



Name: _____ Employee ID (if available): _____

Job Title: _____ Administrative Title (if applicable): _____

College: _____ Anticipated Hire Date: _____

Dept./Unit Offering Tenure: _____

Was candidate tenured at previous institution? YES NO

If yes, name of Institution: _____

If no, does the candidate meet criteria for tenure in the department? YES NO

Please attach a copy of the current department criteria.

Unit vote count on tenure (please indicate the number in each category below):

FOR _____ **AGAINST** _____ **ABSTAIN** _____

If applicable, an explanation of split votes must accompany the statement of rationale. Abstentions are strongly discouraged except in cases of conflict of interest.

Please attach a brief justification that outlines the rationale for hiring this candidate with tenure, along with verification of tenure conferred at another institution, e.g. tenure conferral letter, screenshot from previous institution confirming conferral of tenure.

This statement should include:

- Name, rank, institution where highest degree was awarded and corresponding discipline;
- A brief history of the candidate's career including, institutions worked, impact of teaching, publications, grants, awards, and service, etc.;
- An explanation of how this candidate will add to faculty and/or administration by joining UCF; and
- Confirmation the department/school and college/unit supports the candidate's hire with tenure.

It is our recommendation that the candidate be awarded tenure upon hire.

Department/Unit Head Name (Printed)	Department/Unit Head Signature	Date
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Dean Name (Printed)	Dean Signature	Date
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FOR ADMINISTRATION USE ONLY:

Approved

Not Approved

Provost/Provost Designee Name (Printed)	Provost/Provost Designee Signature	Date
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Submit completed form via email to acadadm@ucf.edu for pre-review and approval prior to extending unofficial offer to the candidate. Please include this form with the hiring documentation as outlined in the [Faculty Hiring Guide](#).