

1

Eastern Florida

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State College

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Tenure Council

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Handbook

5

Updated Spring 2026

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7 **Article I. MISSION**

8 The mission of the TC is to support faculty development, including oversight of the tenure
9 process, professional development related to tenure, and maintaining the confidentiality of
10 the tenure process.

- 11 1. Ensure all processes align with the Tenure Article of the Collective Bargaining
12 Agreement (CBA).
- 13 2. Formation and oversight of the Discipline/Program Tenure Committees (DPTC).
- 14 3. Review of tenure portfolios.
- 15 4. Make tenure recommendations to the College President based on faculty
16 portfolio submissions.
- 17 5. Maintain the confidentiality of all tenure applications, portfolios, and
18 discussions. Unauthorized access or disclosure of confidential information will
19 result in disciplinary action.
- 20 6. Protect the integrity of all applications and processes to ensure the privacy of the
21 applicants and committee members. No guests will be permitted to attend
22 meetings in which applications are being evaluated.

23 **1.01 Primary Responsibilities**

- 24 A. TC will review all tenure recommendations:
 - 25 1. To ensure that processes and procedures have been followed.
 - 26 2. If it is determined that processes and procedures have not been followed,
27 or if the TC and the DPTC have differing recommendations, the TC Chair
28 shall contact the DPTC Chair to attempt to resolve any differences per the
29 TC handbook, though the TC cannot force a DPTC to change its
30 recommendation.
- 31 B. The TC Chair will notify the Chief Academic Officer (CAO) of any candidate who
32 has received favorable recommendations from both the DPTC and the TC

33 recommending the candidate for tenure by completing Section 7 of the Electronic
34 Tenure Portfolio.

35 C. The TC Chair will notify the CAO of any candidate who has not received favorable
36 recommendations from either the DPTC, the TC, or both, and the corresponding
37 justification for not recommending the candidate for tenure by completing
38 Section 7 of the Electronic Tenure Portfolio.

39

40 **Article II. MEMBERSHIP**

41 The TC consists of ten (10) to seventeen (17) tenured faculty members representing a variety
42 of disciplines and programs. By the end of the second week of the fall semester, the TC Chair
43 will send an email to the appropriate group of faculty through UFF calling for potential
44 members. All new members, except for the UFF College-at-Large member, are to be
45 approved by the TC and the UFF Executive Council (EC). If a member is unable to fulfill their
46 term, an email may be sent asking for a replacement.

47 **2.01 Representatives**

48 Tenured faculty members are selected from across a variety of academic disciplines and
49 programs to serve as voting members of the TC.

50 **2.02 UFF At-Large Representative**

51 The UFF EC shall appoint one (1) tenured faculty member from the College at-Large to be
52 a voting member of the TC.

53 **2.03 Chair**

54 The Chair is chosen from the members of the TC by a majority vote to serve a two-year
55 term. The Chair is a voting member on all TC matters except for tenure
56 recommendations.

57 **2.04 Vice Chair**

58 The Vice Chair is chosen from the TC members by a majority vote to serve a two-year
59 term. The Vice Chair is a voting member.

60 2.05 Terms of Service

61 TC members serve three-year terms, with new members beginning their terms each fall
62 semester. Members may serve up to two consecutive terms. If no other candidates are
63 available after two consecutive terms, the member may serve additional terms.

64 **Article III. MEETINGS**

65 **3.01 Meeting Schedule**

66 The TC will meet at least twice each fall and spring semester.

67 **3.02 Meeting Attendance and Participation**

68 A. TC meetings are not open to the public when confidential information is
69 discussed.

70 B. TC members who miss two consecutive meetings will be removed from the
71 council.

72 C. TC members who miss more than two non-consecutive meetings during their 3-
73 year term may be removed from the council. After a third absence during a
74 member's 3-year term, the TC will vote on whether to remove the member.

75 **3.03 Additional Meetings**

76 A. The Chair will schedule additional meetings as required:

- 77 1. By the College President.
78 2. By petitioning full-time faculty members who will attend the meeting.
79 3. By other special circumstances as warranted.

