



Tenure and 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 tenure and/or promotion (T&P) at Florida A&M University. Tenure is governed by FAMU Regulation 10.204 and promotion by FAMU Regulation 10.109.

Each college and school is responsible for establishing the tenure and promotion criteria for their faculty members. You will find this information on the FAMU provost website (<https://provost.famu.edu>), select Faculty Resources → Tenure and Promotion.

Eligibility Criteria

Except for Faculty employees who by virtue of prior service credited at the time of their appointment, an application for tenure is due **at the beginning** of their sixth year of continuous full-time service, or equivalent part-time service, in **a tenure-earning** position. Please review FAMU Regulation 10.204 for exceptions.

Since tenure applications are due in September of the academic year, a faculty member with intentions to apply for tenure should begin assembling their application materials during their fifth year of service. The Office of the Provost will hold a tenure and promotion workshop during the spring semester to provide information on the process.

Candidates for promotion must meet the minimum university requirements for appointment to the rank or position. Each college and school may established additional criteria. College and school promotion criteria can be found on the FAMU provost website (<https://provost.famu.edu>), select Faculty Resources → Tenure and Promotion

Notification

Faculty members are usually notified of their application results by July 1st 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.



CONTACT YOUR DEAN

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



REVIEW TENURE AND PROMOTION INFORMATION

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



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. Applications are submitted using the online Interfolio platform. Contact the Office of the Provost prior to this deadline if you need assistance in uploading your application.



AWAIT NOTIFICATION OF RESULTS

Results will be provided by July 1st of each year.

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 requirement 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

Florida A&M University
Office of the Provost

1601 S. Martin Luther King, Jr. Blvd.
Lee Hall, Suite 300
Tallahassee, Florida 32307



(850) 599-3276



academic.affairs@famu.edu

Provost Communications



FLORIDA A&M UNIVERSITY
OFFICE OF THE
PROVOST