

# Specialized Faculty Promotion Information Session

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# Specialized Faculty Classifications



Teaching  
Faculty



Research  
Faculty/Curator



Research  
Support



Instructional  
Support



University  
Librarian

# How do I know if I'm making progress toward promotion?



**"Your evaluation will be based on what you do in the next thirty seconds. Go!"**

# Specialized Faculty Evaluations





When do evaluations occur?

- Annually: ratings plus progress toward Promotion letters

Who evaluates you for promotion?

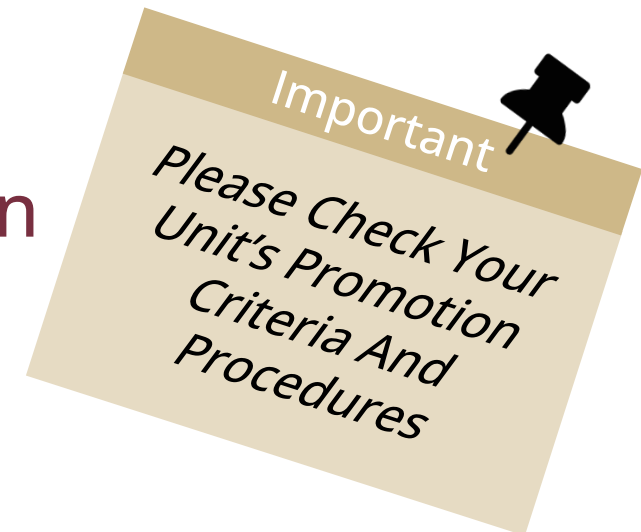
- Faculty in your academic unit (often a designated committee)
- Department Chair/School Director or Supervisor
- College/Unit Committee & Dean/Director
- Provost/Vice President of Research & President

# Eligibility for Promotion

-  Evidence of sustained excellence in performance in assignment of responsibilities
-  Supervisor/committee recommends candidates for promotion
-  Should be clear from your annual “Progress Toward Promotion” letters
-  Typically, a promotion candidate in 5th year

# What Evidence will Represent You?

- ☑ Letters from your chair/supervisor/director/dean
- ☑ CV
- ☑ Evidence of Achievements
- ☑ Annual Letters of Progress toward Promotion
- ☑ Statements (varies by position)
- ☑ Letters from colleagues at FSU\*
- ☑ Letters from external reviewers\*



\*for some positions

# “Early” Promotion?

- ☑ Promotion candidate prior to 5th year in rank
- ☑ Requires evidence of exceptionally meritorious performance
- ☑ May have years credited toward promotion when hired
- ☑ Visiting status may count if the assignment of responsibilities remains the same
- ☑ Highly unlikely to be promoted with less than 3 years in rank (difficult to judge “sustained” excellence in the position)

# Typical Promotion Timeline\*



\*for Level 1 specialized faculty with no "promotion credit"

# Faculty Candidate's Role

Make it easy for your faculty colleagues, chair, 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?

# Guidelines for Writing Teaching Statements

- ☑ Showcase your teaching expertise
- ☑ Guidelines are questions to help you reflect on your teaching and how you have developed as a teacher
- ☑ Some examples:
  - What are your goals for student learning in your courses?
  - What strategies or approaches do you use to help students achieve these goals
  - How do you gather evidence of student learning?
  - How have you used feedback to improve your teaching or course design?

Visit [Promotions for Specialized Faculty](#) to view the Guidelines for Teaching Statements

# Modifications and Considerations due to COVID-19

- Considering the online transmission of classes and other disruptions to teaching due to COVID-19, ratings from student course evaluations (SPCI) in Spring 2020, Summer 2020 and Fall 2020 will be excluded from promotion materials, unless promotion candidates request their inclusion
- Do include professional activities (e.g., conference presentation; invited address) that were cancelled due to COVID on your Promotion CV with this note: “Cancelled due to COVID”
- Do discuss any negative impact of current COVID-related circumstances (e.g., Human Subjects research not permitted; delays in reviews of book contracts, journal submissions) with your supervisors (chairs, directors, deans) and mentor committees; this information should be noted in future Progress toward Promotion letters and duly considered when conducting future faculty evaluations

# Questions?

Melissa Crawford

Office of Faculty  
Development and  
Advancement

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# First Rule of Promotion

- ☑ Know who the person is in your department, school, college or center/institute who can help you!
- ☑ This person can help you organize your materials into the proper format and will submit them by the university deadline: **October 16, 2026.** (Your department/schools/colleges/unit will have earlier deadlines.)



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

# Preparing your eBinder

- Read the informational memo and other information on the FDA [website](#)
- Guidelines for Writing Personal Statements
- FEAS+ and ORCID Guides
- Checklists for each track (details in memo)
  - Teaching Faculty (page 6)
  - Research Faculty/Curator (page 11)
  - Instructional Specialist (page 15)
  - Research Support (page 19)
  - Librarians (page 22)

# Canvas Site for Sample eBinders

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

## Specialized Faculty Promotion Sample Binders



[Modules - Specialized Faculty Promotion Sample Binders](#)

# FEAS+/ORCID Questions



Tiffany Phillips  
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Faculty Expertise and Advancement System (FEAS+)

<https://feas.fsu.edu>



ORCID

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

# Questions?

Step 1: Contact  
Department/School/  
College/Center Staff



Step 2: Specialized  
Faculty Promotion  
Memo found [here](#)

Step 3: Contact FDA  
Melissa Crawford,  
[mucrawford@fsu.edu](mailto:mucrawford@fsu.edu)

Please email Melissa Crawford with your FSUID to be added to the Canvas site for sample binders.