



FLORIDA STATE UNIVERSITY  
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

March 4, 2022

MEMORANDUM

To: Deans/Directors, Department Chairs/Directors, and Academic Directors

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

Subject: 2022/2023 Specialized Faculty Promotion Process

As you review the specialized faculty members within your department/unit who are below the highest level in each track, you will be determining who is eligible to be considered for promotion during the 2022/2023 specialized faculty promotion process. 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 reviewed by the Vice President for Research. **As a reminder, hardcopy binders are no longer accepted.** The deadline for deans or directors to submit electronic promotion binders (one .pdf file) to Melissa Crawford ([mucrawford@fsu.edu](mailto:mucrawford@fsu.edu) or FSU Dropbox) in the Office of Faculty Development and Advancement is **Friday, October 28, 2022.**

**Specialized Faculty Promotion Q&A Session**

A Q&A session for **potential candidates** focusing on the specialized faculty promotion process will take place on **Monday, April 11, 2022, from 3:30 p.m. to 5:00 p.m. on Zoom.** Potential candidates are **strongly encouraged** to attend. Vice President Kistner will be available to answer any questions about the process.

A Q&A session for **staff only** focusing the faculty promotion process will take place on **Wednesday, April 6, 2022, from 3:30 p.m. to 5:00 p.m. on Zoom.** Staff who will be assisting in the preparation of specialized faculty promotion materials are **strongly encouraged** to attend. Melissa Crawford, Faculty Administrator in the Office of Faculty Development and Advancement will be available to answer any questions about the process.

**Who is eligible for consideration?**

“Promotion-eligible” faculty members include all specialized faculty members below the highest level in each track. Demonstrated sustained excellence in performance of one’s assignment of responsibilities shall be the basis for promotion recommendations. Promotion is not automatic nor should it be regarded as guaranteed upon completion of a given term of service. Specialized faculty are typically reviewed for promotion during the 5<sup>th</sup> year in their current rank. For faculty members who are recommended for promotion prior to completion of five years in rank, justification for early promotion must be included in the chair’s/director’s/supervisor’s (or equivalent) letter.

A faculty member hired at the first level (Teaching Faculty I, Research Faculty I, Assistant Curator, Assistant in Research, Instructional Specialist I and Assistant University Librarian) may bring in no more than two (2) years of credit for prior service. A faculty member hired at the second level (Teaching Faculty II, Research Faculty II, Associate Curator, Associate in Research, Instructional Specialist II and Associate University Librarian) may bring in no more than three (3) years of credit for prior service. Any credit for prior service must be specified in writing at the time of hire. **Please note that bringing in credit does not guarantee promotion but allows for the candidate to be considered earlier than is typical.**

Since a faculty member in visiting status may only be appointed in that class for three (3) years, not more than two (2) years in visiting status may count towards promotion for a faculty member hired at the first level (Teaching Faculty I, Research Faculty I, Assistant Curator, Assistant in Research, Instructional Specialist I and Assistant University Librarian) and no more than three (3) years in visiting status for a faculty member hired at the second level (Teaching Faculty II, Research Faculty II, Associate Curator, Associate in Research, Instructional Specialist II and Associate University Librarian). **This should be specified at the time of hire and requires that the Assignment of Responsibility (AOR) for the visiting appointment and the regular appointment are the same.**

All departments/units/colleges 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](#), in generating specialized faculty (in-unit and out-of-unit) promotion recommendations.

**University Criteria for Specialized Faculty Promotion - Faculty Handbook, Section 5**

Promotion in the Specialized Faculty levels is attained through the meritorious performance of assigned duties in the faculty member's present position.

Specialized faculty members who have been assigned an administrative code shall be subject to the normal promotion criteria and procedures for the applicable level. They may not substitute performance of their administrative duties for qualifications in teaching or research. The duty assignments of such employees shall accord them an opportunity to meet the criteria for promotion; however, the number of years it takes a faculty member to meet the criteria in teaching or research and scholarly accomplishments may be lengthened by reduced duty assignments in those areas. The number of years over which such accomplishments are spread shall not be held against the faculty member when the promotion case is evaluated.

All departments/units/colleges must have written promotion criteria and procedures for all applicable Specialized Faculty available in the department/unit/college, posted on a single publicly accessible University Web site, and on file in the Office of the Vice President for Faculty Development and Advancement.

