



Excellence with Caring

Florida Agricultural and Mechanical University
Tallahassee, Florida 32307-4800

Telephone: (850) 412-5978
Fax: (850) 412-7303

COLLEGE OF SCIENCE AND TECHNOLOGY
OFFICE OF THE DEAN

TENURE CRITERIA

COLLEGE OF SCIENCE AND TECHNOLOGY

A. TEACHING EXPERIENCE Minimum (\*)

Normally the sixth year in a tenure earning position \*

B. TEACHER EFFECTIVENESS (See Addendum)

- 1. Demonstrates competent usage of the English language in the relevant field. \*
2. Meets classes reliably and promptly. \*
3. Plans and distributes syllabi at the beginning of each semester. \*
4. Demonstrates evidence of innovative teaching. \*
5. Maintains office hours and is reasonably available to students throughout the academic year. \*

C. SCHOLARLY PUBLICATIONS

- 1. Publishers (or shows acceptance) of at least two articles in refereed journals, one of which must be in an off campus publication. Equivalent work in certain special fields may be substituted for publications. All creative activities of this type must be accomplished within six years prior to applying. \*
2. Meets tenure requirements as outlined by each discipline's professional association (when available). \*
3. Presents at least two papers or performs other professional activities related to the applicant's discipline. \*
4. Additional publication credit may include: Individual citations in texts when quotes or credits are given for scholarly endeavors.

D. DEGREE REQUIREMENT

Normally the terminal degree, from a full accredited institution of higher learning. The Appropriate terminal degree is determined by the applicants department or academic unit.

**E. CHARACTER AND PERSONALITY** **Minimum (\*)**

1. Meets legal and professional codes of ethics. \*
2. Establishes professional rapport with administrators, students, peers, and other university personnel. \*

**F. PROFESSIONAL ACTIVITY**

1. Maintains membership and actively participates in professional organizations. \*
2. Holds offices in appropriate professional organizations. \*
3. Attends professional meetings \*
4. Attends and actively participates in campus committees and performs other related responsibilities when assigned. \*
5. Attends campus professional meetings (department, college, university). \*
6. Prepares academic reports when assigned (department, college, university). \*

**G. UNIVERSITY/PUBLIC SERVICE**

1. Engage in unsalaried community or campus activities that bring recognition to teaching contract.
2. Performs administrative type activity in addition to teaching contract.
3. Prepares reports when assigned (department, college, university).
4. Performs recruitment service.
5. Cooperates with colleagues in other departments and colleges.

**H. ACADEMIC ADVISEMENT**

1. Performs assigned pre-registration services.
2. Maintains availability to students throughout the academic year for advisement.

**I. RESEARCH, CREATIVE ACTIVITIES, PERFORMANCES AND EXHIBITION**

**Minimum (\*)**

1. Engages in one or more activities within this category. Minimum requirements are to be determined by the applicants department or academic unit. \*
2. Activities may include but are not limited to:
  - a. On-going research
  - b. Grant proposal writing and grant procurement
  - c. Play directing/performance/writing
  - d. Concerts and Recitals

- e. Music composition and arrangement
- f. Visual Arts exhibitions
- g. Set/lighting design and execution
- h. Radio and television performances
- i. Media interviews
- j. Publications and performance outside one's academic discipline

## **ADDENDUM**

**The following is suggested to quantify category B., "Teacher Effectiveness:"**

1. STUDENT EVALUATIONS – 20%
  - a. Administer form by the sixth week for each course taught each semester
  - b. Incorporate a statistical procedure for eliminating biased rating (high or low)
2. CHAIR OR UNIT HEADS EVALUATION – 20%

Evaluations for all tenure earning years at FAMU should be a part of the candidate's folder. Evaluations should have comments regarding applicant's advisement activities and availability to students.
3. SECRET BALLOT OF PEERS IN UNIT – 20%
4. LETTERS FROM PEERS (at least three) – 20%

Letters should comment on applicant's effectiveness as a teacher.
5. EXAMPLES OF SYLLABI, PERFORMANCE OF STUDENTS ON STANDARD EXAMS, INNOVATIVE TEACHING METHODS – 20%