

Promotion Information Session for Associate Professors

Jeanette Taylor

Vice President Faculty Development & Advancement

April 1, 2026

University Promotion Criteria

- Superior performance in scholarly or creative accomplishments AND teaching AND service.
- Is there evidence that you:
 - have become nationally or internationally recognized as a scholar or creative artist in your field?
 - have demonstrated excellence as a teacher and mentor?
 - make positive contributions in service to the university and your academic discipline?

Who is Eligible?

Promotion to Full

- Associate Professors
- Recommended by academic unit
- Time in rank varies



Timeline: Associate to Full Professor

- No minimum or maximum time in rank to be a candidate for Full Professor
- Must be sufficient time to demonstrate sustained excellence in your assignments as reflected in “Progress toward Promotion” letters
- Timeline milestones:
 - Recommended to put together materials for promotion review (spring semester)
 - Outside letters will be requested by your chair/director/dean and you work on your promotion materials (CV, statements, etc.; summer term)
 - Officially become a promotion candidate at the start of the fall semester (early fall semester)

Who Evaluates Candidates for Promotion to Full Professor?



Department/School
Committee &
Chair/Director



College Committee
& Dean

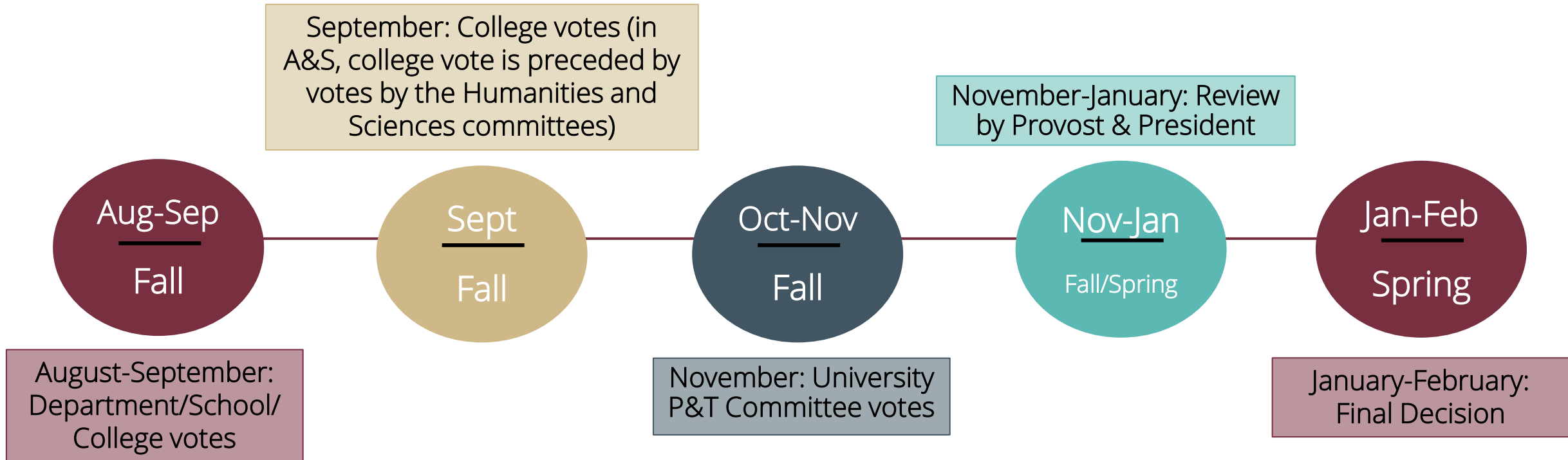


University
Committee



Provost, President

Promotion Voting Timeline



August-September:
Department/School/
College votes

September: College votes (in
A&S, college vote is preceded by
votes by the Humanities and
Sciences committees)

November: University
P&T Committee votes

November-January: Review
by Provost & President

January-February:
Final Decision

What Evidence will Represent You?

