November 1  Faculty Development and Sabbatical/Professional Leave Subcommittee informs faculty member of Subcommittee recommendation. Sends report to Provost on Sabbaticals/PRLs indicating rank order of applicants. Transmits application files to Provost.

November 8  Faculty Member sends written rebuttal to Provost against Faculty Development and Sabbatical/Professional Leave Subcommittee's and/or College Dean's/Library Director's Sabbatical/PRL recommendation.

No Later Than Provost calls Sabbaticals/PRLs conference with College Deans/
November 22 Library Director and Faculty Development and Sabbatical/Professional Leave Subcommittee.

December 2  Provost sends report on Sabbaticals/PRLs to President. Informs Faculty Member and the Chair of the Faculty Development and Sabbatical/Professional Leave Subcommittee of recommendation.

December 9  Faculty Member sends appeal to Faculty Appeals Committee against Provost's Sabbatical/PRL recommendation.

5 Working Days Written rebuttal to the President against any Faculty Appeals Committee recommendation.

January 30  President notifies Faculty Members of Sabbatical/PRL decision.

Tenure/Permanent Status
Application Procedures

1. University-Wide Criteria for a Person Applying for Tenure/Permanent Status

   a. Will have obtained a Ph.D. or other terminal degree in his/her discipline, unless otherwise specified in the letter of appointment.

   b. Will have demonstrated quality teaching/job performance, and been judged at least 4.0 on the overall rating on the annual evaluation instrument for each of the three years preceding the application and will have been judged at least 3.0 on Teaching and Advising/Job Performance for the three years preceding the application.

   c. Is active in research, scholarship, creative work, or professional applications that would lead to development in the faculty member's area of specialization, or will have taken courses to develop an area of expertise.

   d. Will have performed relevant service, as appropriate, to the community, profession, department/Library, college, and institution.
e. Meets professional responsibilities and ethical standards, maintains professional behavior that facilitates collegial relationships and productive interpersonal interactions, and supports the mission of the University and its initiatives such as diversity, technology, and service learning.

2. **Applicant Accessibility to Reappointment and Tenure/Permanent Status Documents**

All evaluation documents that are part of the process in consideration of reappointment or tenure/permanent status shall be accessible to the applicant.

3. **Department Tenure Committee/Library Permanent Status Committee**

Departmental Tenure Committee/Library Permanent Status Committee shall consist of at least three (3) tenured/permanent status members. The manner of selection shall be determined by the faculty members in each department. If necessary, or desirable, as determined by the department/library or President (or designee), individuals from the same or within related disciplines, mutually acceptable to the faculty member, department/library and University, who are from outside the department/library or the University may be used in any or all parts of the evaluation process. Where a mutually acceptable individual cannot be agreed upon, the President (or designee) shall provide the faculty member and the department/library with a list containing the names of at least three (3) tenured/permanent status individuals who have the qualifications by virtue of the discipline in which they teach to serve on the Departmental Tenure Committee/Library Permanent Status Committee (DTC/LPSC). The faculty member shall have three (3) working days in which to select one individual from this list. If the faculty member fails to make a selection within the three (3) day period, the President (or designee), in consultation with the Department Chair and the department/library, shall designate one individual from this list to serve on the Department Tenure Committee/Library Permanent Status Committee. No faculty member or member of his/her immediate family (spouse, child, parent, parent-in-law, sibling, brother-in-law, sister-in-law) shall serve as a committee member on his/her own tenure/permanent status committee. Each department/library shall determine the rules and procedures under which the Department Tenure Committee/Library Permanent Status Committee will operate. Such rules and procedures shall be specified in writing by the department/library prior to the commencement of the tenure/permanent status evaluation process.

