

GUIDELINES FOR TENURE AS A CONDITION OF EMPLOYMENT (TACOE) APPOINTMENTS

This document describes the TACOE process prior to offering an official appointment to a candidate and once an offer has been accepted and an appointment made.

TACOE Process

When you are interviewing a faculty candidate who may be hired with the expectation of tenure please make sure that during the visit to campus, a half-hour interview with the Provost's office has been scheduled. When interviewing, please send the candidate's CV and a brief statement of the candidate's teaching, research and service. The Provost or his designee will explain the TACOE process, review the candidate's current status regarding tenure and rank in detail, and answer any questions the candidate may have that are appropriately addressed at the level of Academic Affairs.

Depending on the candidate's current status one of two processes is generally followed, as outlined below. Please note that 1) adjustments to this process may be made at the Provost's discretion, and 2) the Dean should, via conversation with the Provost, agree beforehand to the specific process that the candidate will follow.

Expedited (Pre-appointment): This procedure is followed for candidates who are already tenured and who are not changing rank upon appointment (e.g., moving from tenured associate professor to tenured associate professor or tenured full professor to tenured full professor).

- Expedited file contents:
 - Full CV including discussion of graduate supervision activities
 - Any institutional commitments agreed upon (space, start-up funds)
 - Brief bio - three paragraphs (re: teaching, research and service)
 - Letters/memo from department committee, department Chair, and Dean recommending tenure upon appointment. (An evaluation by the college committee is not required).
- The Provost's Office receives the TACOE File, and once approved, the Provost's letter of recommendation is sent to Academic Affairs.
- An offer letter is drafted by the College and sent to Academic Affairs for approval before it is sent to the candidate. The letter should indicate that tenure has been recommended by the Department, the Chair, the Dean and the Provost, but is subject to approval by the President and Board of Trustees. Once the offer is approved by Academic Affairs, it can be extended to the candidate.

Semi-expedited (Post-appointment): This procedure is followed for candidates who are not already tenured and/or who are changing rank upon appointment (e.g. assistant professor currently undergoing tenure and promotion decision process at home institution or moving from tenured associate professor to tenured full professor, etc.).

- The Chair of the Department sends a brief memo to the Provost indicating intention to offer tenure and/or change in rank upon appointment. Provost's office will send a memo to Academic Affairs, copying the College which then generates an offer letter.
- Academic Affairs will review the offer letter which should indicate the intention to initiate the promotion process and that tenure and/or change in rank is contingent upon final approval by the Board of Trustees.
- Once the offer is approved by Academic Affairs, it can be extended to the candidate. Upon acceptance of the offer, the Department will initiate the semi-expedited process. The TACOE file should include the following:
 - Full CV including discussion of graduate supervision activities
 - Any institutional commitments agreed upon (space, startup funds)
 - Brief statement of research, teaching, and service
 - Five external letters of support
 - NOTE: A Chair can, at her or his discretion, utilize three of the letters of support from the candidate's application file as proxies for external letters of support in the TACOE process. The remaining two letters of support should be solicited by the Chair.
 - Letters of evaluation from department committee, department Chair, college committee, and Dean
- The Provost's Office receives the TACOE File, and once approved, the Provost's letter of recommendation is sent to the President and the Board of Trustees for approval.

In all cases:

1. There is no requirement to provide documentation (beyond what is in the CV) of research, teaching, or service activities
2. There is no requirement to follow the FIU tenure and promotion CV template and FIU specific documents (e.g., a copy of the letter used to solicit external letters) do not need to be included
3. The department should vote and record in the committee letter their vote on both a) the decision to grant tenure on appointment, and b) rank of appointment.
4. TACOE review is generally not conducted in accordance with the scheduled tenure and promotion calendar; rather review is conducted on-demand.