

**COLLEGE OF COMMUNICATION, ARCHITECTURE, + THE ARTS  
POLICIES AND PROCEDURES FOR  
TENURE-EARNING  
FACULTY APPOINTMENT, TENURE, AND  
PROMOTION**

**Adopted by CARTA Assembly: 5-20-16, revised 11-29-16**

**SCOPE**

**Article 1. Applicability**

**Section 1.** The requirements of this document apply to the appointment, tenure, and promotion of faculty members in the schools and departments contained within CARTA.

Section 2. Each candidate for tenure and/or promotion must be reviewed at one local level prior to submitting his/her application for the CARTA review. That review will take place in the local unit most closely aligned with the faculty members' specialization in research, creative work, and teaching--the unit administered by the faculty member's immediate supervisor who conducts the annual evaluation. This will be a department or a school that functions as a department. If a School contains Departments, then the faculty member will be evaluated at the Department level.

**OBJECTIVES**

**Article 1. Purpose**

**Section 1.** This document establishes college-wide requirements for the appointment, tenure, and promotion of faculty members in the College and its local units.

**Section 2.** This document also establishes college-wide requirements for the evaluations and recommendations pertinent to the appointment, tenure, and promotion of faculty members in the College and its Departments and Schools.

**Section 3.** This document requires that the local units (Departments and Schools that function as Departments) establish faculty appointment, tenure, and promotion requirements particular to their disciplines and professions.

**POLICIES**

**Article I. College Criteria**

**Section 1.** The faculty of the College must demonstrate commitment to the value of the creative spirit of the human mind and body in the pursuit of knowledge and in the creation of art, design, and performance.

**Section 2.** The faculty of the College must demonstrate commitment to personal and civic enrichment through cultivation of the creative imagination, intellectual curiosity, and aesthetic expression.

**Section 3.** The faculty of the College must demonstrate the qualities of mind and spirit that promote collegiality among the faculty member, students, administration, and staff.

## **Article II. College Criteria for the Evaluation of Performance in Teaching**

**Section 1.** The faculty member must demonstrate highly competent performance in the scholarship of teaching. As appropriate to each program, evaluations and recommendations must consider the merit of the instruction, including extent and significance of course content, curricular enhancement, aesthetic and intellectual currency, instructional innovation and collaboration, and support and mentorship of students.

**Section 2.** Consideration must also be given to recognition of teaching, such as publications on pedagogy, invitations to review student work, publication or exhibition of student work, performance or production of student work, faculty awards for teaching, awards and prizes for student work, peer reviews of instruction, student evaluations of faculty, and, where customary, contracts and grants funded to develop and conduct instruction.

## **Article III. College Criteria for the Evaluation of Performance in Research and Creative Work**

**Section 1.** The faculty member must demonstrate highly competent performance in the scholarship of research or creative work, or of both research and creative work, as applicable to her or his academic and professional development.

**Section 2.** As appropriate to the standards of the faculty member's discipline or profession, evaluations and recommendations must consider the merit of the research, including extent and significance of the inquiry, analysis, and synthesis. Consideration must also be given to recognition of the research, such as publications and presentations, citations and quotations, and, where customary, contracts and grants funded to conduct research.

**Section 3.** As appropriate to the standards of the faculty member's discipline or profession, evaluations and recommendations must consider the merit of the creative work, including extent and significance of artifacts, compositions, designs, installations, performances, presentations, and productions. Consideration must also be given to recognition of the creative work, such as citations, critical reviews, competition prizes, design awards, exhibitions or publications of the creative work by others, performance or production of the creative work by others, invitations to create or design, invitations to perform or produce, and, where customary, contracts and grants funded to conduct creative work.

## **Article IV. College Criteria for the Evaluation of Performance in Service**

**Section 1.** The faculty member must demonstrate highly competent performance in the scholarship of service. As appropriate to the standards of the faculty member's field discipline or profession, evaluations and recommendations must consider the merit of the service, including extent and significance of the professional service to the community and to the discipline or profession, and institutional service to the Department, School, College, and University, inclusive of collegial governance.

**Section 2.** Evaluations and recommendations must consider the merit of service, including extent and significance of participation in award and competition juries, editorial boards, publication and presentation review panels, grant review panels, accreditation boards and teams, academic and professional associations, professional registration boards, work *pro bono publico* in discipline or profession, and presentations and publications for the general public on discipline or profession.

