

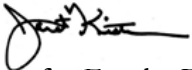


FLORIDA STATE UNIVERSITY
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

March 31, 2016

MEMORANDUM

To: Academic Deans and Department Chairs/School Directors

From: Janet Kistner, Ph.D. 
Interim Vice President for Faculty Development and Advancement

Subject: 2016/2017 Promotion and Tenure Process

As you review the tenure-track faculty members within your unit who are below the rank of tenured full professor, you will be determining who is eligible to be considered for promotion and/or tenure during the 2016/2017 promotion and tenure process. The deadline for deans to submit all promotion and/or tenure binders to the Office of the Vice President for Faculty Development and Advancement for review by the University Promotion and Tenure Committee is Friday, October 21, 2016.

Note: The Office of Faculty Development and Advancement will no longer accept hard-copy main binders beginning with the 2016/2017 promotion and tenure process. Please refer to Attachment I for detailed instructions for preparing the main electronic promotion and tenure files.

Workshops on Promotion and Tenure

A workshop for staff members involved in binder preparation is scheduled for **Wednesday, April 13, 2016, from 3:30 p.m. to 5:00 p.m.** in the Dodd Hall Auditorium (DHA103). A workshop for faculty members will be presented by the Office of the Vice President for Faculty Development and Advancement on **Monday, April 18, 2016, from 3:30 p.m. to 5:00 p.m.** in the Dodd Hall Auditorium (DHA103). Relevant faculty and staff should have been notified of these times prior to this communication.

Administrators, faculty, and staff are welcome to attend both events. Please encourage the appropriate faculty and staff members to attend.

Election of Promotion and Tenure Committee Members

Members of the Promotion and Tenure Committees at all levels are responsible for advising the President regarding whether each candidate meets the University criteria for promotion and/or tenure. It is important that these elected representatives are among the most experienced and qualified faculty members who are committed to reading and evaluating the files of all candidates in an independent manner. The FSU Constitution states that tenure consideration must “originate with the appropriate department or unit that shall have an elected faculty committee, of whom a majority of the members shall be tenured faculty” (Article VI, Section B.1.a., b., and c.). Tenure-earning faculty may be elected to departmental committees as long as the majority of the members are tenured; the Faculty Senate Steering Committee has affirmed that this section also applies to colleges without departments. In colleges with departments or schools, the college committee must be comprised of tenured faculty only. The dean's eligibility to function in relation to the college promotion and tenure

committee is subject to the governing bylaws of the college.

The spouse/partner/family member of a candidate may serve on a committee, but may not be present for or participate in the discussion of the binder and may not vote on the candidacy of his or her spouse/partner.

The University Promotion and Tenure Committee is composed of tenured faculty members only, with at least one elected representative from each college. Deans are not eligible for election to the University Promotion and Tenure Committee.

Members of promotion and tenure committees must be prepared to respond to questions about the records of candidates from their departments, schools or colleges. During meetings of promotion and tenure committees at all levels, committee members may ask for clarification of material presented in a candidate's file and may discuss the documents contained, or referenced in, those files. A committee member may not advocate for or against a candidacy; all members should exercise their own independent evaluations of each record.

No candidate for promotion and/or tenure may serve on promotion and tenure committees, except at the departmental level under exceptional circumstances. Election results for college representation on the University Promotion and Tenure Committee are due to the Office of the Vice President for Faculty Development and Advancement by **Friday, September 16, 2016.**

University Criteria for Promotion and/or Tenure

Faculty Handbook, Section 5, <http://facultyhandbook.fsu.edu/Section-5-Faculty-Development>

University Promotion Criteria

- Promotion to the rank of associate professor shall be based on recognition of demonstrated effectiveness in teaching, service, scholarly or creative accomplishments, and recognized standing in the discipline and profession, as attested to by three letters from outstanding scholars outside the University.
- Promotion to the rank of professor shall be based on recognition of superior teaching, service, scholarly or creative accomplishments of high quality and recognized standing in the discipline and profession, as attested to by three letters from outstanding scholars outside the University.
- Although the period of time in a given rank is normally 5 years, demonstrated merit, not years of service, shall be the guiding factor. Promotion is not automatic, nor is it regarded as guaranteed upon completion of a given term of service. Early promotion is possible where there is sufficient justification. Typically, an assistant professor is considered simultaneously for promotion and tenure during the 6th year of service.

University Tenure Criteria

- The criteria for awarding tenure are the same as those for promotion to the rank to which the candidate is being considered for promotion (or the rank held by the candidate if the candidate is not being considered for promotion). Tenure, however, is guaranteed neither by promotion nor by previous attainment of the rank of associate or full professor.

