



FLORIDA STATE UNIVERSITY
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

August 28, 2017

MEMORANDUM

To: Deans/Directors, Department Chairs/Directors, and Academic Directors

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

Subject: 2017/2018 Specialized Faculty Promotion Process

As you review the specialized faculty members within your department/unit who are below the highest level in each track, you will be determining who is eligible to be considered for promotion during the 2017/2018 specialized faculty promotion process. The Vice President for Faculty Development and Advancement confirms that each candidate meets the eligibility requirements and forwards the recommendations (for approval or denial) to the Provost and the President for final action. Promotion recommendations from units that report to the Office of Research are reviewed by the Vice President for Research. **Beginning with the 2017/2018 process, hardcopy binders will no longer be accepted. Instructions on how to prepare and submit electronic .pdf files will follow later in this memo.** The deadline for deans or directors to submit electronic promotion binders to the Office of Faculty Development and Advancement is **Friday, February 16, 2018.**

Workshop on Specialized Faculty Promotions

A workshop for the specialized faculty promotion procedures will be presented by the Office of Faculty Development and Advancement on **Monday, September 18, 2017, from 3:00 p.m. to 5:00 p.m.** in the Dodd Hall Auditorium (DHA103). Potential candidates, deans/directors, department chairs/directors/supervisors, academic directors, and staff members involved in this process are strongly encouraged to attend.

Who is eligible for consideration?

“Promotion-eligible” faculty members include all specialized faculty members below the highest level in each track. Although the period of time in a given level is normally five years, demonstrated merit, not years of service, shall be the guiding factor in determining eligibility. Promotion shall not be automatic, nor may it be regarded as guaranteed upon completion of a given term of service. Early promotion may be possible where there is sufficient justification. In those cases, a justification for early promotion must be included in the chair’s/director’s/supervisor’s (or equivalent) letter.

A faculty member hired at the first level (Teaching Faculty I, Research Faculty I, Assistant Curator, Assistant in Research, Instructional Specialist I and Assistant University Librarian) may bring in no more than two (2) years of credit for prior service. A faculty member hired at the second level (Teaching Faculty II, Research Faculty II, Associate Curator, Associate in Research, Instructional Specialist II and Associate University Librarian) may bring in not more than three (3) years of credit for prior service. This should be specified at the time of hire. **Please note that bringing in credit**

does not guarantee promotion but allows for the candidate to be considered earlier than is typical.

Since a faculty member in visiting status may only be appointed in that class for three (3) years, not more than two (2) years in visiting status may count towards promotion for a faculty member hired at the first level (Teaching Faculty I, Research Faculty I, Assistant Curator, Assistant in Research, Instructional Specialist I and Assistant University Librarian) and not more than three (3) years in visiting status for a faculty member hired at the second level (Teaching Faculty II, Research Faculty II, Associate Curator, Associate in Research, Instructional Specialist II and Associate University Librarian). **This should be specified at the time of hire and requires that the Assignment of Responsibility (AOR) for the visiting appointment and the regular appointment are the same.**

All departments/units/colleges must follow their written promotion criteria and procedures, which must be consistent with Article 14 and Appendix J of the [FSU-BOT UFF Collective Bargaining Agreement](#), in generating specialized faculty (in-unit and out-of-unit) promotion recommendations.

University Criteria for Specialized Faculty Promotion - Faculty Handbook, Section 5

Promotion in the Specialized Faculty levels is attained through the meritorious performance of assigned duties in the faculty member's present position.

Specialized faculty members who have been assigned an administrative code shall be subject to the normal promotion criteria and procedures for the applicable level. They may not substitute performance of their administrative duties for qualifications in teaching or research. The duty assignments of such employees shall accord them an opportunity to meet the criteria for promotion; however, the number of years it takes a faculty member to meet the criteria in teaching or research and scholarly accomplishments may be lengthened by reduced duty assignments in those areas. The number of years over which such accomplishments are spread shall not be held against the faculty member when the promotion case is evaluated.

