

Promotion Workshop for Associate Professors

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VP Faculty Development & Advancement

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University Promotion & Tenure Criteria

- Sustained Excellence in scholarly or creative accomplishments AND teaching AND service.
- Is there evidence that you:
 - have (or will) achieve national and international recognition 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

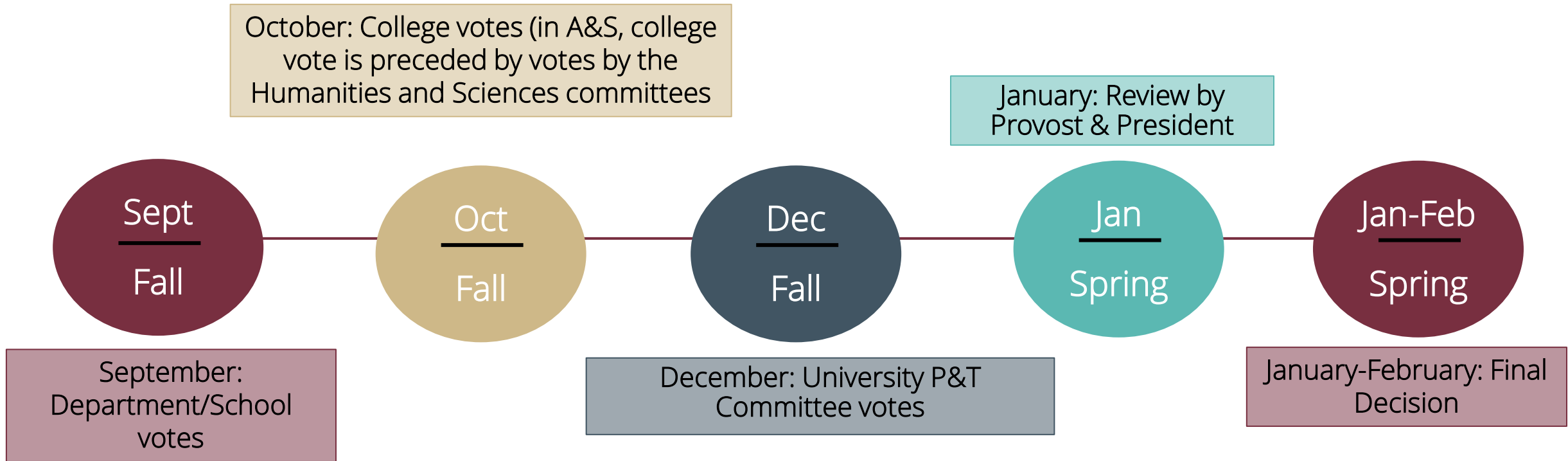
- Associate Professors
- Recommended by academic unit
- Time in rank varies



Typical Promotion Timeline*

- 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
 - Should be no “surprises” – that’s what “Progress toward Promotion” letters are for
 - Recommended to put together materials for promotion review (spring semester)
 - In the summer immediately following this recommendation, outside letters will be requested by your chair/director/dean and you work on your promotion materials (CV, statements, etc.)
 - Officially become a promotion candidate at the start of the fall semester (mid-August)
- *For Associate Professors

Promotion Timeline Continued



Who Evaluates Candidates for Promotion to Full Professor?



Department/School
Committee &
Chair/Director



College Committee
& Dean



University
Committee



Provost, President

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

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?

Faculty Candidate's Role

Selection of external letter writers:

- Provide list of possible letter writers (if asked)
 - DON'T directly contact potential letter writers
- Prepare short biographies of potential letter writers to chair/director/deans
- Be clear about whether there are “existing” relationships

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



College of Medicine

Clinical Associate Professors

- ☑ [Website](#)
- ☑ Follows the tenure-track procedures.
- ☑ Binders are due with the **Specialized Faculty promotion binders on October 25, 2025**
- ☑ Contact your department/school or college delegate for more information.

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



Questions?



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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.



How do I get to my eBinder?

- ☑ Your promotion and tenure delegate will create your eBinder in the online system.
- ☑ Faculty Quick Start Guide: <https://fda.fsu.edu/faculty-development/promotion-and-tenure>
- ☑ You have access to upload your own documents EXCEPT for the outside letters and for information on the cover sheet.

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



Canvas Site for Sample eBinders

- Email **Melissa Crawford** (mucrawford@fsu.edu) or **Kelley Duda** (kduda@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](#)

FEAS+/ORCID Questions



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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 Staff



Step 2: Promotion &
Tenure Memo found [here](#)

Step 3: Contact FDA
Melissa Crawford,
mucrawfod@fsu.edu
and
Kelley Duda,
kduda@fsu.edu

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