reminders

- ✓ Expedited TACOE must be completed before an offer is officially extended
- ✓ Semi-expedited TACOE requires external letters and college committee review
- ✓ TACOE reviews occur on-demand rather than on the regular promotion calendar
- ✓ Early coordination significantly improves hiring timelines