All departments/units/colleges must have written promotion criteria and procedures for all applicable Specialized Faculty available in the department/unit/college, posted on a single publicly accessible University Web site, and on file in the Office of the Vice President for Faculty Development and Advancement.

Withdrawal from consideration:

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 each level of review and of the chair/director/supervisor and/or dean/director, regardless of the results of the vote. If a candidate chooses to withdraw, he or she must notify in writing, the Office of the Vice President for Faculty Development and Advancement through their supervisory chain (e.g., chair/director, dean).

Who is responsible for the preparation of the binder?

In conjunction with the annual evaluation process, each department (or center/institute) must review and evaluate each specialized faculty member's readiness for promotion, in relation to the above criteria. This review is documented in the annual progress towards promotion letter. Based on the outcome of the review, the department chair/director/supervisor shall determine whether to request that the faculty member participate in the preparation of a promotion binder. Each faculty

member shall have an opportunity to assist in preparing the binder and add any relevant information prior to review by the departmental committee and to be informed in writing of the results of the recommendations at each level of review.

The department chair/ director/supervisor (or equivalent) shall be charged with the responsibility of independently reviewing the binders of all prospective candidates in that department and recommending action on the nomination of each candidate. The promotion committee of the department/unit shall be charged with the responsibility of reviewing the binders of all prospective candidates for promotion in that department annually and recommending action on the nomination of each candidate.

Once the candidate has signed the coversheet and the departmental committee has reviewed a binder, no material may be added to or deleted from it except a dean's/director's statement of evaluation of the candidate and the candidate's response to that letter if needed.

The electronic binder should meet all requirements of the Specialized Faculty Guidelines before it is sent to the Office of the Vice President for Faculty Development and Advancement.

This memorandum, cover sheet, and binder checklists are available on the Office of Faculty Development and Advancement [website](#).

Thank you for attending carefully to these procedures; please let Melissa Crawford (mucrawford@fsu.edu) know if you have questions or concerns.

cc: President John Thrasher
Provost Sally McRorie
Vice-Presidents
Renisha Gibbs, Associate Vice President

Timeline and Summary of Dates:

Monday, August 28, 2017	Specialized Faculty Memo posted
Monday, September 18, 2017	Specialized Faculty Promotion Workshop 3:00 p.m. - 5:00 p.m.; Dodd Hall Auditorium (DHA103) Potential candidates, deans/directors, department chairs/directors/supervisors, academic directors, and staff members involved in this process are strongly encouraged to attend.
Friday, February 9, 2018	Colleges send a summary of actions to Melissa Crawford (mucrawford@fsu.edu) (i.e., the number of candidates being submitted; the number of withdrawals from consideration). Include each candidate's name, department/unit, and to what title each is being considered for promotion.
Friday, February 16, 2018	Promotion binders (.pdf files) due to Melissa Crawford in the Office of the Vice President for Faculty Development and Advancement, 115 Westcott, mucrawford@fsu.edu .
March/April 2018	President will notify the candidates in writing of final action (with a copy to the department chair (or equivalent) and dean/director).

Organization and Preparation of Specialized Faculty Promotion Files

As stated earlier in this memo, the Office of Faculty Development and Advancement will no longer be accepting hard-copy binders beginning with the 2017/2018 specialized faculty promotion process. Each faculty candidate's promotional material must be submitted to this office as 2 separate .pdf files. Below are instructions on how to compile each file.

- Section 1 – Cover Sheet and General Information
- Section 2 – Evidence of Achievement

The documents in each section should be combined into 1 .pdf. Each candidate should have 2 .pdf files submitted. Please use the following naming conventions:

- Section1(LastName)
- Section2(LastName)

Specialized Faculty Promotion Guidelines

Promotion Criteria

All Specialized Faculty promotion decisions shall take into account:

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

Promotion to Teaching Faculty II and III

Section 1 – General Information

1. Summary Cover Sheet for Promotion

- This is the first page in the binder. Do not include any additional title pages from the college/center. Please use only the Summary Cover Sheet for Promotion posted to the Office of the Vice President for Faculty Development and Advancement [website](#).
- When justifying an early promotion prior to the 5th year, include a brief explanation and mark “yes” on the cover sheet.
- Be sure to include all numerical votes and signatures. Please do not use check marks in any box.

