



FLORIDA A&M UNIVERSITY  
**OFFICE OF THE  
PROVOST**

# Instructor Promotion Procedures

APPLICATION GUIDELINES

Last Revised: Fall 2025

# Table of Contents

Overview	.....	01
Eligibility Criteria	.....	01
Application Process	.....	02
Application Requirements	.....	03

# Overview

## Introduction

This document will provide the procedure to apply for instructor promotion at Florida A&M University. Promotion policy is governed by FAMU Regulation 10.109.

The University is responsible for establishing instructor promotion criteria for its non-tenure earning instructors. You will find this information on the FAMU provost website (<https://provost.famu.edu>), select Faculty Resources → Tenure and Promotion.

## Eligibility Criteria

Pursuant to the Collective Bargaining Agreement between the FAMU Board of Trustees and the United Faculty of Florida, Article 14.2 (d), a faculty Instructor's eligibility for promotion requires that the faculty member has been in continuous academic year employment for the previous six (6) years. These will be prioritized based on the number of continuous years of service at Florida A&M as an instructor, subject to the conditions of Article 17.4. If a promoted Instructor transfers within the University, any promoted rank would not transfer without the approval of the receiving Dean.

Additional criteria are provided in the document “Instructor Promotion Criteria” found at the website above.

## Notification

Faculty members are usually notified of their application results by July 1<sup>st</sup> of each year.

# Application Process

Apply online in  
four simple steps.

The Office of the Provost has simplified the application process using Interfolio to submit all documentation.

1

## CONTACT YOUR DEAN

Contact your Dean's Office to inform the dean that you intend to apply for promotion during the next review cycle. Each college/school has an Interfolio Case Manager who will assist you with the application process.

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2

## REVIEW PROMOTION INFORMATION

Visit <https://provost.famu.edu/> and select Faculty Resources→Tenure and Promotion to review instructor promotion criteria. The submission deadline is also posted. It is usually September 15<sup>th</sup> each year unless this date falls on a weekend. In this case, the deadline will be next business day after September 15<sup>th</sup>. Late applications **will not be** accepted.

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3

## SUBMIT AN INSTRUCTOR INTENT TO APPLY FORM

Download and complete the "Intent to Apply" from the website described in Item #2. This should be emailed to [academic.affairs@famu.edu](mailto:academic.affairs@famu.edu) and your immediate supervisor. Only 20 instructor promotion applications will be accepted each review cycle.

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4

## REVIEW AND SUBMIT YOUR APPLICATION

Instructions to review application requirements are available at <https://provost.famu.edu/> and select Faculty Resources→Tenure and Promotion. You generally have one month to upload your materials.

# APPLICATION REQUIREMENTS

Applications will be submitted using the Interfolio platform. Please ensure you have access to this software by visiting FAMU provost website (<https://provost.famu.edu>), select Faculty Resources → Tenure and Promotion several months prior to the submission deadline.

Application requirements will differ depending on the type of requested action. The webpage referenced above will have instructions on how to access the requirements for your specific request.

# Contact Us

For more information about funding opportunities available through the FAMU Office of the Provost, visit <https://provost.famu.edu> or email [academic.affairs@famu.edu](mailto:academic.affairs@famu.edu)

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