4. **Tenure/Permanent Status Application Timelines**

(Subject to the Provisions of the University System Policy on Appointment, Rank, and Tenure of Faculty—see USM Policies and Statements section)
<table>
<thead>
<tr>
<th>RANK AT TIME OF INITIAL APPOINTMENT</th>
<th>YEAR IN WHICH TO APPLY&lt;sup&gt;6&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Professor</td>
<td>3rd</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>3rd</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>6th</td>
</tr>
<tr>
<td>Instructor</td>
<td>6th</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RANK AT TIME OF INITIAL APPOINTMENT</th>
<th>YEAR IN WHICH TO APPLY&lt;sup&gt;6&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Librarian IV</td>
<td>3rd</td>
</tr>
<tr>
<td>Librarian III</td>
<td>3rd</td>
</tr>
<tr>
<td>Librarian II</td>
<td>6th</td>
</tr>
<tr>
<td>Librarian I</td>
<td>6&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

A decision on tenure/permanent status, favorable or unfavorable, must be made at least twelve (12) months prior to the completion of the probationary period. If the decision is negative, the appointment for the following year becomes a terminal one. If the decision is affirmative, the provision with respect to the termination of service of a faculty member or an investigator after the expiration of a probationary period shall apply from the date when the favorable decision is made.

The tenure/permanent status application procedure for an Instructor and an Assistant Professor/Librarian II shall be interpreted as including up to three full years (or equivalent) of teaching/library experience at other institutions of higher education if so agreed upon in writing in his/her original or modified contract.

Full-time service at the institution in a non-tenure-track position shall be granted the same status as service in a tenure-track position, if so agreed upon in writing by the faculty member at the time of appointment to a tenure-track position.

When a part-time contractual person at FSU is appointed to a tenure-track position, he/she shall be given credit for work equivalent to a maximum of two years of full-time teaching, if so agreed upon in writing by the faculty member at the time of appointment to a tenure-track position. (One credit of work responsibility would be the equivalent of 1/24 of a year.)

Notice of eligibility to apply for tenure/permanent status is given to each faculty member in his/her contract reappointment letter by June 30 of year prior to eligibility, copy sent to Department Chair.

<sup>6</sup> Unless otherwise stipulated in the original letter of appointment.

* A person in the rank of Librarian I at the time of initial appointment must reach the rank of Librarian II to be eligible to apply for Permanent Status. The years spent in the rank of Librarian I are included in the six (6) years.
The faculty member may appeal a negative tenure/permanent status recommendation to the Faculty Appeals Committee.

Tenure/Permanent Status Timeline

NOTE: A recommendation is defined as a yes or no recommendation in writing with a rationale. A report is a compilation of recommendations.

If listed date falls on Saturday, Sunday, a legal holiday, or other day during which the University is closed, the next working day after the listed date is considered the deadline.

Dates given are to be read as “no later than.”

October 15  Provost issues call for Tenure/Permanent Status applications.

November 1  Faculty Member applies for Tenure/Permanent Status: Copies to Chair of the Department Tenure Committee/Library Permanent Status Committee and to Chair of the Faculty Promotion and Tenure/Permanent Status Subcommittee and letter of intent to Provost.

December 1  Department Chair sends Tenure/Permanent Status recommendation to Dean/Library Director and to Faculty Member.

December 13  Faculty Member sends to Dean/Library Director written rebuttal against Department's/Library's Tenure/Permanent Status recommendations.

January 10  College Dean/Library Director sends Tenure/Permanent Status recommendations to Provost and Faculty Member.

Faculty Promotion and Tenure/Permanent Status Subcommittee informs Faculty Member and Provost of Tenure/Permanent Status recommendations. Transmits files to Provost.

January 17  Faculty Member sends to Provost written rebuttal against Faculty Promotion and Tenure/Permanent Status Subcommittee's and/or Dean's/Library Director’s Tenure/Permanent Status recommendation.

January 24  Provost calls Tenure/Permanent Status conference with Deans/ Library Director and Faculty Promotion and Tenure/Permanent Status Subcommittee.

January 27  Provost sends Tenure/Permanent Status recommendations to President. Informs faculty member of recommendation.

February 2  Faculty Member sends appeal to Faculty Appeals Committee against Provost's Tenure/Permanent Status recommendation.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 20</td>
<td>Faculty Appeals Committee recommendation to President and Faculty Member.</td>
</tr>
<tr>
<td>5 Working Days</td>
<td>Written rebuttal to the President against any Faculty Appeals Committee recommendation.</td>
</tr>
<tr>
<td>March 15</td>
<td>President notifies Faculty Members of Tenure/Permanent Status decision.</td>
</tr>
</tbody>
</table>