January 22, 2013

MEMORANDUM

To: Deans, Department Chairs, and Directors

From: Sally McRorie, Ph.D.
      Vice President for Faculty Development and Advancement

Subject: Promotion Procedures for Non-Tenure-Track Faculty

I am writing to remind you that promotion recommendations for faculty appointed to non-tenure-track positions (i.e., employees holding positions of assistant in, associate in, and the various levels of scholar/scientist/engineer, librarian, and curator) are due in the Office of the Vice President for Faculty Development and Advancement in Westcott 115 by Friday, March 15, 2013, for submission to the President for final action. Until the new provisions that have been bargained for non-tenure-track faculty classifications and promotions are implemented, we will be following this procedure.

In addition to meritorious performance, eligibility for promotion is based in part on the candidate’s level of education and years of service in an appropriate classification since these positions may have assignments in narrowly defined areas (e.g., research or teaching only, rather than the traditional teaching, research, and service areas). Performance is reviewed in the annual evaluation process, which determines salary actions, retention, and recommendations for promotion.

Promotion recommendations for non-tenure-track faculty originate at the department level and must be endorsed by the chair or director. Promotion packets should include a memorandum recommending the employee for promotion and assessing the employee’s role in the department, the employee’s curriculum vita or resume, and the employee’s annual evaluations and letters of progress toward promotion for the previous three years.

The materials for non-tenure-track faculty are not reviewed by the University Promotion and Tenure Committee, but are reviewed by the appropriate dean, director, or vice president. After review, the advice regarding the record of each candidate is given to the President via the Office of the Vice President for Faculty Development and Advancement. The Office of the Vice President for Faculty Development and Advancement confirms that each candidate meets the eligibility requirements and forwards the vice presidents’ recommendations (for approval or denial) to the Provost for recommendations and to the President for final action. The President’s decision is communicated to the appropriate administrators, who are responsible for informing the affected faculty. All non-tenure track promotions are effective at the same time as tenure-track faculty promotions at the beginning of the next academic year.

The University has adopted university-wide requirements for certain classes of non-tenure-track positions, but for others it has not. Minimum university-wide requirements have been adopted for
Librarians (See Appendix J, FSU-BOT UFF Collective Bargaining Agreement) and the promotion chain of “Assistant in” to “Associate in” to “Research Associate” (see http://fsu.edu/UFF/Development). For positions without university-wide requirements, such as the promotion chain of Assistant Scholar/Scientist, Associate Scholar/Scientist, and Scholar/Scientist, units have their own internal promotion requirements.

All departments/units must have written promotion criteria and procedures for non-tenure-track faculty (in-unit and out-of-unit). This information must be made available to the faculty members and must be on file in the Office of the Vice President for Faculty Development and Advancement. All procedures culminate in the submission of recommendations via the Office of the Vice President for Faculty Development and Advancement through the office of the Provost and Executive Vice President for Academic Affairs to the President for final action.

Article 14 (and Appendix J for in-unit librarian classes) of the FSU-BOT UFF Collective Bargaining Agreement (http://fsu.edu/UFF/Collective-Bargaining) should be reviewed for in-unit faculty to ensure that the unit’s procedures are in compliance with the agreement. These provisions may also be applied to out-of-unit faculty.

This memorandum and the minimum requirements for promotion to associate in/research associate are available on the Vice President for Faculty Development and Advancement website at http://fsu.edu/ in the Faculty Development section under Promotion (Non-Tenure-Track Faculty).

If you have questions about these procedures, please contact Dr. Andrea Novak at anovak@admin.fsu.edu or 850.644.7500.

cc: President Eric J. Barron
    Provost Garnett S. Stokes
    Vice-Presidents