2. Dean’s/Center Director’s Recommendation

- If not included in the department chair’s/school director’s/supervisor’s letter, the dean’s/center director’s letter must include
 - justification if the candidate is going up for promotion prior to the 5th year at that level and
 - discussion of the meritorious performance of assigned duties in the faculty member’s present position.

3. Faculty Response (optional)

- The candidate must be provided at least 5 working days to attach a response to the Dean’s/Center Director’s letter.

4. Department Chair/School Director/Supervisor’s Letter

- The department chair/school director or supervisor’s letter must include
 - justification if the candidate is going up for promotion prior to the 5th year at that level and
 - discussion of the meritorious performance of assigned duties in the faculty member’s present position.

5. Department or School Committee Narrative

- A narrative explanation provided by the departmental/school committee in the promotion process summarizing the meeting and vote.

Example:

Summary of Meeting – Department/School Committee

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

6. College/Center Committee Narrative (optional if there is a department/school narrative)

- A narrative explanation provided by the college/center committee in the promotion process summarizing the meeting and vote.

Example:

Summary of Meeting – College/Center Committee

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

7. Peer Evaluation Letters

- Two letters from faculty members who have conducted peer evaluations of the candidate's teaching.

8. Written department or school/college/center promotion criteria

- A copy of the department's or school's/college's/center's current approved promotion criteria and procedures (as reviewed by the Vice President for Faculty Development and Advancement).

9. Curriculum Vita

- This vita can be generated from the [Faculty Expertise & Advancement System](#) (FEAS).
- From the main menu click "Generate Specialized Faculty Promotion Documents"
 - Click "Generate a Specialized Faculty Promotion Vita"

10. Courses Taught

- List of courses taught since appointment to the level from which being considered for promotion.
- This report can be generated from the [Faculty Expertise & Advancement System](#) (FEAS).
 - From the main menu click "Generate Specialized Faculty Promotion Documents"
 - Click "Generate Teaching Summary Report"
 - Click "Teaching Summary Report – Custom Reporting Period" and enter the correct time reporting period
 - Click "Generate Teaching Summary Report"

11. Assignment of Responsibilities (AOR)

- Please include all fully approved AOR reports from the date of hire at FSU or from the date of last promotion. AOR reports must be printed from myFSU HR.

Section 2 – Evidence of Achievement

12. Teaching Statement (3-pages maximum)

- See [“Writing Personal Statements for Faculty Evaluations”](#) for guidelines.

13. Other Teaching Activities (5-pages maximum)

- This section can include other teaching-related activities, such as instructional innovation, involvement in curriculum development, authorship of educational materials, and participation in professional organizations related to the area of instruction. This section is not optional.

14. Evidence of Well-Planned and Delivered Courses

- Up to three sample syllabi from unique courses taught during preceding three years.

15. Grade Distribution for Each Course

- The grade distribution for each course taught since appointment to the level from which being considered for promotion.
- This report can be generated from the [Faculty Expertise & Advancement System \(FEAS\)](#).
 - From the main menu click “Generate Specialized Faculty Promotion Documents”
 - Click “Generate a Grade Distribution Summary Report”
 - Keep both consolidation boxes checked and enter the correct time reporting period
 - Click “Make Report”

16. SPCI Student Evaluation Summary Reports

- The SPCI student evaluation summary reports for each course taught since appointment to the level from which being considered for promotion.
- This report can be generated from the [Faculty Expertise & Advancement System \(FEAS\)](#).
 - From the main menu click “Generate Specialized Faculty Promotion Documents”
 - Click “Generate SPCI Student Evaluation Summary Reports”
 - Please select the appropriate time frame for questions 1-13
 - Click “Make a detailed report”

17. Annual Evaluation Letters

- Please include all annual evaluation forms from the date of hire at FSU or from the date of last promotion.