Section 5 of the *Faculty Handbook*, Chapter 6C2R-4.034 of the *Florida State University Regulations*, and Article 10 of the *BOT-FSU UFF Collective Bargaining Agreement* contain provisions regarding evaluation of faculty. All individuals considered for promotion or tenure must be evaluated in accordance with the written departmental, school, and college policies, procedures, and criteria for faculty evaluation.

Faculty members who are earning eligibility for tenure or promotion must be given assignments throughout this period of their career that provide equitable opportunities (in relation to other faculty in the same department, school or college) to meet the required University criteria and departmental or school standards for promotion and tenure. These criteria include performance in all three areas of teaching, research and creative activity, and service. The balance of these three areas will vary throughout faculty members' careers and among the various fields and disciplines.

Evidence regarding scholarly and creative activities is typically the most difficult for promotion and tenure committees to judge. Over the years, promotion and tenure committees have looked for evidence related to national (or international) standing. For promotion to Associate Professor, the expectation is that the candidate clearly is becoming recognized nationally as a scholar or creative artist in their discipline; for Professor, the expectation is that the candidate has become so recognized. Of course, the evidence for this standing is different in different fields. The FSU Constitution seeks to accommodate the variety of disciplinary practices throughout the range of academic fields among the faculty by requiring that the University Promotion and Tenure Committee have at least one representative from each college.

Please remind your faculty members of the University criteria listed above as well as your internal (departmental and/or college) standards. The required written departmental and college statements of standards for promotion and/or tenure must be compatible with University criteria and the *BOT-FSU UFF Collective Bargaining Agreement*.

Who is eligible for consideration?

- "Promotion-eligible" faculty members include all faculty members below the rank of full professor.
- "Tenure-eligible" faculty members are those who will be in their fifth (5th), sixth (6th), or seventh (7th) year of tenure-earning service in 2016/2017. Departments normally consider faculty for tenure during the 6th year of service, including any prior service credit granted at the time of initial employment or any visiting time agreed to count as tenure-earning. Departments may consider faculty members for *early tenure* during the 5th year of tenure-earning service provided the faculty member submits a written request that is approved by the appropriate Dean. An explanation for early tenure is included in the Dean's letter.
- Typically, assistant professors are considered simultaneously for promotion and tenure during the sixth (6th) year of service. Consideration for early promotion is also possible prior to the sixth (6th) year of service when sufficiently justified by demonstrated merit.
- Files will be submitted for all faculty members in their sixth (6th) or seventh (7th) year unless a written request is forwarded to the Office of the Vice President for Faculty Development and Advancement.

Withdrawal from consideration:

- The candidate may withdraw his or her file in the following circumstances: when the compiled votes result in negative advice; when the votes result in a tie, and when there is

positive advice with some negative votes.

- The candidate may withdraw his or her file within five (5) working days of being informed of the results of the secret ballot vote of the committee at every level, of the secret ballot vote of the tenured faculty, of the chair/director and/or dean, and the university committee, regardless of the results of the vote. The withdrawal request must be in writing.
- If the candidate does not exercise this option to withdraw the file from further consideration, the file must be submitted to the next level.
- Files will be submitted for all faculty members in their sixth (6th) or seventh (7th) year of service unless a written request is sent to the Office of the Vice President for Faculty Development and Advancement within ten (10) working days of receipt by the department or college.

File submitted:

- **Main File:** One main electronic file is prepared for each candidate, including those who are being considered for both promotion and tenure.
- **Publications or Creative Activity Binder:** Copies of the candidate's publications (or evidence of their creative activities) are placed in a separate binder. This binder is **not** forwarded to the University Promotion and Tenure Committee, but can be requested by this committee.
- See Attachment I for a description of the required content for each section of the electronic file.

Who is responsible for the preparation of the file?

- In colleges with departments or schools, the department chair or school director submits the file to the dean. Faculty members are not required to prepare their own files; they are, however, expected to participate in preparation of the file.
- The department chair is required to provide a statement ("Chairs Letter") evaluating the candidate which is based on a thorough review of the file, and is shared with the candidate. The candidate must be advised in writing that he or she may attach a response to the letter within five (5) working days of its receipt. Please see Attachment I regarding the placement of the department chair's/school director's letter and specific items that must be addressed.
- Deans submit the main file to the University Promotion and Tenure Committee. Deans are responsible for ensuring that promotion and/or tenure files are prepared for eligible faculty in compliance with established requirements and that the material in the file is organized as indicated in Attachment I. The dean should return files that do not meet established requirements to the chair of the candidate's department, providing the chair and the candidate five (5) working days to comply with established procedure. The dean is also required to provide a statement ("Dean's Letter") evaluating the candidate, based on a thorough review of the file. In the same manner as the chair's/director's letter, the candidate is provided a copy of the dean's letter and is advised in writing that he or she may attach a response to the letter within five (5) working days of its receipt. Please see Attachment I regarding the placement of this letter and specific items that must be addressed.
- The main file should meet all requirements of Attachment I before it is sent to the Office of the Vice President for Faculty Development and Advancement.
- The department chair/school director (or dean) and the candidate will meet to review the file and will sign the *Summary Cover Sheet(s)* before the file is forwarded to the next level of review.

