

Specialized Faculty Promotion Guidelines

Promotion Criteria

All Specialized Faculty promotion decisions shall take into account:

1. Annual evaluations.
2. Annual assignment of responsibility (AOR).
3. Fulfillment of the department/unit written promotion criteria in relation to the assignment. (All departments/units must have written promotion criteria and procedures for all applicable specialized faculty available in the department/unit, posted on a single publicly accessible University web site, and on file in the Office of the Vice President for Faculty Development and Advancement.)
4. Evidence of sustained effectiveness relative to opportunity and according to assignment.
5. All actions are effective the beginning of the next academic year.

Teaching Faculty promotion decisions shall take into account:

1. Evidence of well-planned and delivered courses.
2. Summaries of data from Student Perceptions of Teaching (SPOT) or Student Perception of Courses and Instructors (SPCI).
3. Letters from faculty members who have conducted peer evaluations of the candidate's teaching.
4. Proven ability to teach multiple courses within a discipline/major.
5. Other teaching-related activities, such as instructional innovation, involvement in curriculum development, authorship of educational materials, and participation in professional organizations related to the area of instruction.

Instructional Support track promotion decisions shall take into account:

1. Evidence of contributions in support of instruction, as attested by internal letters from faculty members at FSU.
2. Other instructional support activities, such as instructional innovation, involvement in curriculum development, authorship of educational materials, and participation in professional organizations.

Research Faculty or Curator track promotions shall take into account:

1. Scholarly or creative accomplishments of high quality, appropriate to the field, in the form of books and peer-reviewed scholarly publications.
2. Success in obtaining external funding, as principal investigator or co-principal investigator on grants.
3. Recognized standing in the discipline and profession, as attested to by letters from outstanding scholars outside the university.
4. Other research-related activities, such as chapters in books, articles in refereed and non-refereed professional journals, musical compositions, exhibits of paintings and sculpture, works of performance art, papers presented at meetings of professional societies, reviews, and research and creative activity that has not yet resulted in publication, display, or performance.

Research Support Faculty promotion shall take into account:

1. Evidence of contributions in support of research, as attested by internal letters from collaborators at FSU.
2. Other research related activities such as those described in the internal letters and Appendix J.2(b)(3)g.

University Librarian and Information Specialties track promotion shall take into account:

1. Demonstrated excellence in specialized area of librarianship.
2. Participation in continuing education in the form of appropriate academic course work, workshops, institutes or conferences.
3. Participation or membership in professional associations.
4. Attainment of an advanced degree.
5. Publications.
6. Evidence of commitment to the service concerns of the University or the community.

Ranks

1. Promotion in the specialized faculty ranks is attained through meritorious performance of assigned duties in the faculty member's present position.
2. Promotion to the *second rank* in each track shall be based on recognition of demonstrated effectiveness in the areas of assigned duties.
3. Promotion to the *third rank* in each track shall be based on recognition of superior performance in the areas of assigned duties.

Promotion Process

1. Recommendations for promotion begin with the faculty member's supervisor and are submitted to the appropriate officials for review.
2. The supervisor may not withhold a faculty member's materials from review should the faculty member wish to be considered.
3. Each department considers all faculty members who are eligible for promotion each year. Although the period of time in a given rank is normally five years, demonstrated merit, not years of service, is the guiding factor. Promotion shall not be automatic nor may it be regarded as guaranteed upon completion of a given term of service. Early promotion is possible where there is sufficient justification.
4. Specialized faculty members who have been assigned an administrative code shall be subject to the normal promotion criteria and procedures for the applicable rank. They may not substitute performance of their administrative duties for qualifications in teaching or research. The duty assignments of such employees shall accord them an opportunity to meet the criteria for promotion; however, the number of years it takes a faculty member to meet the criteria in teaching or research and scholarly accomplishments may be lengthened by reduced duty assignments in those areas; the number of years over which such accomplishments are spread shall not be held against the faculty member when the promotion case is evaluated.
5. All faculty members are informed of their prospective candidacy. If they wish to proceed, they also have an opportunity to assist in preparing their binder prior to review. The faculty member shall have the right to review the contents of the promotion binder and may attach a brief response to any material therein. Once the departmental committee has reviewed a

binder, no material may be added to it or deleted from it except under the conditions specified in the Collective Bargaining Agreement under Articles 14 and 15.

