

Form DF-15 Instructions

Last revised: June 28, 2024

(The DF-15 is not an internal ballot form and should not be used as such)

The form DF-15 is provided for the regular recording and transmittal of all recommendations on promotion, tenure, progress toward tenure, and reappointment. A copy of the form should be completed for each faculty member under consideration and used to head the file of supporting documents.

Section I. Indicate the department and school making the recommendation; the name of the faculty member; if the faculty member is tenured, the date they received tenure, or, if they are non-tenured, the date their probationary period will normally end (please be sure the correct date is used--check the academic appointment date in Workday or with the Office of Faculty Affairs); the faculty member's present rank and date of their initial appointment at the University of Miami. Please also indicate the number of faculty eligible to vote on the case, bearing in mind that the department/division Chair does not count in this number.

Section II. For items applicable to the faculty member under consideration, record the numerical vote of the eligible members of the department. [*Faculty Manual A3; C13.5(b)(ii) and C3*]. Please record the number of faculty in the department who are eligible to vote on the candidate and ensure that the vote totals for each question equal that number.

- a) Each tenure-earning faculty member shall be reviewed to consider their progress toward tenure/reappointment [*Faculty Manual C13.4*]. All other cases are a vote for reappointment. Members of the RESEARCH, EDUCATOR, and LIBRARIAN FACULTY (with the exception of those with multi-year appointments) shall be considered for reappointment annually.
- b) Faculty members eligible for promotion must request to be considered. Please ensure that every eligible faculty member has the opportunity to make this request.
- c) A tenure-earning faculty member is normally considered for the award of tenure in the academic year in which their probationary period ends. Any tenure-earning faculty member, however, may request consideration for tenure at any time during the probationary period, but may request a Special Review only one time prior to the mandatory review for tenure. In addition, the Dean may initiate a second Special Review during this period. Such consideration would have no prejudicial effect on reconsideration during the mandatory review [*Faculty Manual C5.5(b)*].

Those in the department eligible to vote on questions of tenure, progress toward tenure, and reappointment are all tenured faculty in the department with rank equal or superior to that of the faculty member under consideration. For promotion questions, the eligible voting faculty are all tenured faculty in the department superior in rank to the candidate. [*Faculty Manual C10.2(d) and C13.4(b)(ii) and C3; Faculty Manual A3*].

If an *Ad Hoc Review Committee* is used, the vote of the **five** members of the Committee should be entered in this section and identified as such.

Section III. The recommendation of the Chair should be succinctly noted on the face of the DF-15. Please do not indicate “see attached memorandum” or “approved” without any further comment. Instead provide your recommendation, for example: “Promote to the rank of Associate Professor and Award Tenure”, “Promote to the rank of Professor”, “Do not promote and do not award tenure”, “Do not award tenure”, just to mention a few. The Chair should also attach a memorandum justifying their recommendation and the memorandum summarizing the recommendation of the voting faculty as submitted by the elected reporter. The Chair then forwards the candidate’s file to the academic Dean.

Section IV. The recommendation of the Dean should be succinctly noted on the face of the DF-15. Please do not indicate “see attached memorandum” or “approved” without any further comment. Instead provide your recommendation, for example: “Promote to the rank of Associate Professor and Award Tenure”, “Promote to the rank of Professor”, “Do not promote and do not award tenure”, “Do not award tenure”, just to mention a few. The Dean should also include a memorandum justifying their recommendation and a copy of the Midpoint review DF-15 (for Mandatory Tenure Reviews); copy of the Final Review DF-15 (for Promotion to the rank of Professor Reviews). If the school or college has an Advisory Committee that has been established by their Bylaws, the Dean may take into consideration the recommendations of this group when explaining their recommendation; a recommendation memorandum from the Advisory Committee should be included in the candidate’s file. The candidate’s file should then be transmitted electronically to the Office of Faculty Affairs.

Section V. The Academic Personnel Board (APB) will review the complete file and forward its recommendations to the Provost via the Vice Provost for Faculty Affairs. After careful review of the file and consideration of the APB’s opinion, the Provost will enter a recommendation. The Provost will take final action on recommendations for promotion; recommendations involving tenure review are transmitted to the President.

If the Provost recommends against the award of tenure, he will notify (in writing, no later than May 1) the candidate, who may initiate a request for review by the Tenure Review Board of the Faculty Senate.

Section VI. The President will enter a recommendation and transmit it to the Board of Trustees.

Section VII. a) The Academic Affairs Committee of the Board of Trustees will review and make recommendations to the Executive Committee. b) The Board of Trustees will act upon the tenure recommendations.

After all necessary actions have been taken and recorded, copies of the complete final candidate’s file, which will include the outcome letter and the complete DF-15 form, will be returned to the department Chair and Dean for their information and files.