

College of Engineering & Computing T&P Dossier Organization and Letter Solicitation Expectations

March 20, 2024

Faculty applying for tenure and/or promotion and chairs should read the FIU Tenure and Promotion Guidelines that is hosted on the provost's website <https://provost.fiu.edu/faculty-excellence/faculty-resources/index.html>.

Per the Tenure and Promotion Manual, "The chairperson/director has an important role in supervising the preparation of a candidate's application file. This role is especially important in ensuring that the file is well organized and complete and that departmental/unit procedures for obtaining external letters of evaluation are followed." The Tenure and Promotion Manual also indicates: "It is extremely important that each candidate for tenure/promotion prepare and present for evaluation a complete, well organized, well documented, and clear application file. A disorganized, unclear file has the effect of diminishing the applicant's case. The online file contents should include all relevant materials, uploaded to the appropriate section and clearly arranged."

To ensure that the application is well-organized, well-documented, clear, and complete, the College of Engineering and Computing (CEC) expects candidates to include with the Panther 180 submission, a single PDF that has all the requisite components of the tenure/promotion applications in a uniform fashion. Some of the most important components include:

- A brief, two or three-paragraph biographical summary.
- Research, teaching, and service statements (up to two pages each).
- [CV in FIU standard form](#), and that papers include impact factors and citations, if available.
- A public google scholar page, with link. Because some candidates will have common names, it is expected that the candidate has ensured that all cited papers listed on the google scholar page are their own.
- For promotions to full professor, work that was not considered in the prior promotion be separated from the entire career work (e.g., different easy to read font color, or just an appropriately placed line separator).
- List PI grants separately from co-PI grants and indicate share of grant.

The format of the PDF is specified on the CEC website and the chair must verify that all elements are present prior to being released to the faculty; if they are not, the candidate must make edits prior to the date the file is released to the department committee.

Additionally, CEC has the following expectations with respect to the solicitation of external letters that all units should follow:

1. Each unit must have a vote, in accordance with the Collective Bargaining Agreement (CBA), whether the external letters are visible to the candidate or confidential. There are no other options, such as allowing the candidate to decide, nor can this decision be changed at a later date. The visibility or confidentiality must be clearly disclosed in the letters of solicitation and must be clearly disclosed in the unit T&P documents.
2. There must be at least five external letters submitted.
 - a. At least four letters should be from R1 or equivalent universities or top National Labs or industrial labs (Meta, Google, etc.), unless this is infeasible due to the research area.

- b. At least two letters should be from tenured Full Professors, and for promotion to full professor, all letters must be from Full Professors or professional society fellows.
 - c. No letter may be from a conflicted individual, including members of the candidate's dissertation committee, coauthors regardless of time lapse, and collaborators on any successfully funded grant regardless of time lapse. A conflict is not generated simply because of serving with the candidate on a conference program committee, serving as an editorial board member of the same journal, or serving as an advisory board member of their grant.
 - d. All submitted letters must be from different institutions. Letters from the candidate's graduate alma mater(s) are strongly discouraged, particularly if the candidate and potential evaluator were student and faculty, respectively, simultaneously at the alma mater.
3. The chair, in consultation with the committee, should form a list of at least ten external evaluators. The list should first be shared with the Office of the Dean to verify that the letters are from appropriate individuals. The candidate may exclude two names for any reason, and notwithstanding this limit, the candidate has an obligation to identify any persons on the list with which they have a conflict of interest that the chair/Dean are unaware of as these persons must also be removed. The candidate may request two external evaluators not on the list, but those must be approved by the Dean to verify compliance with item 2, above.
4. Letters will be solicited from the (at most) two individuals selected by the candidate and from the list with the intention to secure six total letters. Thus, (at least) four names from the list will be selected, and additional names will be drawn if external evaluators decline or otherwise appear unable to provide a letter. The list can be lengthened at any time, with approval of the Dean, if the initial list is insufficient to obtain the required number of external letters.
5. The formal request should come from the chair (see [here](#) for a template); prior to sending the formal request, an informal email request could come from a delegate (this could be an administrative assistant on behalf of the chair, or the unit's T&P committee chair).
6. External evaluators will be provided with at least the following:
 - a. A brief, two or three-paragraph biographical summary.
 - b. Faculty CV.
 - c. Teaching, Research, and Service statements (up to two pages each).
 - d. Copies of five publications since the last promotion, selected by the candidate.
 - e. An explanation, in the letter of the candidate's approximate assignment (i.e. %research, teaching load, and optionally, the unit criteria).
 - f. A link to the candidate's tenure/promotion "website" if the candidate chooses to prepare one.
7. All letters obtained must be included in the file by the chair. When uploading to Panther180, the letters and accompanying external evaluator CV's as well as one request for evaluation should be placed in a single PDF for easy viewing. In departments where the vote was to request confidential letters, care must be given to handling letters so that they remain confidential, and the internal evaluators (e.g. committee, chair, Dean) at all levels should exercise care that their evaluation letters do not compromise the confidentiality of the external letters.
8. Unit guidelines should be consistent and not contradictory with the college and higher-level guidelines; in case of contradictions, the order of priority from highest to lowest is federal/state law, CBA, T&P Manual, College Guidelines, Unit Guidelines.

Each Spring semester, ideally prior to March, the Dean of the College, or designee, will meet with the College Tenure and Promotion Committee to discuss the results of the year's applications, and to obtain feedback as needed to improve and/or clarify these expectations for the subsequent year.