6. The promotion committee for specialized faculty must include one or more peers (i.e. non-tenure-track and/or specialized faculty). The promotion committee of the department/unit reviews the binders of prospective candidates in that department, recommends action on the nomination of each candidate by secret vote, and prepares a report of the committee's recommendations. Specialized faculty members do not review binders of tenure track or tenured faculty candidates, unless the unit's bylaws allow that process.
7. Each department/unit has one committee, elected by the faculty according to the process defined in the bylaws of the department/unit, which is charged with the responsibility of reviewing the records of all prospective candidates for promotion in that department/unit and recommending action on the nomination of each candidate. If a department/unit has fewer than 10 faculty members, and the bylaws of the department do not provide for a faculty committee for review of promotions, the faculty of the department/unit shall be combined with similarly situated departments/units determined by the President or designee to elect a joint faculty committee.
8. In addition to the departmental committee, the department chair (or equivalent administrator) independently reviews the binders of all prospective candidates in that department and recommends action on the nomination of each candidate by submitting to the dean a report of the departmental committee recommendations and the chair's recommendations on all submitted binders.
9. Prospective candidates will be informed of the results of the recommendations at each level of review. A candidate may withdraw his or her file from consideration within five working days of being informed of the results of the consideration at a given level. If a candidate chooses to withdraw, he or she must notify in writing, through the chair and dean, the Office of the Vice President for Faculty Development and Advancement.
10. Once the departmental committee and department chair and/or supervisor have reviewed the binder, the director, dean, or vice president considers these recommendations, independently reviews the binders, and then submits his or her advice regarding whether the candidate meets the appropriate promotion criteria to the Office of the Vice President for Faculty Development and Advancement.
11. The dean may place a letter of evaluation on the record of achievement as reflected in the binder.
12. -The bylaws of a college/unit may also institute a faculty committee to review all specialized faculty promotions within the college/unit.
13. The Office of the Vice President for Faculty Development and Advancement confirms that the candidate meets the eligibility requirements and then forwards its recommendation to the Provost or Vice President for Research.
14. The Provost or Vice President for Research considers the previous recommendations, independently reviews the binders, and then forwards his or her recommendation to the President for a final decision.

Promotion Binder

Promotion binders for all Specialized Faculty shall include:

1. Professional vita
2. Assigned duties
3. Annual evaluations
4. Chair/Supervisor/Director's annual letter of appraisal toward promotion

5. Letters of recommendation
6. May also include evidence of the other considerations specified in department/unit promotion criteria

Promotion binders for all faculty with teaching assignments shall include:

1. A list of courses taught since appointment to the rank from which being considered for promotion, with the percentage of effort assigned, enrollment, and grade distribution for each course.
2. A summary of the results of the polls of student perceptions of teaching shall also be included for each course.
3. **For all faculty members with teaching assignments**, the binder shall include a list of courses taught since appointment to the rank from which they are being considered for promotion, with the percentage of effort assigned, enrollment, and grade distribution for each course. A summary of the results of the polls of student perceptions of teaching shall also be included for each course not including free responses of students.

Promotion binders for all teaching track faculty shall include:

1. Two or three letters from faculty members, besides the department/unit chair, who have conducted a peer evaluation of the candidate's teaching.

Promotion binders for faculty members in the Instructional Support Track shall include:

1. Two or three letters from faculty members, besides the department/unit chair, who have reviewed the faculty member's service in support of instruction and teaching if applicable.

Promotion binders for faculty members in the Research track shall include:

1. Three letters of recommendation from faculty members of higher rank outside the University that attest to the quality of the candidate's research and/or other creative activities and her/his recognition in the field.
2. Descriptions of the contracts and grants for which the candidate has served as Principle Investigator (PI) or co-PI since the last promotion or initial appointment, as appropriate, including: the title of the project; the funding agency; the list of PI and co-PIs; any other institutions involved; the FSU share and amount of funding.

Promotion binders for faculty members in the Research Support track shall include:

1. Two or three letters from faculty members, besides the department/unit chair, who have reviewed the faculty member's service in support of research.
2. If the duty assignments over the period since last promotion included a research component, the binder shall also include evidence of the quality of the research.

If there are no tabs for a specialized classification, place this material in the tab for Other Evidence in Promotion Criteria.

Please review the Collective Bargaining Agreement, Article 14 and Appendix J.