**Section 3.** Consideration must also be given to recognition, such as awards, honors, certificates for university, professional, and community service, and, where customary, to contracts and grants funded to conduct the service.

## **Article V. College Criteria for Academic and Professional Development**

**Section 1.** The faculty member must hold the appropriate academic degree and professional credentials, and must demonstrate highly competent performance in the scholarship of her or his academic and professional development.

## **Article VI. Department and School Criteria**

**Section 1.** Each Department and School that functions as a department may establish separate and specific criteria for scholarship in and recognition of teaching, research, creative work, and service required for faculty appointment, tenure, and promotion in each of their disciplines and professions.

**Section 2.** The criteria in each Department/School will address the nature of faculty member work that is both *in* and *about* art, design, or performance.

**Section 3.** The criteria in each Department/School will establish the form, venue, context, and peer-review process for each type of scholarship and recognition.

## **Article VII. College and School Procedures**

**Section 1.** The College Assembly, College Council, and College Tenure and Promotion Committee will develop, maintain, and recommend procedures for annual evaluations, third-year progress reviews, and tenure and promotion application reviews for the College and its local units in accordance with the Board of Trustees-United Faculty of Florida Collective Bargaining Agreement.

## **PROCEDURES**

### **Article I. Annual Evaluation**

**Section 1.** The annual evaluation procedure will be implemented in compliance with applicable Department, School, College, and University requirements.

**Section 2.** Faculty members will submit their annual goals and accomplishments to the Chair or Director, if applicable, after each academic year by May 1. It is the responsibility of the faculty member to demonstrate compliance with applicable to the Department, School, College, and University requirements.

**Section 3.** The Chair or Director, if applicable, will review the annual goals and accomplishments, write the annual evaluation, provide the evaluation to the faculty member, and discuss the evaluation with the faculty member by the dates established by the Board of Trustees-United Faculty of Florida Collective Bargaining Agreement.

**Section 4.** The Chair or Director will communicate same to the College Dean each year by the end of the Spring Semester.

## **Article II. Third-Year Progress Review**

**Section 1.** The progress review procedure will be implemented in compliance with applicable Department, School, College, and University requirements, including the schedule published by Academic Affairs.

**Section 2.** Tenure-earning faculty members will submit a complete progress file to the Chair by March 1 of the review academic year. It is the responsibility of the faculty member to demonstrate compliance with applicable Department, School, College, and/or University requirements.

**Section 3.** The School or Department Tenure and Promotion Committee will meet to review the progress file, vote on the progress, and write an evaluation on the progress made toward tenure to the Dean, with a copy to the faculty member, Chair or Director, if applicable) by the date set by Academic Affairs (typically late March).

**Section 4.** At the discretion of the Department or School, the Committee referenced above may meet with the unit head (Chair or Director, if applicable) to discuss the evaluation.

**Section 5.** At the discretion of the Department or School, the unit head (Chair or Director) may elect to meet with the CARTA Dean to discuss the evaluation the candidate received from the unit's Tenure and Promotion Committee.

**Section 6.** The Dean will review the progress file, write an evaluation on the merit of the progress, and make a recommendation to the Provost, with copies to the candidate, unit head (Chair or Director), and the local unit's Tenure and Promotion Committee, by the date set by Academic Affairs (typically mid-April). If the recommendation differs from that of the Department or School Tenure and Promotion Committee, it will include the reason for the difference. The Dean will send the progress file to the Provost.

## **Article III. Tenure and Promotion Application Review**

**Section 1.** The application review procedure will be implemented in compliance with applicable Department, School, College, and University requirements, including the schedule published by Academic Affairs.

**Section 2.** Faculty members who are eligible for tenure will notify the Chair in writing of the intention to apply or not to apply for tenure by February 1 prior to the application academic year.

**Section 3.** Faculty members who are eligible for promotion will notify the Chair in writing of the intention to apply for promotion by February 1 prior to the application academic year.

**Section 4.** The faculty member will submit in writing a list of nominees to be considered as external reviewers to the Chair by February 15.

**Section 5.** The local unit head (Chair or Director) request letters from selected external reviewers by the date set by Academic Affairs (typically early March). The affirmative assumption is that faculty members can view all documents associated with their tenure and/or promotion process, including the external review letters. However, as per the provisions of the collective bargaining agreement, local units (departments and schools) may elect a policy that does not allow candidates to view the letters from their official external reviewers.