80 B. Members shall be given at least five (5) business days' notice.

81 **3.04 Ad Hoc Committee Meetings**

82 Meetings of any ad hoc committees will be scheduled as needed by the committee Chair
83 or the TC Chair.

84

85 **Article IV. TRANSACTION OF BUSINESS**

86 4.01 Official Business

87 A. The TC will conduct business in a transparent and organized manner:

- 88 1. A quorum is necessary to formally conduct business.
- 89 2. Official TC business requires at least a 67% “in favor” vote from members
90 present.
- 91 3. Tenure recommendations need a 67% supermajority vote.
- 92 4. Minutes will be recorded at all meetings.

93 4.02 General Rules of Order

- 94 A. The Chair has the right to maintain order.
- 95 B. To preserve order, a member should be acknowledged by the Chair if they wish to
96 speak. Members may raise their hands to indicate their desire to make a remark.
- 97 C. Members should keep their remarks brief to facilitate equal and fair discussion
98 among all members wishing to contribute.
- 99 D. Discussion and voting will take place according to the procedures described here
100 and in Sections 4.03 and 4.04 of this Handbook.

101 4.03 Procedures

102 If the meeting schedule is not already set, the Chair will discuss the time and location
103 of the next meeting at the end of each meeting. The Chair will send out a meeting
104 invite for members to add to their calendars. If the date and time are “TBA,” members
105 should check their EFSC email for notices from the Chair regarding future meeting
106 dates.

- 107 A. The Chair will give at least five (5) business days’ notice before a meeting is to be
108 held.

- 109 B. To ensure a quorum is present and/or there is enough attendance for official
110 business to proceed, a member who is unable to attend should contact the
111 Chair at least five (5) business days before the meeting. Members should check
112 the attendance policy in this Handbook.
- 113 C. Unless otherwise identified in this Handbook, at least a quorum of voting
114 members is needed to vote on official business items at any TC meeting or
115 standing committee/subcommittee/task force meeting.

116 4.04 Voting

- 117 A. TC shall adhere to the following voting rules:
- 118 1. Voting may be by voice vote, show of hands, or electronic submission unless
119 the majority of those present desire a secret ballot or a roll call. If there is no
120 contest, the vote may be by acclamation.
 - 121 2. The Chair of the TC will break any tie votes.
 - 122 3. Unless otherwise identified in this Handbook, a quorum of the membership is
123 necessary for voting to take place on official business.
 - 124 4. The names of the members making a motion and seconding the motion will be
125 recorded in the meeting minutes.
 - 126 5. Voting members may vote “in favor” or “not in favor”.
 - 127 6. The approval of TC business requires a minimum of 67% “in favor” vote of the
128 members present.

129 4.04 Minutes of the meetings

130 Minutes will be recorded during each meeting. Minutes must be approved by a
131 majority of the TC membership before being uploaded to the Doc Center. The TC Chair
132 or designee is responsible for distributing the minutes to the faculty and appropriate
133 administrators as outlined below and in Section 6.01 of this Handbook. Confidential
134 information is not included in published minutes.

135 Minutes from meetings will be drafted by the Vice Chair and presented to the TC Chair
136 for review. The TC Chair will submit minutes to the TC at large for final review. Once
137 approved, the TC Chair will upload the minutes to the Doc Center. Minutes in any form
138 (including hearsay, verbal transmission, etc.) shall not be made public by any member
139 other than the chair.

140 **Article V. LEADERSHIP (Chair and Vice Chair) AND REPRESENTATION**

141 **5.01 Chair**

142 **A. Selection and Term of Service:**

- 143 1. The Chair is elected by a minimum of 67% “in favor” vote of the members
144 present and must have served on the Council for at least one complete year
145 prior to the election.
- 146 2. The election will be held no later than the last meeting each spring term.
- 147 3. The selection process will be administered as an open vote and open
148 discussion, with the candidate(s) not present in room.
- 149 4. The term of service is two years as Chair and one year as Chair Emeritus.
- 150 5. The Chair Emeritus serves in an advisory role to Chair and the TC membership.
- 151 6. A faculty member may serve consecutive terms as Chair.

