MEMORANDUM

To: Deans and Department Chairs

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

Subject: 2015/2016 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 2015/2016 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 16, 2015.

I am in the process of determining how to digitize the binder submission process beginning Fall 2015. We will keep you posted as that process continues and will communicate the details in as timely a manner as possible. Regardless of eventual submission route(s) for the 2015/2016 process, the required components of the P&T binders, as described below, will remain the same.

Workshops on Promotion and Tenure

On behalf of the University Promotion and Tenure Committee, the Office of the Vice President for Faculty Development and Advancement will conduct a meeting for faculty members on Wednesday, April 8, 2015, from 3:30 p.m. to 5:00 p.m. in the Dodd Hall Auditorium (DHA103). A workshop for staff members involved in binder preparation is scheduled for Wednesday, April 15, 2015, 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 representatives are elected from 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

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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, 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 the elected promotion and tenure committees must be prepared to respond to questions about the records of candidates from their departments 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 11, 2015**.

**University Criteria for Promotion and/or Tenure**
Faculty Handbook, Section 5, [http://facultyhandbook.fsu.edu/Section-5-Faculty-Development](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 on evaluation of faculty. All individuals considered for promotion or tenure must be evaluated in accordance with the written departmental 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) to meet the required University criteria and departmental 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 the 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 the *Florida Statutes*, 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 2015/2016.
• 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.
• Binders will be submitted for all faculty members in their sixth (6th) or seventh (7th) year unless a written request is on file by the candidate withdrawing from consideration, of which a copy is forwarded to the Office of the Vice President for Faculty Development and Advancement.

**Withdrawal from consideration:**
• The candidate may withdraw his or her binder 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 and/or dean, and the university committee, regardless of the results of the vote. The withdrawal request must be in writing.
• The candidate may withdraw his or her binder 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.
• If the candidate does not exercise this option to withdraw the binder from further consideration, the binder must be submitted to the next level.
• Binders will be submitted for all faculty members in their sixth (6th) or seventh (7th) year of service unless a written request is on file by the candidate withdrawing from consideration.
• A copy of a candidate’s request that his or her binder not go forward to the University Promotion and Tenure Committee must be submitted to the Office of the Vice President for Faculty Development and Advancement within ten (10) working days of receipt by the department or college.

**Binders submitted:**
• **Main Binder:** One main binder is prepared for each candidate, including faculty who are being considered for both promotion and tenure.
• **Publications or Creative Activity Binder:** Copies of the candidate’s publications or 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.
• **Label the binders as above.**
• See Attachment I for a description of the allowable content for each binder.

**Who is responsible for the binder preparation?**
• In colleges with departments, the department chair submits the binders to the deans. Faculty members are not required to prepare their own binders; they are, however, expected to participate in the binder preparation.
The department chair is required to provide an evaluative statement (“Chair’s Letter”) of the candidate which is based on a thorough review of the binder, and to provide the candidate with a copy of that letter. 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 chair’s letter and specific items that must be addressed.

Deans submit the main binders to the University Promotion and Tenure Committee. Deans are responsible for ensuring that promotion and/or tenure binders are prepared for eligible faculty in compliance with established requirements and that the material in the binders is organized as indicated in Attachment I. The dean should return binders 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 an evaluative statement (“Dean’s Letter”) regarding the candidate, based on a thorough review of the binder. In the same manner as the chair’s letter, the candidate is provided a copy of the dean’s letter and 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 binder should meet all requirements of Attachment I before it is sent to the Office of the Vice President for Faculty Development and Advancement.

The chair (or dean) and the candidate will meet to review the binder and sign the Summary Cover Sheet(s) before the binder is forwarded to the next level of review.

The candidate is responsible for confirming that the binder is complete. The candidate’s signature on the binder Summary Cover Sheet(s) certifies that the binder is complete and that the candidate has had an opportunity to assist in its preparation. The signature of the department chair (or dean) on the Summary Cover Sheet(s) certifies that the chair (or dean) has completed his or her responsibility to prepare the binder in compliance with University procedures, that the candidate has had the opportunity to review the binder, and that all materials in the binder are valid and accurate.