- The candidate is responsible for confirming that the file is complete. The candidate's signature on the binder *Summary Cover Sheet(s)* certifies that the file is complete and that the candidate has had an opportunity to assist in its preparation. The signature of the department chair/school director (or dean) on the *Summary Cover Sheet(s)* certifies that the department chair/school director (or dean) has completed his or her responsibility to prepare the file in compliance with University procedures, that the candidate has had the opportunity to review the file, and that all materials in the file are valid and accurate.
- After the candidate has signed the *Summary Cover Sheet(s)*, the file is complete. No materials can be added to it except a dean's statement of evaluation of a candidate and the candidate's response to that letter if needed (with the exception of items described below). For all practical purposes, this means that after the file leaves the first-level committee, it is complete.
- The only acceptable additions to the completed files are: proof of an article accepted for publication; documentation of a new grant approval; or documentation that a creative activity has been accepted for viewing. Please see Attachment 1 regarding the placement of these specific items.
- Evaluations must be based on the record as revealed in the file. *It is inappropriate for anyone (including deans, department chairs, school directors, faculty colleagues, other committee members, or candidates) to submit materials independently or to request conferences with committee members reviewing a file.*

Notifying candidates of departmental/school and college committee results:

- Each candidate for promotion and/or tenure must be notified in writing of the results of each department/school and college review. This written notification must advise the candidate of his or her right to withdraw the file from further consideration within five working days of the date notice is given.

Recording results:

- The reason (or reasons, in case of a tie) cited most frequently for negative secret ballots from committee members is recorded on the *Reasons for Negative Committee Review Ballots* form(s) (see Attachment I). This record is placed immediately following the *Summary Cover Sheet*. Only the official reasons designated by the University Committee for a negative ballot may be used (see Attachment I).
- Only the results of the tenured faculty vote are indicated on the *Summary Cover Sheet for Tenure*; reasons for any negative ballots should not be noted.
- Following the meeting, the chair of each promotion and tenure committee must prepare a Summary of Discussion which explains the actions taken by the committee.

Note on abstentions:

- A faculty member who accepts election to a promotion and tenure committee at any level accepts the responsibility of reviewing and evaluating all files considered by the committee.
- Abstentions are limited to situations involving real or perceived conflicts of interest (familial relations or substantial professional or financial entanglements that prevent judging the candidate objectively).
- Absences from campus that result in a failure to ballot during the review process should be recorded as "absent not voting," not as an "abstention."
- Abstentions and absences are listed separately on the *Summary Cover Sheet(s)*.
- A spouse/partner/family member who serves on a committee shall also recuse him or herself

from the discussion of the candidate.

Information unique to tenure candidates:

Vote of the tenured faculty:

- **Recommendations for tenure shall begin with the faculty member's supervisor and shall include a poll by secret ballot and a narrative explanation that is written by the department chair/school director or college dean summarizing the meeting of the tenured members of the faculty member's department/unit.** The review by the tenured faculty will be conducted before the file is submitted to the next level and the results will be indicated on the *Summary Cover Sheet for Tenure*. After the secret ballot vote and narrative of the tenured faculty is compiled, the candidate is provided five (5) working days to withdraw his or her file.

Adjustments of tenure service record:

- Tenure service credit transferred from another institution must be agreed upon in writing by the dean of the college at the time of the original appointment, and must be explained in the Dean's letter. Prior to the time the faculty member becomes eligible to be considered for tenure (i.e., prior to their 5th year of service) by the department/school or college promotion and tenure committee, the faculty member has one opportunity to withdraw all or a portion of this service credit.
- Any agreement to adjust the tenure status of the candidate must be included in the Dean's letter. Agreements may include withdrawal of prior service credit, mid-year agreement, agreement to count visiting time as tenure-earning, parental leave agreement, Article VI agreement (for administrative assignment), or extension of the tenure-earning period due to a qualifying personal circumstance (e.g., childbirth or adoption, personal injury or illness, care of ill or injured dependents, elder care, death of closely related family member resulting in need for extended dependent care).