18. Annual Letters of Progress Towards Promotion

- Please include all annual letters of progress towards from date of hire at FSU or from the date of last promotion.

19. Other Evidence (optional; 5-pages maximum)

- No free-response comments from the SPCI or student comments from any source should be included.

Promotion to Research Faculty II or III/Associate Curator or Curator

Section 1 – General Information

1. Summary Cover Sheet for Promotion

- This is the first page in the binder. Do not include any additional title pages from the college/center. Please use only the Summary Cover Sheet for Promotion posted to the Office of the Vice President for Faculty Development and Advancement [website](#).
- When justifying an early promotion prior to the 5th year, include a brief explanation and mark “yes” on the cover sheet.
- Be sure to include all numerical votes and signatures. Please do not use check marks in any box.

2. Dean’s/Center Director’s Recommendation

- If not included in the department chair’s/school director’s/supervisor’s letter, the dean’s/center director’s letter must include
 - justification if the candidate is going up for promotion prior to the 5th year at that level and
 - discussion of the meritorious performance of assigned duties in the faculty member’s present position.

3. Faculty Response (optional)

- The candidate must be provided at least 5 working days to attach a response to the Dean’s/Center Director’s letter.

4. Department Chair/School Director/Supervisor’s Letter

- The department chair/school director or supervisor’s letter must include
 - justification if the candidate is going up for promotion prior to the 5th year at that level and
 - discussion of the meritorious performance of assigned duties in the faculty member’s present position.

5. Department or School Committee Narrative

- A narrative explanation provided by the departmental/school committee in the promotion process summarizing the meeting and vote.

Example:

Summary of Meeting – Department/School Committee

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

6. College/Center Committee Narrative (optional if there is a department/school narrative)

- A narrative explanation provided by the college/center committee in the promotion process summarizing the meeting and vote.

Example:

Summary of Meeting – College/Center Committee

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

7. Outside Letters

- Three letters of recommendation from faculty members of higher rank outside the University that attest to the quality of the candidate's research and/or other creative activities and her/his recognition in the field. Three tabs will be provided.

8. Written department or school/college/center promotion criteria

- A copy of the department's or school's/college's/center's current approved promotion criteria and procedures (as reviewed by the Vice President for Faculty Development and Advancement).

9. Curriculum Vita

- This vita can be generated from the [Faculty Expertise & Advancement System](#) (FEAS).
- From the main menu click "Generate Specialized Faculty Promotion Documents"
 - Click "Generate a Specialized Faculty Promotion Vita"

10. Assignment of Responsibilities (AOR)

- Please include all fully approved AOR reports from the date of hire at FSU or from the date of last promotion. AOR reports must be printed from [myFSU HR](#).

Section 2 – Evidence of Achievement

11. Research Statement (3-pages maximum)

- See "[Writing Personal Statements for Faculty Evaluations](#)" for guidelines.

12. External Grant Funding

- Descriptions of the contracts and grants for which the candidate has served as Principle Investigator (PI) or co-PI since the last promotion or initial appointment, as appropriate, including: the title of the project; the funding agency; the list of PI and co-PIs; any other institutions involved; the FSU share and amount of funding.

13. Other Research-Related Activities

- Such as chapters in books, articles in refereed and non-refereed professional journals, musical compositions, exhibits of paintings and sculpture, works of performance art, papers presented at meetings of professional societies, reviews, and research and creative activity that has not yet resulted in publication, display, or performance. This section is

not optional.

14. Scholarly or Creative Accomplishments

- Three scholarly or creative accomplishments of high quality, appropriate to the field, in the form of books and peer-reviewed scholarly publications.

15. Annual Evaluation Letters

- Please include all annual evaluation forms from the date of hire at FSU or from the date of last promotion.