After the candidate has signed the Summary Cover Sheet(s), the binder 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 binder leaves the first-level committee, it is complete.

The only acceptable additions to the completed binder 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. These should be attached to the outside of the binder with a note indicating when they were added and which committees reviewed the material.
**Interaction with committee members is prohibited:**

- Evaluations must be based on the record as revealed in the file. It is inappropriate for anyone (including deans, department chairs, 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 and college committee results:**

- Each candidate for promotion and/or tenure must be notified in writing of the results of each department and college review. The written notification must advise the candidate of his or her right to withdraw the binder 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 any negative secret ballot 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).
- The results of the tenured faculty vote are indicated on the Summary Cover Sheet for Tenure only and should not include reasons for any negative ballots.
- A Summary of Discussion must be prepared for each promotion and tenure committee and placed in the main binder at the appropriate tab. This is a narrative explanation provided by each committee involved in the promotion process summarizing the meeting.

**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 summarizing the meeting of the tenured members of the faculty member’s department/unit. The review of the tenured faculty will be conducted before the binder is submitted to the next level and the results will be indicated on the Summary Cover Sheet for Tenure. After the secret ballot of the departmental (or college, if no departments exit) committee is compiled, the candidate is provided five (5) working days to withdraw his or her binder.

Adjustments of tenure service record:
• Tenure service credit transferred from another institution must be agreed upon in writing by the dean of the college involved 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 (prior to their 5th year of service) by the department 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 that the person can be eligible for tenure consideration before the seven-year maximum is reached.
Promotion and Tenure

Timeline and Summary of Dates

and

Attachment I
Organization and Preparation of Promotion and Tenure Binders
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 8, 2015</td>
<td>Faculty Promotion &amp; Tenure Workshop</td>
</tr>
<tr>
<td></td>
<td>3:30 p.m. - 5:00 p.m.; Dodd Hall Auditorium (DHA103)</td>
</tr>
<tr>
<td>April 15, 2015</td>
<td>Staff Promotion &amp; Tenure Workshop</td>
</tr>
<tr>
<td></td>
<td>3:30 p.m. - 5:00 p.m.; Dodd Hall Auditorium (DHA103)</td>
</tr>
<tr>
<td>September 11, 2015</td>
<td>Send the name(s) of the college representative(s) who will serve on the University Promotion &amp; Tenure Committee to Ms. Melissa Crawford, <a href="mailto:mucrawford@fsu.edu">mucrawford@fsu.edu</a>, 115 Westcott, phone 850.644.6876 and mail code 1480.</td>
</tr>
<tr>
<td>October 9, 2015</td>
<td>Colleges send a summary of actions to Ms. Crawford (i.e., number of binders being submitted; number of withdrawals from consideration). Include the 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).</td>
</tr>
<tr>
<td></td>
<td>- 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.</td>
</tr>
<tr>
<td></td>
<td>- If no eligible candidate withdrew from consideration, please submit a written statement to that effect.</td>
</tr>
<tr>
<td>October 16, 2015</td>
<td>Promotion &amp; Tenure binders due to the Office of the Vice President for Faculty Development and Advancement, 115 Westcott</td>
</tr>
<tr>
<td>Late October – 2015</td>
<td>Organizational meeting of the University Promotion &amp; Tenure Committee</td>
</tr>
<tr>
<td>November – 2015</td>
<td>University Promotion &amp; Tenure Committee will review binders</td>
</tr>
<tr>
<td>December 7, 2015</td>
<td>University Promotion &amp; Tenure Committee meeting to recommend promotion and tenure</td>
</tr>
<tr>
<td>December – 2015</td>
<td>Advice from the University Promotion &amp; 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).</td>
</tr>
<tr>
<td>January/February – 2016</td>
<td>President will notify the candidates in writing of final action (with copy to department chair and dean).</td>
</tr>
</tbody>
</table>
Organization and Preparation of Promotion and Tenure Binders

Attachment I describes the organization of the promotion and/or tenure binders. Please follow these instructions closely in the preparation and submission of all binders. Candidates, even when being considered for both promotion and tenure, will typically have two (2) binders; a main binder and a publications or creative activity binder.

