January 5, 2016

MEMORANDUM

To: Deans, Department Chairs, and Academic Directors

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

Subject: Specialized Faculty Promotion Recommendations - Due Friday, March 25, 2016

Promotion recommendations for specialized faculty members originate at the department level and must be endorsed by the chair or director and dean before being given to the Provost and the President via the Vice President for Faculty Development and Advancement. 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 also reviewed by the Vice President for Research. The President’s decision is communicated by letter to the appropriate administrators and to the faculty member by this office. All specialized faculty promotions are effective at the same time as tenure-track faculty promotions at the beginning of the next academic year.

All departments/units 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 (http://hr.fsu.edu/?page=elr/collective_bargaining/collective_bargaining_uff_faculty), in generating specialized faculty (in-unit and out-of-unit) promotion recommendations.

Departments/schools should follow these procedures, which ensure compliance with the above:

- Request binder tabs by calling or emailing Ameko Dillard at 644-6876 or adillard@fsu.edu as soon as possible.
- Pick up those tabs from the Office of Faculty Development and Advancement (115 Westcott).
- Submit all completed binders and recommendations to the Office of the Vice President for Faculty Development and Advancement (115 Westcott) by Friday, March 25, 2016.

This memorandum, guidelines, cover sheet, and binder checklists are available on the Vice President for Faculty Development and Advancement website at http://fda.fsu.edu/ in the Faculty Development section under Specialized Faculty Promotions at the bottom of the page.

Thank you for attending carefully to these procedures; please let Melissa Crawford (mcrawford@fsu.edu or 644-6876) know if you have questions or concerns.

cc: President John Thrasher
    Provost Sally McRorie
    Vice-Presidents

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