16. Annual Letters of Progress Towards Promotion

- Please include all annual letters of progress towards from date of hire at FSU or from the date of last promotion.

17. Other Evidence (optional – 5-pages maximum)

- If the faculty member has a teaching assignment, please include a list of courses taught since appointment to the level from which being considered for promotion, with the percentage of effort assigned, enrollment, and grade distribution for each course. This will not count towards the 5-page maximum.
- This list of courses can be generated from the Faculty Expertise & Advancement System ([FEAS](#)) by using the Teaching Summary Report and using the Extended Teaching Report option.
- Grade distribution reports can be obtained from the “Grade Distribution” dashboard in [myFSU BI Reporting](#).
- A summary of the results of the polls of student perceptions of teaching shall also be included for each course, not including free responses of students.

Promotion to Instructional Specialist II or III

Section 1 – General Information

1. Summary Cover Sheet for Promotion

- This is the first page in the binder. Do not include any additional title pages from the college/center. Please use only the Summary Cover Sheet for Promotion posted to the Office of the Vice President for Faculty Development and Advancement [website](#).
- When justifying an early promotion prior to the 5th year, include a brief explanation and mark “yes” on the cover sheet.
- Be sure to include all numerical votes and signatures. Please do not use check marks in any box.

2. Dean’s/Center Director’s Recommendation

- If not included in the department chair’s/school director’s/supervisor’s letter, the dean’s/center director’s letter must include
 - justification if the candidate is going up for promotion prior to the 5th year at that level and
 - discussion of the meritorious performance of assigned duties in the faculty member’s present position.

3. Faculty Response (optional)

- The candidate must be provided at least 5 working days to attach a response to the Dean's/Center Director's letter.

4. Department Chair/School Director/Supervisor's Letter

- The department chair/school director or supervisor's letter must include
 - justification if the candidate is going up for promotion prior to the 5th year at that level and
 - discussion of the meritorious performance of assigned duties in the faculty member's present position.

5. Department or School Committee Narrative

- A narrative explanation provided by the departmental/school committee in the promotion process summarizing the meeting and vote.

Example:

Summary of Meeting – Department/School Committee

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

6. College/Center Committee Narrative (optional if there is a department/school narrative)

- A narrative explanation provided by the college/center committee in the promotion process summarizing the meeting and vote.

Example:

Summary of Meeting – College/Center Committee

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

7. Internal Letters

- Two or three letters of recommendation from faculty members, excluding the department chair/school director/supervisor, who have reviewed the faculty member's service in support of instruction and teaching, if applicable. Three tabs will be provided.

8. Written department or school/college/center promotion criteria

- A copy of the department's or school's/college's/center's current approved promotion criteria and procedures (as reviewed by the Vice President for Faculty Development and Advancement).

9. Curriculum Vita

- This vita can be generated from the [Faculty Expertise & Advancement System](#) (FEAS).

- From the main menu click “Generate Specialized Faculty Promotion Documents”
 - Click “Generate a Specialized Faculty Promotion Vita”

10. Assignment of Responsibilities (AOR)

- Please include all fully approved AOR reports from the date of hire at FSU or from the date of last promotion. AOR reports must be printed from [myFSU HR](#).

Section 2 – Evidence of Achievement

11. Instructional Support Statement (3-pages maximum)

- Faculty statement in instructional innovation, involvement in curriculum development, authorship of educational materials, and participation in professional organizations.

12. Evidence of Excellence in Instructional Support

- Three examples of evidence of excellence in Instructional Support. This section is not optional.

13. Annual Evaluation Letters

- Please include all annual evaluation forms from the date of hire at FSU or from the date of last promotion.

14. Annual Letters of Progress Towards Promotion

- Please include all annual letters of progress towards from date of hire at FSU or from the date of last promotion.