Labeling the binders

- **Labels must appear on the front and the spine of both binders and include the following information:**
  - The complete name of the candidate
  - The name of the department and college
  - The approval(s) requested
    - Promotion to Associate Professor Only
    - Promotion to Associate Professor and Tenure
    - Promotion to Professor Only
    - Promotion to Professor and Tenure
    - Tenure Only
- The publications or creative activity binder must also include:
  - Publications or Creative Activity
- Do not use page protectors unless absolutely necessary to protect one-of-a-kind documents and then use only non-glare page protectors.
- Notebooks must close securely and the pages must turn easily.
- Label as “Main Binder” and “Publications Binder” or “Creative Activity Binder.”
- Separate items only with the tabs. Do not use additional paper with headings to separate items.

Organization of the Main Binder

**Sections of the binder**

- 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 provide the tabs with the labels typed (Avery® Clear Label Index Maker® Presentation Dividers - #11416) for the main binder for each candidate. Departments are encouraged to begin building binders during the first year of employment.

Contact Ameko Dillard, adillard@admin.fsu.edu, to requests tabs. Include the faculty member’s name, department, and whether she/he is a current (2015/2016) candidate or will be a future candidate. Binder tabs will be provided for the main binder for each faculty member; departments are responsible for obtaining the tabs for the “Publications Binder” or “Creative Activity” binder.
Labels for main tabs

Tab 1 Summary Cover Sheet(s)

• **Summary cover sheet for promotion**
  This is the first page in the binder 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](http://fda.fsu.edu/Faculty-Development).
  - When justifying a 5th year promotion, please include any years of service from previous institutions agreed upon at hire. Mark “no” at the top of the Cover Sheet if there are five years of service.
  - Be sure to include all votes, signatures and annual percent of effort.

• **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](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 binder.

• **Summary cover sheet for tenure**
  If a candidate is being considered for tenure only, this is the first page in the binder. 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](http://fda.fsu.edu/Faculty-Development).
  - Please note that the secret ballot vote of the tenured faculty members in the department (or college without departments) is required for all tenure considerations.
  - Be sure to include all votes, signatures and annual percent of effort.

• **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 negatives votes. The committees at each level must indicate the reason (or reasons, in case of a tie) cited most frequently for any negative secret ballot.
  - Please use only the attached *Reasons for Negative Committee Reviewer Ballots – Tenure* form.
  - The reasons for negative secret ballots from the vote of the tenured faculty members and not included on the cover sheet.
  - If there are negative ballots at the University level, the Office of Faculty Development and Advancement will place the sheet in the binder.
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.

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.

Tab 2  Dean’s letter:

- The dean must provide an objective evaluative review of the candidate’s record in addition to the “Chair’s Letter.” The first paragraph must address:
  A. College Committee vote;
  B. Agreement to adjust years of tenure service credit, if applicable;
  C. Agreement to allow candidate to seek early tenure, if applicable.
  D. Tenured faculty vote is optional if discussed in the Chair’s letter.
  E. 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, the Dean’s letter must include the items listed for the Chair’s and the Dean’s letters, and there will be no “Chair’s Letter” tab.

Tab 3  Candidate’s response to dean’s letter (optional)

- 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.

Tab 4  Chair’s letter (included in dean’s letter for colleges without departments)

- The chair’s letter must address and include the following:
  A. The departmental committee vote and tenure committee vote (this must be in the first paragraph).
  B. Summary and objective evaluation of the candidate’s teaching, scholarly or creative activity, and service
     - Statements on teaching must be consistent with other evidence in the binder (such as the SPOT/SPCI reports) or an explanation for any differences given.
  C. 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 chair’s (or dean’s letter) and must contain a statement of the relative
standings of the scholarly/creative venues in which the candidate’s publications or performances appear.

D. A clear analysis of how the candidate’s publications can be attributed to various stages of the academic career, including work completed at Florida State University.

E. A description of the role that books play at each stage in the publication process in meeting the departmental promotion and tenure standards.

F. A report of any honorarium paid, if applicable, to the author of any outside letter of recommendation for promotion and/or tenure.