**Withdrawal from consideration:**

The candidate may withdraw his or her file within five (5) working days of being informed of the results of the secret ballot vote of each level of review and of the chair/director/supervisor and/or dean/director, regardless of the results of the vote. If a candidate chooses to withdraw, they must notify, in writing, the Office of the Vice President for Faculty Development and Advancement through their supervisory chain (e.g., chair/director, dean).

**Who is responsible for the preparation of the binder?**

In conjunction with the annual evaluation process, each department (or center/institute) must

review and evaluate each specialized faculty member's readiness for promotion every spring semester in relation to the above criteria. This review is documented in the annual progress toward promotion letter. Based on the outcome of the review, the department chair/director/supervisor shall determine whether to request that the faculty member participate in the preparation of a promotion binder. Each faculty member shall have an opportunity to assist in preparing the binder, add any relevant information prior to review by the departmental committee, and be informed in writing of the results of the recommendations at each level of review.

The promotion committee of the department/unit shall be charged with the responsibility of reviewing the Evidence of Performance of all prospective candidates for promotion in that department annually and recommending action to the department chair/supervisor on the nomination of each candidate. The department chair /supervisor (or equivalent) shall be charged with the responsibility of independently reviewing all prospective candidates in that department/unit and recommending action on the nomination of each candidate.

Once the candidate has signed the cover sheet and the departmental committee has reviewed a binder, no material may be added to or deleted from it except a dean's/director's statement of evaluation of the candidate and the candidate's response to that letter, if needed.

**The electronic binder should meet all requirements of the Specialized Faculty Guidelines before it is sent to the Office of the Vice President for Faculty Development and Advancement.**

This memorandum, cover sheet, and binder checklists are available on the Office of Faculty Development and Advancement [website](#). Instructions on how to bookmark the different components are also available.

Thank you for attending carefully to these procedures; please let Melissa Crawford ([mucrawford@fsu.edu](mailto:mucrawford@fsu.edu)) know if you have questions or concerns.

**Timeline and Summary of Dates:**

|                          |   |
|--------------------------|---|
| Friday, March 4, 2022    | Specialized Faculty Memo posted   |
| Monday, April 11, 2022   | Specialized Faculty Promotion Q&A Session for <b>Faculty only</b><br>3:30 p.m. - 5:00 p.m.; <a href="#">Zoom</a><br>Potential candidates are <b>strongly encouraged</b> to attend. Vice President Kistner will be available to answer any questions about the process.  |
| Wednesday, April 6, 2022 | Specialized Faculty Promotion Q&A Session for <b>Staff only</b><br>3:30 p.m. – 5:00 p.m.; <a href="#">Zoom</a><br>Staff who will be assisting in the preparation of specialized faculty promotion materials are <b>strongly encouraged</b> to attend. Melissa Crawford, Faculty Administrator in the Office of Faculty Development and Advancement will be available to answer any questions about the process. |
| Friday, October 21, 2021 | Colleges/units send a summary of actions to Melissa Crawford ( <a href="mailto:mucrawford@fsu.edu">mucrawford@fsu.edu</a> ) (i.e., the number of candidates being submitted; the number of withdrawals from consideration). Include each candidate's name, department/unit, and to what title each is being considered for promotion.   |
| Friday, October 28, 2022 | Promotion binder (.pdf file) due to Melissa Crawford in the Office of the Vice President for Faculty Development and Advancement, <a href="mailto:mucrawford@fsu.edu">mucrawford@fsu.edu</a> . <b>Please submit via email or FSU Dropbox.</b>   |
| Spring 2023              | President will notify the candidates in writing of final action (with a copy to the department chair (or equivalent) and dean/director).  |

**Organization and Preparation of Specialized Faculty Promotion File**

As stated earlier in this memo, the Office of Faculty Development and Advancement is no longer accepting hard-copy binders. **Each faculty candidate's promotional material must be submitted to Melissa Crawford in this office as one (1) .pdf file per candidate via email or FSU Dropbox.**

The .pdf file is **required** to be properly bookmarked before it is turned in to the Office of Faculty Development and Advancement. Please see the last page of this document for instructions. It is also posted on the Office of Faculty Development and Advancement [website](#). **Files will be returned to the college/unit if these instructions are not followed.**

## Specialized Faculty Promotion Guidelines

### Promotion Criteria

All Specialized Faculty promotion decisions shall take into account:

1. Annual evaluations.
2. Annual assignment of responsibility (AOR).
3. Fulfillment of the department/unit written promotion criteria in relation to the assignment. (All departments/units must have written promotion criteria and procedures for all applicable specialized faculty available in the department/unit, posted on a single publicly accessible University website, and on file in the Office of the Vice President for Faculty Development and Advancement.
4. Evidence of sustained effectiveness relative to opportunity and according to assignment.