15. Other Evidence (optional – 5-pages maximum)

- If the faculty member has a teaching assignment, please include a list of courses taught since appointment to the level from which being considered for promotion, with the percentage of effort assigned, enrollment, and grade distribution for each course. This will not count towards the 5-page maximum.
- This list of courses can be generated from the Faculty Expertise & Advancement System (FEAS) by using the Teaching Summary Report and using the Extended Teaching Report option.
- Grade distribution reports can be obtained from the “Grade Distribution” dashboard in [myFSU BI Reporting](#).
- A summary of the results of the polls of student perceptions of teaching shall also be included for each course, not including free responses of students.

Promotion to Associate in Research or Senior Research Associate (Research Support)

Section 1 – General Information

1. Summary Cover Sheet for Promotion

- This is the first page in the binder. Do not include any additional title pages from the college/center. Please use only the Summary Cover Sheet for Promotion posted to the Office of the Vice President for Faculty Development and Advancement [website](#).

- When justifying an early promotion prior to the 5th year, include a brief explanation and mark “yes” on the cover sheet.
- Be sure to include all numerical votes and signatures. Please do not use check marks in any box.

2. Dean’s/Center Director’s Recommendation

- If not included in the department chair’s/school director’s/supervisor’s letter, the dean’s/center director’s letter must include
 - justification if the candidate is going up for promotion prior to the 5th year at that level and
 - discussion of the meritorious performance of assigned duties in the faculty member’s present position.

3. Faculty Response (optional)

- The candidate must be provided at least 5 working days to attach a response to the Dean’s/Center Director’s letter.

4. Department Chair/School Director/Supervisor’s Letter

- The department chair/school director or supervisor’s letter must include
 - justification if the candidate is going up for promotion prior to the 5th year at that level and
 - discussion of the meritorious performance of assigned duties in the faculty member’s present position.

5. Department or School Committee Narrative

- A narrative explanation provided by the departmental/school committee in the promotion process summarizing the meeting and vote.

Example:

Summary of Meeting – Department/School Committee

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

6. College/Center Committee Narrative (optional if there is a department/school narrative)

- A narrative explanation provided by the college/center committee in the promotion process summarizing the meeting and vote.

Example:

Summary of Meeting – College/Center Committee

The College of ____/[Center] promotion committee met and reviewed ____ for promotion. A majority of the committee members expressed that the candidate’s binder provided evidence that he/she should/should not be granted promotion. Comments were made regarding the candidate’s strength/weakness in the area of ____, as evidenced by ____.

7. Internal Letters

- Two or three letters from faculty members, besides the department/unit chair, who have reviewed the faculty member's contributions in support of research. Three tabs will be provided.

8. Written department or school/college/center promotion criteria

- A copy of the department's or school's/college's/center's current approved promotion criteria and procedures (as reviewed by the Vice President for Faculty Development and Advancement).

9. Curriculum Vita

- This vita can be generated from the [Faculty Expertise & Advancement System](#) (FEAS).
- From the main menu click "Generate Specialized Faculty Promotion Documents"
 - Click "Generate a Specialized Faculty Promotion Vita"

10. Assignment of Responsibilities (AOR)

- Please include all fully approved AOR reports from the date of hire at FSU or from the date of last promotion. AOR reports must be printed from [myFSU HR](#).

Section 2 – Evidence of Achievement

11. Research Support Statement (3-pages maximum)

- Faculty statement on how he or she is supporting the research in their department or unit.

12. Evidence of Research Support Activities

- Three examples of evidence of research support. This section is not optional.

13. Annual Evaluation Letters

- Please include all annual evaluation forms from the date of hire at FSU or from the date of last promotion.

14. Annual Letters of Progress Towards Promotion

- Please include all annual letters of progress towards from date of hire at FSU or from the date of last promotion.

15. Other Evidence (optional – 5-pages maximum)

- If the faculty member has a teaching assignment, please include a list of courses taught since appointment to the level from which being considered for promotion, with the percentage of effort assigned, enrollment, and grade distribution for each course. This will not count towards the 5-page maximum.
- This list of courses can be generated from the Faculty Expertise & Advancement System ([FEAS](#)) by using the Teaching Summary Report and using the Extended Teaching Report option.
- Grade distribution reports can be obtained from the "Grade Distribution" dashboard in [myFSU BI Reporting](#).
- A summary of the results of the polls of student perceptions of teaching shall also be

included for each course, not including free responses of students.