Tab 5 Candidate’s response to the chair’s letter (optional)
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). If a response is made to the chair’s letter, it is placed behind the chair’s letter behind the tab Candidate’s Response to the Chair’s Letter.

Tab 6 Department promotion and tenure committee summary of discussion (only for Colleges with departments)
A narrative explanation provided by the departmental committee in the promotion process and another summary of the Vote of the Tenured Faculty Members Committee summarizing the meeting.

Example:
Summary of Meeting
The P&T committee reviewed the candidate ________ for promotion (and/or tenure). A majority of the committee expressed that the candidate’s binder provided evidence that the candidate (did not meet/met/exceeded/far exceeded) the norm for his or her discipline in the area of research (similar sentences can be used for teaching and service). Comments were made regarding the candidate’s strength/weakness in the area of ___, as evidenced by ____.

Tab 7 Area promotion and tenure committee summary of discussion (only for Colleges with area committees)
A narrative explanation provided by the area committee in the promotion process summarizing the meeting.

Example:
Summary of Meeting
The P&T committee reviewed the candidate ________ for promotion (and/or tenure). A majority of the committee expressed that the candidate’s binder provided evidence that the candidate (did not meet/met/exceeded/far exceeded) the norm for his or her discipline in the area of research (similar sentences can be used for teaching and service). Comments were made regarding the candidate’s strength/weakness in the area of ___, as evidenced by ___.

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Tab 8  College promotion and tenure committee summary of discussion
A narrative explanation provided by each committee in the promotion process summarizing the meeting.

Example:

Summary of Meeting
The P&T committee reviewed the candidate ______ for promotion (and/or tenure). A majority of the committee expressed that the candidate’s binder provided evidence that the candidate (did not meet/met/exceeded/far exceeded) the norm for his or her discipline in the area of research (similar sentences can be used for teaching and service). Comments were made regarding the candidate’s strength/weakness in the area of ___, as evidenced by ____.

University promotion and tenure committee summary of discussion
A narrative explanation provided by each committee in the promotion process summarizing the meeting if there are negative votes.

Example:

Summary of Meeting
The P&T committee reviewed the candidate ______ for promotion (and/or tenure). A majority of the committee expressed that the candidate’s binder provided evidence that the candidate (did not meet/met/exceeded/far exceeded) the norm for his or her discipline in the area of research (similar sentences can be used for teaching and service). Comments were made regarding the candidate’s strength/weakness in the area of ___, as evidenced by ____.

Tab 9  Outside letters solicitation process
Cover Sheet for Outside Letters Section
- Include the Chair’s (or Dean’s for colleges without departments) 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 among its candidates.
- Indicate the number of outside letters solicited. A minimum of three (3) letters are required. 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.

Tab 10 One letter sent to outside reviewer
- Be sure this letter is a copy and that it is signed.

Tab 11 Outside letters #1, #2, #3 …
- Cover sheet for each outside letter.
• Original signed letter from outside reviewer.
• Outside letters must be from outside the University, not just outside the candidate’s department or college.
• If the letter is received by email, include the email message. Electronic signatures are accepted.
• 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.
• There are tabs for 6 outside letters. If you have more than 6 letters, please make the tabs.

Promotion to associate professor
• A minimum of three outside letters, requested by the department chair (dean), are required for promotion to associate professor.
• These letters must come from tenured Full Professors at institutions outside of the University unless justified in writing by the chair (dean) that the writers have equivalent national standing.

Promotion to professor
• A minimum of three outside letters requested by the department chair (or dean, for colleges without departments) are required for promotion to professor.
• 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 (dean) that the writers have equivalent national standing.

Tenure
• A minimum of three outside letters requested by the department chair (or dean in colleges without departments) are required for tenure nomination.
• These letters must come from Full Professors tenured at institutions outside Florida State University, unless justified in writing by the chair (dean) that the writers have equivalent national standing.

Include the following for each outside letter solicited

Individual cover sheet for each outside letter requested
The chair must adhere to the rules governing outside letters. Professional relationships are explicitly prohibited for outside reviewers unless explained by the chair. The Area or College committee should return the binder 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 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.