152 **B. Duties:**

153 A Chair’s responsibilities may include, but are not limited to, the following:

- 154 1. Represent the TC in communication with faculty, staff, and administration.
- 155 2. Attend the Leadership Summit in Fall and Spring terms.
- 156 3. Schedule and facilitate TC meetings.
- 157 4. Determine the agenda items for the meetings and assign post-meeting action
158 items.
- 159 5. Maintain order during meetings.
- 160 6. Facilitate TC meeting minutes’ approval, distribution, and posting to the
161 website.
- 162 7. Submit content to the College webmaster to maintain the TC website.
- 163 8. Organize committees as needed.
- 164 9. Facilitate Portfolio 101 training.
- 165 10. Remind tenure candidates of upcoming due dates for Tenure applications.

166 11. Coordinate with the tenure candidates to ensure their Tenure portfolio is
167 submitted to the Electronic Tenure Portfolio system.

168 12. If unable to attend a meeting, the Chair will arrange for the Vice Chair to
169 facilitate the meeting.

170 C. Other:

171 1. The Chair may serve or designate a liaison to TC standing committees or
172 college organizations as needed by the TC.

173 2. The Chair may be asked to step down as Chair or from the council if council
174 members decide, via a vote of “no confidence”, that the person has not
175 performed their duties. See Vice Chair duties. If the Chair is asked to step
176 down from the Council, a written statement must be submitted to the UFF
177 President requesting that the member be replaced. The statement must
178 include justification and be sent to the UFF no later than three business days
179 after the vote of “no confidence”.

180 3. A Chair who is not able to fulfill the remainder of his or her duties must
181 contact the Vice Chair, who will facilitate the next meeting, at which time an
182 election for an acting Chair will be held.

183 5.02 Vice Chair

184 A. Selection and Term of Service:

185 1. A Vice Chair is elected by a majority vote and must have served on the
186 Council for at least one complete year prior to the election.

187 2. The selection process will be administered as an open vote and open
188 discussion, with the candidate(s) not present in the room.

189 3. The term of service is one year.

190 4. A faculty member may serve consecutive terms as Vice Chair.

191 5. The election will be held no later than the last meeting of each spring term.

192 B. Duties:

193 A Vice Chair’s responsibilities include, but are not limited to, the following:

- 194 1. In the absence of the Chair, the Vice Chair will assume the Chair’s duties and
195 responsibilities.
- 196 2. The Vice Chair may serve/act as liaison to TC standing committees or college
197 organizations as needed by the TC.
- 198 3. The Vice Chair may be assigned action items by the Chair.
- 199 4. When required, will conduct the vote of “no confidence” for the Chair via
200 email.
- 201 a. A minimum of a 67% “in favor” vote is required for a vote of “no
202 confidence”. A Chair who was removed by a vote of “no confidence”
203 may not be reinstated as Chair the following year.
- 204 b. In the event of a vote of “no confidence”, the Vice Chair will assume
205 the Chair position and duties, and a new Vice Chair will be elected.
- 206 5. Records notes during meetings.
- 207 6. Presents meeting minutes to the TC Chair for review.
- 208 7. If unable to attend a meeting, the Vice Chair will arrange for the minutes to
209 be kept by another TC member.
- 210 A. Other
- 211 1. If the Vice Chair is not able to complete their term, the Chair will solicit a
212 volunteer from the general membership to assume the role of Vice Chair
213 until the next meeting, at which time an election will be held.

214 5.03 Representatives (council members)

215 A. Selection and Term of Service

- 216 1. Members are selected as outlined above in the membership section of this
217 Handbook. The term of service is three years.

218 B. Duties and Responsibilities

- 219 1. Maintain active membership by attending TC meetings in accordance with the
220 council’s attendance policy.