Promotion to Associate University Librarian or University Librarian

Section 1 – General Information

1. Summary Cover Sheet for Promotion

- This is the first page in the binder. Do not include any additional title pages from the college/center. Please use only the Summary Cover Sheet for Promotion posted to the Office of the Vice President for Faculty Development and Advancement [website](#).
- When justifying an early promotion prior to the 5th year, include a brief explanation and mark “yes” on the cover sheet.
- Be sure to include all numerical votes and signatures. Please do not use check marks in any box.

2. Dean’s/Center Director’s Recommendation

- If not included in the department chair’s/school director’s/supervisor’s letter, the dean’s/center director’s letter must include
 - justification if the candidate is going up for promotion prior to the 5th year at that level and
 - discussion of the meritorious performance of assigned duties in the faculty member’s present position.

3. Faculty Response (optional)

- The candidate must be provided at least 5 working days to attach a response to the Dean’s/Center Director’s letter.

4. Department Chair/School Director/Supervisor’s Letter

- The department chair/school director or supervisor’s letter must include
 - justification if the candidate is going up for promotion prior to the 5th year at that level and
 - discussion of the meritorious performance of assigned duties in the faculty member’s present position.

5. Department or School Committee Narrative

- A narrative explanation provided by the departmental/school committee in the promotion process summarizing the meeting and vote.

Example:

Summary of Meeting – Department/School Committee

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

6. College/Center Committee Narrative (optional if there is a department/school narrative)

- A narrative explanation provided by the college/center committee in the promotion process summarizing the meeting and vote.

Example:

Summary of Meeting – College/Center Committee

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

7. Written department or school/college/center promotion criteria

- A copy of the department's or school's/college's/center's current approved promotion criteria and procedures (as reviewed by the Vice President for Faculty Development and Advancement).

8. Curriculum Vita

- This vita can be generated from the [Faculty Expertise & Advancement System](#) (FEAS).
- From the main menu click "Generate Specialized Faculty Promotion Documents"
 - Click "Generate a Specialized Faculty Promotion Vita"

9. Assignment of Responsibilities (AOR)

- Please include all AOR reports from the date of hire at FSU or from the date of last promotion. AOR reports may be printed from [myFSU HR](#).

Section 2 – Evidence of Achievement

10. Demonstrated Excellence (3-pages maximum)

- Faculty statement regarding demonstrated excellence in the specialized area of librarianship.

11. Continuing Education and Professional Associations (3-pages maximum)

- Participation in continuing education in the form of appropriate academic course work, workshops, institutes or conferences.
- Participation or membership in professional associations.

12. Evidence of Librarianship

- Three examples of evidence of librarianship.

13. Evidence of Service (3-pages maximum)

- Evidence of commitment to the service concerns of the University or the community.

14. Annual Evaluation Letters

- Please include all annual evaluation forms from the date of hire at FSU or from the date of last promotion.

15. Annual Letters of Progress Towards Promotion

- Please include all annual letters of progress towards from date of hire at FSU or from the date of last promotion.

16. Other Evidence (optional – 5-pages maximum)

- If the faculty member has a teaching assignment, please include a list of courses taught since appointment to the level from which being considered for promotion, with the percentage of effort assigned, enrollment, and grade distribution for each course. This will not count towards the 5-page maximum.
- This list of courses can be generated from the Faculty Expertise & Advancement System ([FEAS](#)) by using the Teaching Summary Report and using the Extended Teaching Report option.
- Grade distribution reports can be obtained from the “Grade Distribution” dashboard in [myFSU BI Reporting](#).
- A summary of the results of the polls of student perceptions of teaching shall also be included for each course not including free responses of students.