Seven-Year Rule:

- The FSU Constitution provides in Article VI, Section B.7.a(1), that no person "may remain in the service of the University as a nonpermanent member of the faculty of any college, school, or other academic unit in any rank or combination of ranks for a total of more than seven years" (Seven-Year Rule). This includes the instructor, assistant professor, associate professor, and professor ranks, and visiting appointments in those ranks. The rule applies to all service time, whether tenure-earning or not. All or part of the time in visiting appointments at the rank of assistant professor or above may be accepted as tenure-earning if mutually agreed upon in writing by the academic dean and the faculty member at the time of appointment to a tenure-earning position. If a faculty member has held a visiting appointment(s) for more than one year and transferred no tenure-earning time from another institution, it will be necessary to accept some of the visiting time as tenure-earning in order to make the faculty member eligible for tenure consideration before the seven-year maximum is reached.

Timeline and Summary of Dates:

Wednesday, April 13, 2016	Staff Promotion & Tenure Workshop 3:30 p.m. - 5:00 p.m.; Dodd Hall Auditorium (DHA103)
Monday, April 18, 2016	Faculty Promotion & Tenure Workshop 3:30 p.m. - 5:00 p.m.; Dodd Hall Auditorium (DHA103)
September 16, 2016	Send the name(s) of the college representative(s) who will serve on the University Promotion & Tenure Committee to Melissa Crawford, mucrawford@fsu.edu .
October 14, 2016	Colleges send a summary of actions to Ms. Crawford (i.e., number of binders being submitted; number of withdrawals from consideration). Include each candidate's name, department, and category for consideration (promotion to associate professor only, promotion to associate professor and tenure, promotion to professor only, promotion to professor and tenure, and tenure only). <ul style="list-style-type: none">• Candidates who wish to withdraw from consideration (at the department or college level) must do so in writing; a copy of the withdrawal must be sent to Ms. Crawford.• If no eligible candidate withdrew from consideration, please submit a written statement to that effect.
October 21, 2016	Promotion & Tenure binders due to the Office of the Vice President for Faculty Development and Advancement, 115 Westcott
Mid October – 2016	Organizational meeting of the University Promotion & Tenure Committee
November – 2016	University Promotion & Tenure Committee will review binders
December 12, 2016	University Promotion & Tenure Committee meeting to recommend promotion and tenure
December – 2016	Advice from the University Promotion & Tenure Committee will be forwarded to the Provost and President for final action; candidates will be informed in writing of the Committee's advice (with copy to the department chair and dean).
January/February – 2017	President will notify the candidates in writing of final action (with copy to department chair and dean).

Attachment I

Organization and Preparation of Promotion and Tenure Files

As stated in the Promotion and Tenure memo, the Office of Faculty Development and Advancement will no longer be accepting hard-copy binders beginning with the 2016/2017 process. Each faculty promotion and tenure file must be submitted to this office as 4 (or 5) separate PDF files. Below are instructions on how to compile each file.

The promotion and tenure file will be divided into 4 (or 5) sections that will correspond to each PDF file. Naming conventions for each PDF file are included in each section.

Section 1 – Cover Sheets (Naming Sample: 1-CoverSheets(LastName))

- Summary Cover Sheet(s) (tab 1)

Section 2 – General Information (Naming Sample: 2-GeneralInformation(LastName))

- Dean's Letter (tab 2)
- Candidate's response to dean's letter (optional) (tab 3)
- Chair's/Director's Letter (tab 4)
- Candidate's response to the chair's letter (optional) (tab 5)
- Department/School promotion and tenure summary of discussion (only for Colleges with departments/schools) (tab 6)
- Area promotion and tenure summary of discussion (only for Colleges with area committees) (tab 7)
- College promotion and tenure committee summary of discussion (tab 8)
- Outside letters solicitation process (tab 9)
- One letter sent to outside reviewer (tab 10)
- Outside letters (tab 11)
- Department/School or College promotion and tenure criteria (**this is not optional**) (tab 12)
- Curriculum Vitae (tab 13)
- In press acceptances (tab 14)
- Courses Taught (tab 15)

Section 3-Evidence of Achievement (Naming Sample: 3-EvidenceofAchievement(LastName))

- Candidate's summary of major accomplishments, 1 page (tab 16)
- Discussion of teaching, research and service, 6 pages (tab 17)
- Student responses to SPCI#13 (tab 18)
- SPCI Summary Forms (tab 19)
- Sample Syllabi, 2 maximum (tab 20)
- Scholarly or Creative works (tab 21)
- Other evidence, 5 pages maximum (tab 22)

Section 4-Evaluative Materials (Naming Sample: 4-EvaluativeMaterials(LastName))

- The 2nd and/or 4th year reviews (tab 23)
- Progress towards promotion and/or tenure letters (tab 24)

Section 5-Late Additions (optional) (Naming Sample: 5-LateAdditions(LastName))

The only acceptable additions to the completed files are: proof of an article accepted for publication; documentation of a new grant approval; or documentation that a creative activity has been accepted for viewing.

