

Florida International University
Moss Department of Construction Management
Tenure and Promotion Procedures

a. General departmental definitions and considerations

Nomenclature

The Moss Department of Construction Management (The Department) is housed within the Moss School of Construction, Infrastructure and Sustainability (The School). The Department is led by a Chair (The Chair) who reports to the Dean of the College of Engineering and Computing (The Dean, and The College), who reports to The Provost of Florida International University (The Provost, and FIU) who reports to the President. The School is led by a director (The Director) who reports to The Dean and oversees the promotion of research interdisciplinary efforts between The Departments of Construction Management and Civil and Environmental Engineering. The Department is an independent unit having autonomy in decisions related to its operation including but not limited to those of budget, faculty lines, faculty promotion, faculty assignments and curriculum in accordance to the current FIU Faculty Handbook, Collective Bargaining Agreement, Tenure and Promotion Policies of the Tenure and Promotion Manual of the Office of the Provost of Florida International University and other University wide policies and procedures.

Academic Ranks

A. Temporary appointments

These positions are appointed by the Chair of The Department and does not require a search.

a. Adjuncts

A temporary appointment on a semester-per-semester basis, often provided to a candidate to teach a class where she/he has either academic or industry competency.

b. Visiting Instructors

A temporary appointment of up to three years, often provided to a candidate to fill a vacancy of a regular faculty member.

B. Regular faculty

As outlined in the most recent Tenure and Promotion Manual approved by Faculty Senate and Office of the Provost.

Only regular faculty is eligible to participate in tenure and promotion procedures as applicable.

Organization and purpose

These guidelines are divided into three sections:

- a. General departmental definitions and considerations
- b. Tenure-Track specific guidelines
- c. Non-Tenure-Track specific guidelines

The purpose of these guidelines is to set forth The Department's policies and procedures for the tenure and non-tenure promotion process for regular faculty. They supplement the information in the FIU Faculty handbook, Collective Bargaining Agreement, Tenure and Promotion Policies of the Tenure and Promotion Manual of the Office of the Provost of Florida International University and other University wide policies and procedures.

Voting Eligibility

The voting eligibility for faculty members shall follow the most recent Tenure and Promotion Manual as approved by Faculty Senate and Office of the Provost with the following considerations:

Only tenured members of The Department holding either the same or a higher rank, to which the candidate is seeking to be promoted, shall be eligible to vote on tenure and promotion of Tenure-Track faculty.

Only tenured members and Non-tenured members of The Department holding either the same or a higher rank, to which the candidate is seeking to be promoted, shall be eligible to vote on the promotion of Non-Tenure-Track faculty.

Faculty members who are eligible to vote, but who have a conflict of interest must reveal and explain such conflicts at the beginning of the process and should not participate in the evaluation process for that candidate. Such cases should be reported on the appropriate form as conflict of interest. These must be reviewed by, and when cause is found to exist approved by, the chair of The Department. A conflict of interest automatically exists for the review of the file of a spouse, significant other, or family member.

Faculty who are ineligible to vote on the application may participate by suggesting names of external references but may not vote.

If The Department Chair becomes an applicant for either tenure or promotion or both, he/she will not be counted as a voting faculty member for the specific vote where he/she is an applicant. In this case the chair of the committee will write the recommendation letter to the Dean.

Faculty members on sabbatical or leave of absence will be eligible to vote.

If the unit does not have enough eligible faculty to vote, emeritus faculty who retired at rank equivalent to that the candidate is applying, or higher shall be invited to the committee.

Emeritus faculty members who were holding either the same or a higher rank, to which the candidate is seeking to be promoted, can be eligible to vote on tenure and promotion if needed. Selection will be

made in order of retirement and their willingness to serve, giving first priority to the most recent retirees.

If after including the emeritus faculty, the department still does not reach the number of members required in the committee, then all the tenured and tenure-earning faculty (except the candidate) in the unit shall recommend and vote to invite members from another unit in the college, who holds a rank equivalent to or higher than the rank that the candidate is applying, to participate in the committee.

Tenure and Promotion File

Candidates applying for tenure and or promotion as applicable, shall prepare and submit their files according to the timeline and procedures set by the college and the university administration as per the University Tenure and Promotion Manual.

b. Tenure-Track specific guidelines

Tenure and Promotion Committee

The Department's tenure and promotion committee shall be appointed by The Department Chair. The Department's representative to the college tenure and promotion committee elected by the faculty shall serve as the chairperson of the committee.