- 221 2. Serve as liaison to TC standing committees or other college organizations as
222 needed.
- 223 3. Ensure DPTCs are formed and meet all deadlines outlined in the CBA.
- 224 4. Complete any post-meeting action items assigned by the Chair.
- 225 C. Other
- 226 1. Representatives may serve on TC standing committees or other college
227 organizations as needed.
- 228 2. Any representative may be asked to step down from his or her position if
229 Council members decide, via a vote of “no confidence”, that the person has
230 egregiously violated the policies and procedures outlined in this Handbook. A
231 minimum of 67% “in favor” vote is required for a vote of “no confidence”.
- 232 3. A council member who was removed by a vote of “no confidence” may not
233 request to rejoin the council for a minimum of three (3) years after their
234 removal.
- 235 4. A representative who is not able to fulfill their duties must contact the
236 Chair, who will follow procedures outlined in this Handbook to fill the
237 vacated position.
- 238 5. The council members shall mutually agree upon any additional duties and
239 responsibilities not listed here.
- 240

241 **Article VI. COMMITTEES**

242 **6.01 Committees' Missions**

243 The TC will establish standing committees and subcommittees. The TC will provide
244 oversight and set and approve goals for each working group. Any committee may
245 establish subcommittees or ad hoc committees to accomplish its goals.
246 DPTCs will be formed on an ad hoc basis. They will be responsible for the initial review
247 of tenure applications and for ensuring that recommendations follow the CBA
248 guidelines.

249 **6.02 Standing Committees/Subcommittees Structure**

250 Each committee under the TC will have five (5) to fifteen (15) members, will endeavor
251 to represent all campuses, divisions, and as many disciplines/programs as possible.
252 Except for the DPTC, each committee will also include at least one (1) non-voting TC
253 liaison. Each TC standing committee or standing subcommittee will have one (1)
254 primary and one (1) alternate administrator (or staff member) as a non-voting
255 administrative representative. These representatives will be assigned by EFSC
256 Administration and may be reassigned annually as deemed necessary by the
257 Administration.

258 **A. Membership:**

259 1. Voting membership will be comprised of full-time faculty members with
260 representatives, when feasible, from each discipline/program.

261 **B. Non-Voting Members:**

- 262 1. TC Liaisons (1-2)
263 2. Non-Faculty Staff/Administration - primary and alternate (2)

264

265 C. Terms:
266 1. Terms are for two years and are renewable. The Committee Chair will make
267 every effort to stagger terms so that no more than 1/3 of the membership
268 rolls off during any given term.

269 D. Membership Selection:
270 1. Through the TC Chair, the Chair of the Standing Committee/Subcommittee
271 will solicit full-time faculty volunteers for membership. All faculty members
272 will be given the opportunity to volunteer on a given committee. A minimum
273 of five (5) working days will be provided as a window of opportunity to
274 volunteer.

275 E. Chair & Vice Chair Selection:
276 1. The Chair must be a voting member. The Chair will be selected by a majority
277 vote of the Committee's voting faculty members. The term of service is two
278 years. A member must be on the Committee for one year before becoming
279 eligible to serve as Chair (except during the initial formation of the
280 Committee).
281 2. The Vice Chair will be selected by a majority vote of the Committee's voting
282 faculty members. The term of service is one year.

283 F. Chair Responsibilities
284 1. Creates and distributes the agenda before meetings.
285 2. Facilitates meeting minutes approval and subsequent distribution to the TC
286 Chair in a timely fashion.
287 3. Presides at meetings, recommends/creates subcommittees if situations
288 warrant.
289 4. Acts as a representative at TC meetings if needed.
290 5. Calls special elections/requests for volunteers if a vacancy occurs.
291 6. Advertises meetings to stakeholders.

292 G. Vice Chair Responsibilities
293 1. Takes meeting minutes.

- 294 2. Stands in for the Chair if unable to attend.
- 295 3. Assumes Chair position until next election if a vacancy occurs.
- 296 H. Voting
- 297 1. The approval of Committee/Subcommittee business requires a minimum of
- 298 67% “in favor” vote of the members present.

299 6.03 Standing Committee/Subcommittee Meetings

300 Standing Committees/Subcommittees will meet a minimum of twice an academic

301 year, at least once a semester in fall and spring, and additionally as needed at the

302 discretion of the Standing Committee’s/Subcommittee’s Chair and/or the TC Chair.