Organization of the Main File Sections

Departments should provide tabs as appropriate, in the “Publications” or “Creative Activity” binder. The Office of the Vice President for Faculty Development and Advancement will continue to provide the tabs to facilitate with the organization of the hard-copy materials that form the basis for the electronic main file. **This will be the last year that the office will provide tabs.** Tabs will have the labels typed (Avery® Clear Label Index Maker® Presentation Dividers - #11416) for the main file for each candidate. Departments, schools and colleges are encouraged to begin building electronic files during each faculty member’s first year of employment.

Please contact Ameko Dillard, adillard@fsu.edu, to requests tabs. Tabs will be provided for the main file for each faculty member; departments, schools or colleges are responsible for obtaining the tabs for the “Publications Binder” or “Creative Activity” binder.

Section 1-Cover Sheets

- **Summary Cover Sheet(s) (tab 1)**

- a. **Summary cover sheet for promotion**

This is the first page in the file if a candidate is being considered for promotion. Do not include any additional title pages from the college. Please use only the *Summary Cover Sheet for Promotion* posted to the Office of the Vice President for Faculty Development and Advancement webpage at <http://fda.fsu.edu/Faculty-Development>.

Be sure to include all votes, signatures and annual percentage of effort.

- b. **Reasons for negative committee reviewer ballots – promotion**

This form immediately follows the *Summary Cover Sheet for Promotion* if there are negative votes. Indicate the reason (or reasons, in case of a tie) that was cited most frequently for any negative secret ballot received from all applicable promotion and tenure committees on the *Reasons for Negative Committee Reviewer Ballots – Promotion* form. Please use only the *Reasons for Negative Committee Reviewer Ballots – Promotion* form posted to the Office of the Vice President for Faculty Development and Advancement webpage at <http://fda.fsu.edu/Faculty-Development>.

If there are negative ballots at the University level, the Office of Faculty Development and Advancement will place the sheet in the file.

- c. **Summary cover sheet for tenure**

If a candidate is being considered for tenure only, this is the first page in the file. If a candidate is being considered for promotion and tenure, this page is placed immediately after the *Summary Cover Sheet for Promotion* and *Reasons for Negative Committee Reviewer Ballots – Promotion*. Please use only the *Summary Cover Sheet for Tenure* form posted to the Office of the Vice President for Faculty Development and Advancement webpage at <http://fda.fsu.edu/Faculty-Development>.

Special note: The secret ballot vote of the tenured faculty members in the department/school (or college without departments) is **required** for all tenure considerations.

Be sure to include all votes, signatures, and annual percentage of effort.

d. Reasons for negative ballots – tenure

The *Reasons for Negative Committee Reviewer Ballots – Tenure* form immediately follows the *Summary Cover Sheet for Tenure* if there are any negatives votes. The committees at each level must indicate the reason (or reasons, in the event of a tie) cited most frequently for any negative secret ballot.

Please use only the *Reasons for Negative Committee Reviewer Ballots – Tenure* form posted to the Office of the Vice President for Faculty Development and Advancement webpage at <http://fda.fsu.edu/Faculty-Development>.

The reasons for negative secret ballots from the vote of the tenured faculty members are not included on the cover sheet.

e. Agreements to adjust tenure status

Tenure-status adjustments, if applicable, are placed **after** the *Reasons for Negative Committee Reviewer Ballots - Tenure* or after the *Summary Cover Sheet for Tenure* if there are no negative ballots. Examples include an offer letter reflecting tenure credit at the time of hire, an agreement to withdraw all or a portion of tenure credited at the time of hire, additional agreements to adjust the tenure status, including agreements to count visiting time as tenure-earning, mid-year hire agreements, parental leave agreement, or Article VI agreement, etc.

f. Early Tenure Agreement

If the candidate is being considered for early tenure (during the 5th year of service), include the written agreement from the Dean for early tenure consideration **after** the *Reasons for Negative Committee Reviewer Ballots - Tenure* or after the *Summary Cover Sheet for Tenure* if there are no negative ballots.

Section 2-General Information

- **Dean's letter (tab 2)**

The dean must provide an objective evaluative review of the candidate's record. The first paragraph must address:

- 1) College Committee vote;
- 2) Agreement to adjust years of tenure service credit, if applicable;
- 3) Agreement to allow candidate to seek early tenure, if applicable.
- 4) Addressing the tenured faculty vote is optional if discussed in the Department Chair's/School Director's letter.
- 5) State the year and explain the circumstances of the delay, if the candidate is in the 6th or 7th year of service.

In colleges without departments/schools, the Dean's letter must also include the items listed for the Department Chair's/School Director's and the Dean's letters, and there will be no

“Chair’s Letter” tab.

- **Candidate’s response to dean’s letter (optional) (tab 3)**

The candidate must be provided at least 5 working days to attach a response to the Dean’s letter. If the candidate responds, the response is placed directly behind the Dean’s letter.

