

# Specialized Faculty Promotions – Staff Review

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Office of Faculty Development & Advancement

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# What will we discuss?

- Who is eligible for promotion?
- What is “early” promotion?
- Prior years of service.
- Preparing the binder.
- Submitting the binder.
- Common mistakes.
- Questions.

# Who is eligible for promotion?

Faculty in the following tracks who have not yet reached the top rank (III):



Teaching  
Faculty I and II



Research  
Faculty/Curator  
I and II



Research Support  
including Assistant  
in Research and  
Associate in  
Research



Instructional  
Support including  
Instructional  
Specialist I and II



Assistant Librarian  
and Associate  
Librarian

# What is early promotion?

- ☑ Promoted prior to the start of the 5<sup>th</sup> year in rank.
- ☑ Specialized faculty are typically reviewed for promotion during the 5th year in their current rank. However, faculty may be reviewed for promotion early if the supervisor thinks the faculty member is ready.
- ☑ Requires evidence of sustained exceptionally meritorious performance.
- ☑ Highly unlikely to be promoted with fewer than 3 years in rank at FSU because it is difficult to judge “sustained” excellence in the position.

# Prior Years of Service

- ☑ Count toward years in rank if specified in one's offer letter.
- ☑ Please note that bringing in credit does not guarantee promotion but allows for the candidate to be considered earlier than is typical.

## Limits:

- ☑ Two years for a faculty member hired at the first level.
- ☑ Three years for a faculty member hired at the second level.
- ☑ Visiting status or reclassifications may count if the assignment of responsibilities remains the same.

# Reclassifications

- ❖ What if my area has a faculty member who was hired in one rank but reclassified to another rank?
- ❖ For example, what if someone was classified initially as an Instructional Specialist but was reclassified to Teaching Faculty. Does the time in the Instructional Specialist rank count towards promotion.

**Maybe.** If their assignment is the same, then yes. If their time as an Instructional Specialist really didn't include any teaching, then probably not.

Contact [Melissa Crawford](#) if you are unsure about a specific faculty member.

# Preparing the Binder

- Informational memo and other information are on the [FDA website](#)
- Summary Cover Sheet
- 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)
  - Librarian (page 23)
- There is no “online” process in myFSU-HR (OMNI) for Specialized Faculty promotions.


# Submitting the Binder


- ☑ Each faculty candidate's promotion binder must be submitted as one (1) .pdf file on or before **October 16, 2026**.
- ☑ Please do not use the "portfolio" option when combining pdf documents.
- ☑ Please submit binders to the [Faculty Processes Hub](#) on SharePoint.
- ☑ PDFs are required to be bookmarked before they are submitted to FDA. A list of bookmark names are on the FDA website.
- ☒ Please do not use cover pages between sections. The more pages the bigger the PDF file which mean a longer download time.

# Common Mistakes


- ❑ Must be a finalized and unaltered CV from FEAS+. [How to remove DRAFT](#) at the top of CV?
- ❑ CV missing one-sentence description of each published work since employment at FSU, or since last promotion at FSU.
- ~~❑ CV missing co-authors.~~
- ❑ All AORs must be [fully approved](#) and in printable format. Save as PDF and insert into the eBinder.
- ❑ **All** Specialized Faculty should have annual evaluations **AND** progress towards promotion letters (if below the highest rank).
- ❑ AORs, SPCI reports, Annual Evaluation Letters, Progress Letters must all be submitted in the eBinder from most recent to oldest.

# Common Mistakes – Cover Sheet

 If number of years in rank is less than 5, there must be a justification for early promotion on the cover sheet and the chair's/supervisor's letter.

 Votes are all numerical. Please do not use "X" or check marks.

 Make sure coversheet is signed.


**OFFICE OF FACULTY DEVELOPMENT & ADVANCEMENT**

### 2025-2026 Summary Cover Sheet – Specialized Faculty Promotion

Name: Sally Seminole Employee ID: 000123456

Department: English College/Center: Arts and Sciences

Recommended For Promotion To: (Check one)

<input checked="" type="radio"/> Teaching Faculty II	<input type="radio"/> Associate Curator	<input type="radio"/> Associate in Research
<input type="radio"/> Teaching Faculty III	<input type="radio"/> Curator	<input type="radio"/> Senior Research Associate
<input type="radio"/> Research Faculty II	<input type="radio"/> Instructional Specialist II	<input type="radio"/> Associate University Librarian
<input type="radio"/> Research Faculty III	<input type="radio"/> Instructional Specialist III	<input type="radio"/> University Librarian

Number Of Academic Years in Current Rank: 4 (Include Current Academic Year, 2025-2026)

Justification For Early Promotion If Less Than Five Years in Rank: (Must Also Be in The Chair's/Supervisor's Letter)  
The candidate has exceeded promotion criteria for promotion to Teaching Faculty II. See department chair's letter for details.

Dates of Employment and History of Ranks Held At FSU: (Dates are to be consistent with those on vita and other documents. Do not include time as an adjunct or in staff or non-specialized faculty ranks. Time spent in a visiting position must be the same as the current regular appointment.)  
August 2022-present, Teaching Faculty I

Summary of Committee Ballots and Each Administrative Officer Reviewing File:

	Eligible	Affirmative	Negative	Abstaining	Absent
Department/School/Unit Committee	10	8	2	0	0
Department Chair/School/Director/Supervisor	1	1			
College Committee (if applicable)	5	5			
Dean/Director	1	1			

Office of Faculty Development and Advancement  Eligible  Not Eligible

Provost or VP for Research

President

Certification That Candidate Has Had Opportunity to Review Completed Binder:

Signature of Candidate: Sally Seminole Date: 4/2/2025

Signature Chair/Supervisor (Or Equivalent) Or Dean/Director (Or Equivalent): Jane Doe Date: 4/2/2025

# Abstentions v. Absences

- **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 as an “abstention.”

# Sample Binders

Specialized Faculty Promotion Sample Binders



Modules - Specialized Faculty Promotion Sample Binders

If you want to be added to the “Specialized Faculty Sample Binder” Canvas organization site, please send me an email with your FSUID:

Melissa Crawford  
([mucrawford@fsu.edu](mailto:mucrawford@fsu.edu))

# Questions?



**Melissa Crawford**

[mucrawford@fsu.edu](mailto:mucrawford@fsu.edu)



[Specialized Faculty Promotion Website](#)



**Tiffany Phillips**

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**Faculty Expertise and Advancement System (FEAS+)**

<https://feas.fsu.edu>



**ORCID**

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