303 Meetings may take place face-to-face and/or online. Members are expected to

304 attend said meetings. A member may be removed from the committee for non-

305 attendance at the discretion of the Standing Committee/Subcommittee’s officers.

306 Minutes will be taken at every meeting. The Committee/Subcommittee will report its

307 minutes to the TC and provide an electronic copy to the TC Chair, who will see to

308 posting the file on the TC website.

309 **Article VII. TENURE Process**

310 The tenure process is governed by the CBA Article 11 and includes the following key steps:

311 1. Eligibility: Faculty are eligible for tenure after 4-6 years of satisfactory service.
312 Temporary full-time faculty may count all years of temporary service towards the
313 tenure eligibility requirement.

314 2. Portfolio Submission: Faculty must submit the Electronic Tenure Portfolio found
315 under the employee applications section of MyEFSC. The portfolio shall include
316 the following:

317 A. For faculty hired prior to the 2024-2025 academic year:

- 318 1. Completion of the Faculty Mentoring Program
- 319 2. Two (2) professional development activities (or successful
320 completion of three (3) graduate semester hours from a
321 regionally accredited institution)
- 322 3. One (1) activity from the Commitment to the College category
- 323 4. One (1) activity from the Commitment to the Profession
324 category

325 B. For faculty hired for the 2024-2025 academic year and beyond:

- 326 1. Completion of the Faculty Mentoring Program
- 327 2. Completion of Portfolio 101
- 328 3. Any combination of three (3) professional development points,
329 as defined in the Faculty Professional Development and
330 Advancement by Classification Appendix, coming from the two
331 categories: Commitment to the College and Commitment to
332 the Profession.

333 3. Review Timeline: The tenure review process follows a strict timeline, with
334 portfolio submissions, reviews by DPTCs, and recommendations made by the TC,
335 culminating in a final decision by the Board of Trustees.

336 The candidate must be recommended for tenure by the Discipline/Program Tenure
337 Committee (DPTC), and the TC, before the candidate's name can be sent to the College

338 President. Candidates will follow the processes and procedures outlined in this Article.
339 The DPTC and the TC will base their recommendations on the candidate’s Electronic
340 Tenure Portfolio. The requirements for tenure are outlined in the Tenure Article of the
341 CBA.

342 8.01 Timeline

- 343 A. A faculty member will be considered for tenure during the Spring Term of their fifth
344 (5th), sixth (6th), or seventh (7th) year of service to the College.
- 345 B. By 5 p.m. on May 1st of the faculty member’s fourth (4th), fifth (5th), or sixth (6th)
346 year of service to the College, the faculty member will complete Section 1 of the
347 Electronic Tenure Portfolio.
- 348 C. By 5 p.m. on May 15th, human resources will complete verification in Section 2 of the
349 Electronic Tenure Portfolio.
- 350 D. By 5 p.m. on May 30th, the Supervising Administrator will complete Section 3 of the
351 Electronic Tenure Portfolio.
- 352 E. By 5 p.m. on September 15th, the faculty member’s DPTC will be formed by TC.
- 353 F. By 5 p.m. on September 30th, the faculty member’s DPTC Chair will be named.
- 354 G. By 5 p.m. on December 1st, the faculty member will complete Section 4 of the
355 Electronic Tenure Portfolio.
- 356 H. By 5 p.m. on January 15th, the Supervising Administrator will complete Section 5 of
357 the Electronic Tenure Portfolio.
- 358 I. By 5 p.m. on February 1st, the DPTC must have met and completed Section 6 of the
359 Electronic Tenure Portfolio.
- 360 J. By 5 p.m. on March 15th, the TC must have met and completed Section 7 of the
361 Electronic Tenure Portfolio.
- 362 K. The Chief Academic Officer (CAO) will complete Section 8 of the Electronic Tenure
363 Portfolio at the direction of the College President.

364 L. By 5 p.m. on the Tuesday after final grades are due at the end of the spring semester,
365 the College President or designee shall indicate the approval or disapproval of tenure
366 in Section 9 of the Electronic Tenure Portfolio.