- **Department Chair’s/School Director’s letter (included in dean’s letter for colleges without departments/schools) (tab 4)**

The department chair’s/school director’s letter must address the following:

- 1) The departmental/school committee vote (this must be in the first paragraph).
- 2) The tenured faculty vote (this must be in the first paragraph).
- 3) Summary and objective evaluation of the candidate's teaching, scholarly or creative activity, and service.
- 4) Statements on teaching must be consistent with other evidence in the binder (such as the SPCI reports) or an explanation for any differences given.
- 5) A description and an evaluation of the journals, books, presses, and reviews associated with the candidate’s work. This quality assessment of the journals and presses must be included in the department chair’s/school director’s (or dean’s letter) and must contain a statement of the relative.
- 6) Standings of the scholarly/creative venues in which the candidate's publications or performances appear.
- 7) A clear analysis of how the candidate’s publications can be attributed to various stages of the academic career.
- 8) A description of the role that books play at each stage in the publication process in meeting the departmental promotion and tenure standards.
- 9) A report of any honorarium paid, if applicable, to the author of any outside letter of recommendation for promotion and/or tenure.

- **Candidate’s response to the department chair’s/school director’s letter (optional) (tab 5)**

Candidates must be provided at least 5 working days to attach a response to all materials in the binder before signing the *Summary Cover Sheet(s)*.

- **Department/school promotion and tenure committee summary of discussion (only for Colleges with departments/schools) (tab 6)**

A narrative explanation provided by the:

1. Departmental/school committee in the promotion process summarizing the meeting and vote, and
2. the Tenured Faculty Members summarizing the meeting and vote.

Examples:

Summary of Meeting – Department/School Committee

The Department of ____/School of ____ Promotion and Tenure committee met and reviewed ____ for promotion (and/or tenure). A majority of the committee members expressed that the candidate’s binder provided evidence that he/she should/should not be granted promotion and/or tenure.

Comments were made regarding the candidate’s strength/weakness in the area of ____, as evidenced by ____.

Summary of Meeting – Tenured Faculty

The Tenured Faculty of the Department of ____/School of ____ met and reviewed ____ for tenure. A majority of the committee members expressed that the candidate's binder provided evidence that he/she should/should not be granted tenure. Comments were made regarding the candidate's strength/weakness in the area of ____, as evidenced by ____.

Note that in some cases, these two meetings occur simultaneously.

- **Area promotion and tenure committee summary of discussion (only for Colleges with area committees) (tab 7)**

A narrative explanation provided by the area committee in the promotion process summarizing the meeting and vote.

Example:

Summary of Meeting

The ____ Area committee reviewed ____ for promotion (and/or tenure). A majority of the committee members expressed that the candidate's binder provided evidence that he/she should/should not be granted promotion and/or tenure. Comments were made regarding the candidate's strength/weakness in the area of ____, as evidenced by ____.

- **College promotion and tenure committee summary of discussion (tab 8)**

A narrative explanation provided by each committee in the promotion process summarizing the meeting and vote.

Example:

Summary of Meeting

The College of ____ Promotion and Tenure committee reviewed ____ for promotion (and/or tenure). A majority of the committee members expressed that the candidate's binder provided evidence that he/she should/should not be granted promotion and/or tenure. Comments were made regarding the candidate's strength/weakness in the area of ____, as evidenced by ____.

- **Outside letter solicitation process (tab 9)**

Cover Sheet for Outside Letters Section

Include the Department Chair's/School Director's (or Dean's for colleges without departments/schools) description of the solicitation process for outside letters. The candidate should have some role in selecting reviewers of his or her work. This role should be agreed upon by the department (or college) and should be consistent between its candidates.

Indicate the number of outside letters solicited. A minimum of three (3) letters is required, and **it is strongly advised that a minimum of (5) five letters be solicited**. All solicited letters must be placed in the *Outside Letters* section of the binder.

Indicate total number of replies.

A “decline to write” is not counted as a reply on the *Cover Sheet for Outside Letters*.

- **One letter sent to outside reviewer (tab 10)**
Be sure this letter is a copy and that it is signed.
- **Outside letters #1, #2, #3 ...(tab 11)**
 1. Cover sheet for each outside letter.
 2. Original signed letter from outside reviewer.
 3. Outside letters must be from outside the University, not just outside the candidate's department or college.
 4. If the letter is received by email, include the email message. Electronic signatures are accepted.
 5. To avoid doubt of possible bias, all professional relationships between the candidate and external reviewer must be acknowledged and justified (see Individual Cover Sheet for Each Outside Letter Requested).