**Section 6.** The faculty member will submit a complete external review file to the Chair by April 1. It is the responsibility of the candidate to demonstrate compliance with applicable School, College, and University requirements.

**Section 7.** The Chair will send a copy of the review file by the date set by Academic Affairs

(typically mid-April) for evaluation by each external reviewer selected.

**Section 8.** The faculty member will submit a complete internal application file to the Chair by September 1 of the application academic year. It is the responsibility of the faculty member to demonstrate compliance with applicable School, College, and University requirements.

**Section 9.** The Chair will deliver the internal application file, including all external reviews, to the Office of the Dean a week before the School Tenure and Promotion Committee meeting that initiates the application review process.

**Section 10.** The Dean will meet with the Chair, Director, School Tenure and Promotion Committee, and College Tenure and Promotion Committee to review the School, College, and University requirements by the date set by Academic Affairs to initiate the application review process (typically early September).

**Section 11.** The School Tenure and Promotion Committee will meet to review the application file, vote on the application, write an evaluation on the merit of the application, and make a recommendation to the Chair and Director, with copy to the faculty member, by October 1.

**Section 12.** If eligible, the Chair will review the application file, write an evaluation on the merit of the application, and make a recommendation to the Dean, with copies to the faculty member and School Tenure and Promotion Committee, by October 15. If the recommendation differs from the vote of the School Tenure and Promotion Committee, it will include the reason for the difference.

**Section 13.** If eligible, the Director will review the application file, write an evaluation on the merit of the application, and make a recommendation to the Dean, with copies to the faculty member, Chair, and School Tenure and Promotion Committee, by November 1. If the recommendation differs from that of the School Tenure and Promotion Committee, it will include the reason for the difference.

**Section 14.** The College Tenure and Promotion Committee will meet to review the application file, vote on the application, write an evaluation on the merit of the application, and make a recommendation to the Dean, with copies to the faculty member, Chair, Director, and School Tenure and Promotion Committees, by November 15. If the recommendation differs from that of the School Tenure and Promotion Committee, it will include the reason for the difference.

**Section 15.** The Dean will review the application file, write an evaluation on the merit of the application, and make a recommendation to the Provost, with copy to the faculty member, Chair, Director, and School and College Tenure and Promotion Committees, by the date set by Academic Affairs (typically mid-December). If the recommendation differs from that of the School or College Tenure and Promotion Committee, it will include the reason for the difference. The Dean will send the application file to the Provost.

**Section 16.** If any due date falls on a Saturday, Sunday, or day the University is closed, the due date will be the next workday at the University.

#### **Article IV. Summary of Due Dates for Annual Evaluations**

Faculty submits goals and accomplishments to Chair  
Chair provides evaluation to faculty  
Chair discusses evaluation with Director, Dean

May 1  
Typically mid-June  
September 1

## **Article V. Summary of Due Dates for Third-Year Progress Reviews**

Faculty submits progress file to Chair	March 1
School Committee submits evaluation to Dean (copies faculty, Chair, Director)	Typically late March
Dean, Director, Chair discuss School Committee's evaluation; Dean submits recommendation to the Provost (copies faculty, Chair, Director, School Committee)	Typically mid-April

## **Article VI. Summary of Due Dates for Tenure and Promotion Application Reviews**

### *Spring term prior to application academic year*

Faculty notifies Chair of intention to apply or not to apply	February 1
Faculty submits external reviewer nominations to Chair	February 15
Chair sends request letter to external reviewers	Typically early March
Faculty submits external review file to Chair	April 1
Chair sends review file to external reviewers	Typically mid-April

### *Fall term of application academic year*

Faculty submits internal application file to Chair	September 1
Chair submits internal application file to Office of the Dean	Week before initial meeting
Dean meets with Chair, Director, School and College Committees	Typically early September
School Committee submits recommendation to Chair, Director (copies faculty)	October 1
Chair submits recommendation to Dean (copies faculty, School Committee)	October 15
Director submits recommendation to Dean (copies faculty, Chair, School Committee)	November 1
College Committee submits recommendation to Dean (copies faculty, Chair, Director, School Committee)	November 15
Dean submits recommendation to Provost (copies faculty, Chair, Director, School and College Committees)	Typically mid-December

---

Recommended to the College Assembly on May 5, 2016  
Recommended by the College Assembly on 1 November 2007.  
Approved by the Dean on 7 February 2008 with corrections and modifications.  
Approved by the Provost on 16 February 2008.