367 M. The faculty member will receive an email notification once Section 9 has been
368 completed.

369 NOTE: If a deadline falls on a weekend or holiday, the submission is on the first business
370 day following the deadline date.

371 8.02 Discipline/Program Tenure Committee (DPTC)

372 When more than one faculty member is eligible for tenure on a campus or division, each
373 tenure candidate shall have DPTC formed by 5 pm, September 15th. A Tenure Council
374 member will recruit committee members for the DPTC, an ad hoc committee formed to
375 complete the initial evaluation of the faculty member's tenure application and portfolio.

376 A. Membership of the DPTC will be comprised according to the Tenure Article of the
377 CBA and the following criteria:

378 1. A DPTC shall be comprised of three (3) to five (5) full-time tenured faculty:
379 the candidate's DM/PM (provided they are not a TC member) and full-time
380 tenured faculty members from the discipline/program of the tenure
381 candidate, or a closely related discipline/program when the minimum
382 number of faculty members are not available. A tenure candidate may
383 select one member of the committee. The committee shall select its
384 chairperson, who shall not be the candidate's DM/PM.

385 2. A librarian candidate's DPTC will be comprised of the other tenured
386 librarians or a closely related discipline/program.

387 B. DPTC– Responsibilities:

388 All DPTC will be ad-hoc committees formed as required for faculty tenure
389 recommendations. These committees will evaluate individual faculty tenure

390 applications and portfolios of eligible faculty members and make recommendations
391 per the Tenure Article of the CBA. The DPTC must report their recommendation to
392 the TC and provide a written justification in the event of a negative recommendation.
393 This justification is for TC informational purposes only and will not be forwarded to
394 the candidate. The DPTC's justification is meant to provide evidence of a sound
395 process and a record of the resulting recommendation.

396 C. DPTC Procedures:

397 The DPTC bases its recommendation on the candidate's Electronic Tenure Portfolio.
398 The requirements for tenure are outlined in the TC Handbook and the Tenure Article
399 of the CBA.

- 400 1. By the end of August, the tenure applicant may select and will notify the TC
401 chair of their choice of DPTC member.
- 402 2. By September 15th, the TC members will form the DPTC..
- 403 3. By September 30th, the DPTC members will name their chair.
- 404 4. Between January 15th and January 31st, the DPTC Chair will arrange an in-
405 person meeting of the DPTC to review the tenure portfolio.
- 406 5. The DPTC chair will hold no virtual meetings when reviewing the tenure
407 portfolio.
- 408 6. The DPTC Chair shall not print or download the portfolio.
- 409 7. A TC representative may be invited to DPTC meetings by the DPTC Chair to
410 assist with procedural questions.
- 411 8. The DPTC will be allowed to interview/speak to the tenure candidate before a
412 recommendation is made to clarify any questions regarding the candidate's
413 Electronic Tenure Portfolio.
- 414 9. A minimum of 67% "in favor" vote by the DPTC is required to favorably
415 recommend a candidate for tenure.
- 416 10. Voting shall be formally conducted via email after the in-person meeting.

417 11. After reviewing the portfolio, the DPTC shall either Recommend or Do Not
418 Recommend the candidate for tenure.

419 12. By February 1st, the DPTC Chair will complete the appropriate section of the
420 Tenure Application regarding the decision of the DPTC.

421 8.03 Tenure Council Procedures

422 The TC bases its recommendation on the candidate's Electronic Tenure Portfolio. The
423 requirements for tenure are outlined in the TC Handbook and the Tenure Article of the
424 CBA. The TC will also verify that established processes and procedures have been
425 followed.

426 A. If a faculty member is not recommended for tenure by the DPTC, the TC will review
427 the DPTC's justification to ensure that all processes and procedures have been
428 followed as specified by the Tenure Article of the CBA.

429 B. In the event clarification is required by the TC from the DPTC regarding the
430 recommendation, the TC Chair will contact the DPTC chair for additional justification.
431 Clarification must be provided to the TC Chair within five (5) business days of the TC
432 Chair's request.