Outside Letter

Number of outside letters required

- *A candidate being considered for both promotion and tenure needs only one set of letters.*

Promotion to associate professor

- A minimum of (3) three outside letters, requested by the department chair/school director (dean), is required for promotion to associate professor and **it is strongly advised that a minimum of (5) five letters be solicited**.
- These letters must come from tenured Full Professors at institutions outside of the University, unless justified in writing by the chair/director (dean) that the writers have equivalent national standing.

Promotion to professor

- A minimum of (3) three outside letters, requested by the department chair/school director (or dean, for colleges without departments), is required for promotion to professor. **It is strongly advised that a minimum of (5) five letters be solicited**.
- These letters must come from outstanding scholars in the candidate's field who hold the rank of professor and are from outside the University, unless justified in writing by the chair/director (dean) that the writers have equivalent national standing.

Tenure

- A minimum of (3) three outside letters, requested by the department chair/school director (or dean in colleges without departments) is required for tenure nomination. **It is strongly advised that a minimum of (5) five letters be solicited**.
- These letters must come from Full Professors tenured at institutions outside Florida State University, unless justified in writing by the chair/director (dean) that the writers have equivalent national standing.

Include the following for each outside letter solicited:

- 1) Individual cover sheet for each outside letter requested
The department chair/school director must adhere to the rules governing outside

letters. Professional relationships with the candidate are explicitly prohibited for outside reviewers unless explained by the chair. The Area or College committee should return the file to the department when these rules for external review appear disregarded; this decision should not occur at the university level.

- a) Indicate the name and title of each person from whom letters were requested.
- b) Indicate any relationship between the candidate and the reviewer.
- c) If the external reviewer is not a tenured full professor, include justification of equivalent national standing.
- d) The chair/director must certify that no professional relationships exist between the candidate and the external reviewer or must provide a justification that the external review letter contains an unbiased assessment despite such a relationship. Relationships include, but are not limited to, student-teacher, colleagues in graduate school, former departmental colleagues, collaborators and/or co-authors.

- 2) Letter from chair requesting outside evaluation
(see Appendix A [<http://fda.fsu.edu/Faculty-Development/Promotion-and-Tenure>]
for Sample Wording for Requesting Outside Letters)

Letters requesting evaluations:

- a) must be impartial, emphasizing the need for an objective assessment of the candidate's professional standing and an evaluation of the quality of the candidate's contributions to the field, as well as any comments concerning teaching and service if known to the outside reviewer;
- b) must request a statement of whether or not the outside reviewer would support the candidate for promotion and/or tenure at FSU. The request for a letter may include department and college guidelines for promotion and/or tenure (bylaws), but sending them is not required.
- c) must include the statements that Florida Statutes may consider evaluation responses "open to the public," and that "University Promotion and Tenure Committee rules stipulate that all responses to letters soliciting evaluation for promotion or tenure purposes must be included in the candidate's binder." (Use the sample wording in Appendix A in preparing these letters of request.)

No reply received for outside letter

If no reply was received, the chair should place a statement to that effect in place of the letter. If the evaluator declined to write a letter, the evaluator's response (if in writing) or an explanation from the chair should be included.

- **Department/School/College promotion and tenure criteria (tab 12)**
Copy of the department's/school's and/or college's current promotion and tenure criteria and procedures (as approved by the department and college, and reviewed by the Vice President for Faculty Development and Advancement). Without these documents, it is assumed that the Department and College are using the College promotion and tenure criteria.
- **Curriculum vitae (FEAS) (tab 13)**
The candidate must include an updated Curriculum Vitae in the format approved by the University Promotion and Tenure Committee. The Committee has approved the use of the

Faculty Expertise & Advancement System (FEAS) for this purpose. (See Appendix B.)

- **Required:** Include a one-sentence description of each published work since employment at FSU, or since last promotion at FSU, as well as a statement that identifies the status of any co-authors and their institutions, (graduate student, colleague, etc.).
- **In press acceptance #1 (tab 14)**
Faculty must place a copy of the acceptance letter or email from the journal or publisher for each “in press” paper or book. Faculty may also include a copy of the work in this section.
- **Courses taught (tab 15)**
List of courses taught in the preceding three (3) years, with enrollments in each, organized by semester (most recent to oldest), including Directed Individual Study, Seminar, Dissertation, and Thesis, as well as any Summer courses.

This list may include courses taught for more than three years if considered appropriate by the candidate and chair/dean to clarify the record. This report can be generated from the Faculty Expertise & Advancement System (FEAS) by using the Teaching Summary Report.