If The Department has fewer than the required minimum number of members eligible to vote, then all tenured or tenure-track faculty of The Department, including the candidate, will provide the Chair a list of tenured-faculty from The College as candidates for the committee. The Chair will propose to The Dean as many faculty members as necessary to reach the minimum number of faculty members required. The Dean will approve or reject the faculty members proposed by the School. If The Dean rejects one or more proposed faculty, The Department will propose another faculty member for each faculty member that the Dean rejects, and the process will end when the minimum number of faculty members as been met.

Department Representative to the College Tenure and Promotion Committee

The Department representative to the college tenure and promotion committee shall be elected each academic year by a vote of all ranked faculty members of The Department. He/she shall be a tenured faculty member. In the event that The Department does not have any tenured faculty member, then The Department will propose to The Dean a faculty member from The College to act in representation of The Department.

Role of The Department Chair

The Chair of The Department, in accordance to the Tenure and Promotion Policies of the Tenure and Promotion Manual of the Office of the Provost of Florida International University, shall perform an independent review and shall submit a separate vote and separate letter from the school tenure and promotion committee.

External evaluations

At least five external letters shall be sought from high research activity university in position from individuals in rank equivalent to or higher than the candidate is applying. All tenured/tenure-track faculty shall be eligible to recommend the names of external reviewers. The candidate shall propose up to two names for external reviewers and shall have the right to object to at most two names in the list. The Tenure and Promotion Committee shall decide on the shortlist based on the recommendations. The external letters shall be open to the candidate unless the candidate requests to waive his/her right to see the letters.

Internal evaluations

The Chair, in consultation with the candidate, shall select a maximum of three internal (FIU) evaluators.

Letters of Recommendation

All letters received must be included in the candidate's file. No letter will be allowed in the file for which the Chair did not receive a copy of the letter of solicitation.

Committee Deliberations

Dates and times of meetings of the tenure and promotion committee will be established by the Chair within the time schedule established by the dean's office of the College of Engineering.

The committee shall consider the qualifications, accomplishments, past contributions, and potential for future contributions, of each candidate, fully discussing both their strengths and weaknesses according to the following guidelines:

a. Research

The candidate should have published in reputed journals in construction engineering and management and/or related fields and published and presented in peer-reviewed conferences. The candidate should also have demonstrated an evidence of external funding to sustain his/her research.

b. Teaching

The candidate should have taught multiple courses in both undergraduate and graduate levels and received positive teaching evaluations. The candidate should also have supervised graduate students.

c. Service

The candidate should have served to achieve departmental, college and/or university needs that do not categorically fall under teaching or research. Professional service at the national or international level is expected but not indispensable for promotion to professor.

Voting Procedure

Voting shall be by secret ballot. There shall be one round of balloting for tenure and promotion as they go together. The committee chairperson shall be responsible for assuring that only eligible committee members are furnished with identical ballots and envelopes to cast their votes. Members shall be instructed to mark their selection using the same method and preferable the same pen color to maintain confidentiality. The chair will designate a staff member of the department to collect the votes.

Members of the committee shall:

- a. Cast their vote using the ballot placed into a sealed envelope and given to the staff member tasked to collect the votes.
- b. Cast their vote by email sent to the staff member tasked to collect the votes.
- c. Cast their vote by phone calling the staff member tasked to collect the votes.
- d. Cast their vote by electronic survey or any other method that preserves the confidentiality and integrity of the voting.

Individual ballots will be sealed in an envelope by the voter, or the staff member tasked to collect the votes, and all envelopes will be placed together. The envelopes in the group will be mixed to ensure anonymity. All the ballots will then be opened, tallied, and recorded.

If there are two or more negative votes for either tenure or promotion the committee chairperson shall, immediately after the tally of the vote, solicit comments regarding such negative votes from committee members for inclusion in The Department evaluation letter. These comments are meant to aid the committee chairperson in accurately portraying negative as well as positive evaluations by committee members. These comments are intended to be anonymous, and are to be kept strictly confidential. All members of the committee must agree to the writing in the final recommendation letter to the Department's Chair.

Absentee Balloting

Only members that participate in the discussion (either in person, by teleconference, or online) may vote. The vote of those members who are not physically present during the discussion will submit their vote to the chair's designee who will collect all the votes to maintain confidentiality.