- Dean's and Chair's/Director's letters
- External letters (from top scholars in your field)
- C.V.
- Evidence of Achievements (publications/supporting materials)
- Research, Teaching and Service Statements
- Annual Letters of Progress toward Promotion to Full



Peer review, peer review, peer review...



- Peer reviews of:
 - scholarship and creative works
 - grant proposals (in disciplines where external support is expected)
 - Peer (and student) “reviews” of your teaching
- **OUTSIDE LETTERS** – all about peer review

Faculty Candidate's Role: Tell Your Story

Make it easy for your faculty colleagues, chair/director, dean to see what you've accomplished

Tell "your story" well:

- What are your most important professional accomplishments?
- Why is your work important to the university, nation, world?

External Letters

Selection of external letter writers:

- Provide list of possible letter writers (if asked)
 - DON'T directly contact potential letter writers
- Send short biographies of potential letter writers to chair/director/dean
- Indicate any “existing” relationships and explain the connection
- Unit may recontact experts who wrote for your promotion to associate/tenure

Teaching Statement

The teaching statement is an opportunity to describe what you've accomplished and should include information on each of the areas below:

- Goals for Student Learning
- Teaching Methods
- Results & Effectiveness
- Evaluation & Reflection



****See Promotion and Tenure section of FDA website for Guidelines for Teaching Statements ****

College of Medicine

Clinical Associate Professors

- ☑ [Website](#)
- ☑ Follows the tenure-track procedures.
- ☑ Contact your department/school or college delegate for more information.

Visit [College of Medicine Promotions](#) for additional resources.



Questions?



Melissa Crawford

Office of Faculty
Development and
Advancement

mucrawford@fsu.edu



First Rule of Promotion and Tenure

- ☑ Know who your promotion and tenure delegate is in your department/school and/or college!
- ☑ This person will help you navigate the online P&T system.



OR [Click here](#) for a list of delegates.

How do I get to my eBinder?

- ☑ Your promotion and tenure delegate will create your eBinder in the online system.
- ☑ You have access to upload your own documents EXCEPT for the outside letters and for information on the cover sheet.
- ☑ Faculty Quick Start [Guide](#)
 1. How do I find my eBinder?
 2. How do I upload documents to my eBinder?
 3. What happens when my eBinder is submitted?

****Completed P&T eBinders are due to the Office of Faculty Development and Advancement by [Friday, October 2, 2026](#). Clinical College of Medicine binders are due [Friday, October 16, 2026](#). Departments/Schools/Colleges will have earlier deadlines.****

Relax, you DON'T need to
know the details.



Canvas Site for Sample eBinders

- Email **Melissa Crawford** (mucrawford@fsu.edu) your FSUID
- Other resources can be found on the FDA [website](#)
 - P&T Memo
 - Guidelines for teaching statements
 - ORCID/FEAS+ Guides

Org: Promotion and Tenure Sample Binders

Promotion and Tenure Sample eBinders



[Modules - Promotion and Tenure Sample eBinders](#)

What should you be doing now?

- ☑ Make sure your CV is up to date AND published.
 - The CV should not have “Draft” at the top.

- ☑ Work with your supervisor to create a list of potential letter writers. **Do not contact the letter writers.**

- ☑ Begin to work on your statements – Summary of Major Accomplishments (1pg) and Discussion of Teaching, Research & Service (6 pgs.)
 - Both must be 12pt font, Times New Roman and 1-inch margins.

FEAS+/ORCID Questions



Tiffany Phillips
tphillips@fsu.edu

Faculty Expertise and Advancement System (FEAS+)

<https://feas.fsu.edu>

[FEAS+ Quick Start Guide](#)



ORCID

<https://orcid.fsu.edu/>

Questions?

Step 1: Promotion
& Tenure [website](#)



Step 2: Contact
Department/School/
College Staff

Step 3: Contact FDA
Melissa Crawford,
mucrawford@fsu.edu

Please email Melissa Crawford (mucrawford@fsu.edu) with your FSUID to be added to the Canvas site for sample binders.