Section 3-Evidence of Achievement

- **Candidate’s summary of major accomplishments (1 page) (tab 16)**
 - A summary (one page maximum) of the candidate's major accomplishments; the summary should carry the heading "Candidate's Summary of Major Accomplishments" followed by the body of the statement.
 - This statement should not be in letter format.
 - No free-response comments from the SPCI or student comments from any source should be included in the candidate’s statement.
- **Discussion of teaching, research and service (6 pages) (tab 17)**
 - Statements or letters from FSU faculty colleagues giving evidence on teaching, if desired, may be included in the maximum 6 pages.
 - No free-response comments from the SPCI or student comments from any source should be included in the candidate’s statement.
 - See Appendix C for additional information.
- **Student responses to SPCI #13 (tab 18)**
A chart of student responses to SPCI #13 (“overall assessment of instructor”) for the preceding three years generated from the Faculty Expertise and Advancement System (FEAS) by using the SPCI Summary Report.
- **SPCI Summary forms (tab 19)**
SPCI Summary forms (responses #1 through #13) for each course taught during the preceding three years (https://java.odl.fsu.edu/cat/course_evaluations/main.jsp). No free-response comments from the SPCI or student comments from any source should be included.

- **Sample Syllabi #1 (tab 20)**
One or two sample syllabi from courses taught during preceding three years.
- **Scholarly or creative works #1 (tab 21)**
 - One to two scholarly or creative works
- **Other evidence (optional-5 pages maximum) (tab 22)**
 - No free-response comments from the SPCI or student comments from any source should be included.
 - The Collective Bargaining Agreement states that evidence of effective performance of assigned responsibilities could, for example, include syllabi and peer evaluations of teaching, which may be placed either at this tab or at Tab 17. Peer evaluations are not mandatory, but are permissible.

Section 4-Evidence of Achievement

- **The 2nd and 4th year reviews (tab 23)**
 - 2nd and 4th year reviews began spring 2013.
 - Thus 2nd year reviews, which are likely to be mostly formative and advisory, should be done for all tenure-track faculty members in their second year.
 - The required narrative from the P&T committee that summarizes the review (2nd and/or 4th, as the case may be) from the committee should be included.
- **Progress toward promotion and/or tenure letters (tab 24)**
Include the progress toward tenure letters and/or progress toward promotion letters (most recent to oldest). At the discretion of the candidate, prior progress toward promotion and/or tenure appraisals may be included.

Section 5-Late Additions

The only acceptable additions to the completed files are: proof of an article accepted for publication; documentation of a new grant approval; or documentation that a creative activity has been accepted for viewing.

Publication binder (submitted to Department/School and College only):

Departments/Schools and Colleges may continue to utilize a hard-copy publications binder for the review of the candidate if they chose to do so. The front and spine of the “Publications” (or “Creative Activity”) binder should be labeled and should include tabs to organize the published work.

All appropriate publications and/or creative works listed in the CV are included.

- Include a table of contents of all publications at the front of the binder. The P&T Publication Binder Table of Contents can be generated from the Faculty Expertise and Advancement System once the CV is entered.
- Include copies of all of the candidate's publications (or creative works) since employment at FSU or since the last promotion at FSU (including the year during which promotion consideration took place). If “tenure only,” include copies of

- publications from the time the faculty member was in a tenure-earning position.
- Include “In Press” scholarly or creative works (a copy of the letter or email of acceptance must be included in the main file immediately behind the vita; see Tab 14)
- Publications (or creative works) prior to employment at FSU may also be included if considered appropriate by the candidate and chair/dean to clarify the record.
- Do not include “submitted” work under review.

Digitally-Published Scholarship

Digitally published scholarship, including articles published in open access journals with review process and acceptance, may be counted in the tenure and promotion process subject to the same criteria as print journals. Such materials should be submitted with appropriate documentation regarding the acceptance and review process. Peer-reviewed digitally published scholarship will be regarded in the same way as peer-reviewed scholarship in traditional print form, in terms of considering a faculty member's candidacy for tenure and promotion.

Forms Required

(Forms are located on the Office of the Vice President for Faculty Development and Advancement website at <http://www.fda.fsu.edu/Faculty-Development/Promotion-and-Tenure>)

- Summary Cover Sheet for Promotion
- Summary Cover Sheet for Tenure
- Reasons for Negative Committee Reviewer Ballots – Promotion
- Reasons for Negative Committee Reviewer Ballots – Tenure
- List of Reasons for Negative Ballots for Promotion and/or Tenure
- Cover Sheet for Outside Letters Section
- Individual Cover Sheet for Each Outside Letter Requested
- Appendix A-Sample Wording for Requesting Outside Letters
- Appendix B-Curriculum Vitae – Faculty Expertise & Advancement System (FEAS)
- Appendix C-Writing Personal Statements
- Appendix D-Teaching Summary Report (FEAS)
- Supplemental Information: all supplemental information is located on the Office of the Vice President for Faculty Development and Advancement website at <http://fda.fsu.edu/Faculty-Development/Promotion-and-Tenure>.