Department Evaluation Letter

The Department tenure and promotion committee will collectively write The Department evaluation letter, which will form a part of the candidate's tenure and or promotion file. The letter shall be based upon the discussions held during the committee's review of the candidate's file. The letter shall include the results of the committee's vote and any appropriate, relevant, significant, and salient elements of the discussions held during its review of the candidate.

c. Non-Tenure-Track specific guidelines

Non tenure-track candidates who have held the position of Visiting Instructor/Lecturer and for whom there has been no break between the visiting and regular appointment may aggregate their full-time teaching service to reach the required total of five completed years.

Non-Tenure Promotion Committee

Promotion applications will be considered by a committee appointed by the Chair composed of five (5) Department regular faculty members selected in the following order:

1. Two non-tenure track faculty at or above the rank that the candidate is aspiring to.
2. Three tenured faculty, one of which will be the chair of the committee.
3. If needed additional non-tenure track faculty at or above the rank that the candidate is aspiring to (to complete the five required members).
4. If still needed, non-tenured Tenure Track Faculty in order of seniority (to complete the five required members)

Faculty members holding the same rank as the candidate are not eligible to vote. Faculty members on sabbatical or leave of absence who hold a higher rank than the candidate will be eligible to vote.

Emeritus faculty members who was holding either the same or a higher rank, to which the candidate is seeking to be promoted, can be eligible to vote on promotion of non-tenure faculty. The decision of who to invite will be made by the Chair in consultation with the chair of the committee and the candidate and based on the number of faculty members needed to complete the five members of the committee. Preference will be given in order of retirement, giving first priority to the most recent retirees.

If still the committee does not reach five faculty members, then a minimum of three committee members should be appointed.

The committee will be chaired by one of the tenured faculty members, or if no tenured faculty members are available then it will be chaired by a Non-Tenured Tenure Track Faculty. The committee makes a recommendation to The Department faculty who vote by secret ballot on the application.

Role of The Department Chair

The Chair makes a promotion recommendation to the Dean who makes a recommendation to the Provost. The promotion is effective in the semester subsequent to the approval by the Provost.

External evaluations

External evaluations are not required by The Department, they shall be provided only if required by the university. Submission of external evaluations is optional to the candidate.

Internal evaluations

Internal evaluations are not required by The Department, they shall be provided only if required by the university. Submission of internal evaluations is optional to the candidate.

Letters of Recommendation

Letters of recommendations are not required by The Department, they shall be provided only if required by the university. Submission of letters of recommendations is optional to the candidate.

Committee Deliberations

Dates and times of meetings of the non-tenure and promotion committee will be established by the chair of the committee within the time schedule established by the Dean's office of the College of Engineering.

The committee shall consider the qualifications, accomplishments, past contributions, and potential for future contributions, of each candidate, fully discussing both their strengths and weaknesses according to the following guidelines:

a. Research

Non-Tenure-Track faculty is not required to produce research. If the candidate has published in journals in construction engineering and management and/or related fields and published and presented in peer-reviewed conferences or the candidate has demonstrated an evidence of external funding, these efforts shall be heavily weighted in favor of the candidate's promotion.

b. Teaching

The candidate should have taught multiple courses in the undergraduate level and received positive teaching evaluations. If the candidate has taught courses at the graduate level these efforts shall be weighted in favor of the candidate's promotion. Non-Tenure-Track faculty is not required to have supervised graduate students. Mentoring of students should be appropriately recorded to count towards promotion.

c. Service

The candidate should have served to achieve departmental, college and/or university needs that do not categorically fall under teaching or research.

The committee makes a recommendation to the department faculty who vote by secret ballot on the application.

Applicability

This policy shall remain in effect until and unless it is reviewed and revised by The Department faculty.

Adopted by a unanimous vote of the faculty in attendance at the faculty meeting held on November 19, 2004.

Revised by unanimous consent of the faculty on April 17, 2015.

Revised and voted by unanimous consent of the faculty on December 5, 2019.

Submitted to revision and approval to Dean John Volakis on: December 13, 2019

Revised upon recommendations of Associate Dean McGoron and voted by the faculty on: March 5, 2020

Revised and approved by Dean John Volakis on:

Revised and approved by Provost Furton on: