

FAMU

POST-TENURE FACULTY REVIEW

Candidate Notification and Dossier
Requirements

Revised September 2024

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- a. All selected candidates and their deans are notified by email that they have been selected for a post-tenure review (PTR). An email (see Attachment A) provides candidates with guidance on the materials needed for their review including:
 - i. An updated and comprehensive Curriculum Vitae (CV) highlighting teaching, research, service, scholarship, creative works, extension, clinical and administrative assignments.
 - ii. A narrative (minimum of 12 pt font) of no more than 5 pages highlighting the contributions made during the five-year review period by the faculty member in each performance area appropriate to their assigned duties in teaching, research, service, scholarship, creative works, extension, clinical and administrative assignments. They may include an explanation of any variation in their annual performance during the review period.
 1. Include a statement in your narrative describing what was your primary job responsibility over the review period. Examples include instructional (e.g., teaching courses), research, clinical, extension, creative works, scholarship, service or administrative assignments. Please contact the Office of Provost, if you have any questions.
 2. Include a self-evaluation on your student teaching evaluations including your response to students comments.
 - iii. Any supporting documents during the 5-year review period including Assignment of Responsibilities (AORs) or equivalent, annual evaluations, and student teaching evaluations.
 - iv. Up-to 5 pages of optional material relevant to their review may be added.
- a. Candidates are given one week to request a Provost Exemption. All exemptions are reviewed, and candidates are notified if their request has been granted or not. Those granted an exemption are informed that their review will be postponed until the next year. They may request a subsequent exemption which will be reviewed on a case-by-case basis.

Candidate Dossier Submission Procedure

- a. The web-based system Interfolio, Review, Promotion, and Tenure (RPT) is used to facilitate the administrative management of the post-tenure review process.
- b. A QuickStart guide is provided to faculty to assist them in the submission of their application. Workshops for faculty are held to discuss the submission and review process in detail.
- c. Candidates must upload their dossier into the Interfolio system by the deadline specified in the Post-Tenure Review Calendar of Events. Candidates who **willfully** fail to submit a dossier are in **non-compliance** with the regulation.
- d. A preliminary examination of the dossier is conducted by the Office of the Provost to check that all required review materials have been submitted. Faculty are given one week to submit any missing required documents.
- e. The Office of the Provost will add the following supplemental materials, if any, held within a university level office:
 - i. Substantiated student complaints,
 - ii. History of professional conduct and performance of academic responsibilities to the university and its students,
 - iii. Record of non-compliance with state-law, Board of Governor's regulations, and university regulations and policies,
 - iv. Record of unapproved absences from teaching assigned courses, and
 - v. Other relevant measures of faculty conduct as appropriate.
- f. The review materials are forwarded to the candidate's Level 1 Reviewer. In most cases, the Level 1 Review is the faculty member's department chair, division director, or associate dean for schools and colleges without departments or divisions.