**Letter from chair requesting outside evaluation**
(see Appendix A for Sample Wording for Requesting Outside Letters)

Letters requesting evaluations:
- must be impartial requests 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;
- must request a statement of whether or not the outside reviewer would support the candidate for promotion and/or tenure at FSU
- may include department and college guidelines for promotion and/or tenure (bylaws), but sending them is not required.
- must include the statements that Florida Statutes may consider evaluation responses “open to the public,” and “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.

**Tab 12 Department/College promotion and tenure criteria (optional)**
- Copy of the department’s and/or College’s current promotion and tenure criteria and procedures (is 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.

**Tab 13 Curriculum vitae (FEAS)**
- 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)
Place an asterisk (*) at the beginning of any entry for research and original creative work that occurred before your last promotion at FSU. Place a number sign (#) at the beginning of any entry for research and original creative work that occurred while you worked at another institution or organization. When using the (*) or (#), include the appropriate footnote: “*Research and original creative work that occurred before last promotion at FSU” or “#Research and original creative work that occurred before employment at FSU.” This is included automatically when using “Generate a Promotion and Tenure Vita” within FEAS.

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.).

Tab 14 In press acceptance #1
Faculty must include a copy of the acceptance letter or email from the journal or publisher for each “in press” paper or book. There are In Press Acceptance #1, #2 and #3 tabs. If you have more than 3, then make additional tabs.

Tab 15 Courses taught
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.

Tab 16 Candidate’s summary of major accomplishments (1 page)
- 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 SPOT/SPCI or student comments from any source should be included in the candidate’s statement.

Tab 17 Discussion of teaching, research and service (6 pages)
- No free-response comments from the SPOT/SPCI or student comments from any source should be included in the candidate’s statement.
- Statements or letters from FSU faculty colleagues giving evidence on teaching, if desired, may be included in the maximum 6 pages.
- See Appendix C for additional information.

Tab 18 Student responses to SPOT#8/SPCI #13
A chart of student responses to SPOT#8/SPCI #13 ("overall assessment of instructor") generated from the Faculty Expertise and Advancement System (FEAS) by using the SPOT/SPCI Report.

**Tab 19 SPOT/SPCI Summary forms**
SPOT/SPCI Summary forms (responses #1 through #8) for each course taught during the preceding three years. [http://java.apps.fsu.edu/sussai2](http://java.apps.fsu.edu/sussai2)
- No free-response comments from the SPOT/SPCI or student comments from any source should be included.

**Tab 20 Sample Syllabi #1**
- One or two sample syllabi from courses taught during preceding three years.
- There are tabs for Syllabi #1 and Syllabi #2. Remove the Syllabi #2 tab if it is not used.

**Tab 21 Scholarly or creative works #1**
- One to two scholarly or creative works
- There are tabs for 2 scholarly or creative works. Please remove the second tab if it is not needed.

**Tab 22 Other evidence (optional-5 pages maximum)**
- No free-response comments from the SPOT/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.

**Tab 23 The 3rd and/or 2nd and 4th year reviews**
- 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.
- As of Spring 2013, anyone with 3 or more years at the University could choose to opt out of the new process; a 4th-year review was not required for those who opted out and who successfully completed the 3rd-year review.
- The required narrative from the P&T committee that summarizes the review (2nd, 3rd, or 4th, as the case may be) from the committee should be included.

**Tab 24 Progress toward promotion and/or tenure letters**
- 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.

**Publication binder (submitted to Department and College only):**
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 binder 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, 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
- Cover Sheet for Outside Letters Section
- Cover Sheet for Each Outside Letter Requested
- SPOT/SPCI Summary Report
- Summary Sheet of SIRS Evaluation of Courses (may not be applicable)

Supplemental Information: (all supplemental information is located on the Office of the Vice President for Faculty Development and Advancement website at http://www.fda.fsu.edu/Faculty-Development)

Appendix A  Sample Wording for Requesting Outside Letters
Appendix B  Curriculum Vitae – Faculty Expertise & Advancement System (FEAS)
Appendix C  Writing Personal Statements