

MEMORANDUM

TO: Chairs and Directors of all Academic Units

FROM: Tomás R. Guilarte, Dean 

CC: Mark Macgowan, Associate Dean of Academic Affairs

SUBJECT: Non-Tenure Track Promotion Process

DATE: October 14, 2020

I encourage all non-tenure track faculty engaged in outstanding work to seek promotion - at the right time. The most important criteria for promotion are the strengths and merits of the application, not just meeting a time in rank. Should non-tenure track faculty think their work meets those criteria, a process needs to be followed that keeps in mind the deadlines from the Office of the Provost. It is fully the faculty member who is responsible for learning the deadlines, which are at the Provost's website (https://academic.fiu.edu/faculty_resources.html) or the faculty member can contact the Office of the Provost that sends out the schedule. Any plans for promotion must meet the deadlines and allow time for the procedures below. Should a candidate wish to proceed, here are the steps, with the dates in consideration of the university schedule:

1. Prospective non-tenure track applicants for promotion must first meet with their chair/director to determine if the time is right to apply for promotion (no later than mid- fall of the year preceding the application).
2. If based on a review of performance, the chair or director thinks the time is right for the faculty to seek promotion, the chair/director will instruct the unit's tenure and promotion (T&P) committee to provide a written review of the potential applicant's file (due date to the director/chair by the end of the fall semester).
3. The T&P report, along with the unit chair/director's own written review will be emailed to the Dean for his review (no later than February 1).
4. After the Dean reviews the material, a meeting will be arranged with the chair/director only if the Dean considers that the application is not strong and does not have sufficient merits to proceed. If the Dean decides to move forward with the promotion application, the Dean will send the chair/director written notice of his decision. (no later than March 1).
5. Should the decision be to move forward, the chair/director will follow the schedule from the Office of the Provost.