### Promotion to Teaching Faculty II and III

#### 1. Summary Cover Sheet for Promotion

- This is the first page in the binder. Do not include any additional title pages from the college/center. Please use only the [Summary Cover Sheet for Promotion](#) posted to the Office of the Vice President for Faculty Development and Advancement [website](#).
- When justifying an early promotion prior to the 5<sup>th</sup> year, include a brief explanation and mark “yes” on the cover sheet.
- Be sure to include all numerical votes and signatures. **Please do not use check marks in any box. (See sample below.)**

| SUMMARY OF COMMITTEE BALLOTS AND EACH ADMINISTRATIVE OFFICER REVIEWING FILE: |                               |                               |                               |                               |                               |
|--|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| SAMPLE   | ELIGIBLE                      | AFFIRMATIVE                   | NEGATIVE                      | ABSTAINING                    | ABSENT                        |
|  | Numerical only, no check mark | Numerical only, no check mark | Numerical only, no check mark | Numerical only, no check mark | Numerical only, no check mark |
| DEPARTMENT/UNIT COMMITTEE  | 31                            | 30                            | 0                             | 0                             | 1                             |
| DEPARTMENT CHAIR/SUPERVISOR  | 1                             | 1                             | 0                             | 0                             | 1                             |
| DEAN/DIRECTOR  | 1                             | 1                             |                               |                               |                               |

#### 2. Dean’s/Center Director’s Recommendation

- If not included in the department chair’s/school director’s/supervisor’s letter, the dean’s/center director’s letter must include
  - justification if the candidate is going up for promotion prior to the 5<sup>th</sup> year at that level and
  - discussion of the meritorious performance of assigned duties in the faculty member’s present position.

#### 3. Faculty Response (optional)

- The candidate must be provided at least 5 working days to attach a response to the Dean’s/Center Director’s letter.

#### 4. Department Chair/School Director/Supervisor’s Letter

- The department chair/school director or supervisor’s letter must include

- justification if the candidate is going up for promotion prior to the 5<sup>th</sup> year at that level and
- discussion of the meritorious performance of assigned duties in the faculty member's present position.

**5. Department or School Committee Narrative**

- A narrative explanation **provided and signed** by the departmental/unit committee chair summarizing the discussion during the meeting and vote. Please make sure the narrative is signed.

**6. College/Center Committee Narrative (optional if there is a department/school narrative)**

- A narrative explanation **provided and signed** by the college/center committee chair in the promotion process summarizing the meeting and vote. Please make sure the narrative is signed.

**7. Peer Evaluation Letters**

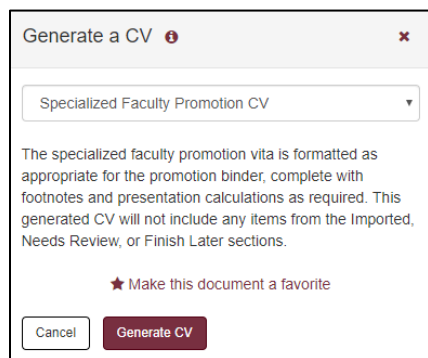
- Two **signed** letters from faculty members who have conducted peer evaluations of the candidate's teaching **within the last 12 months**.

**8. Written department or school/college/center promotion criteria**

- A copy of the department's or school's/college's/center's current approved promotion criteria and procedures (as reviewed by the Vice President for Faculty Development and Advancement).

**9. Curriculum Vita**

- This vita **must** be generated from the [Faculty Expertise & Advancement System \(FEAS\)](#).
- From the main menu select "CV"
  - Select "Specialized Faculty Promotion CV"
  - Select "Generate CV"



**10. Courses Taught**

- List of courses taught since appointment to the level from which being considered for promotion.
- This report must be generated from the Faculty Expertise & Advancement System (FEAS) in the format below. (See screenshots below.)
  - From the main menu select "Report"
    - Select "Teaching Summary – Custom Report"

- Select “2. Official Spec Fac Teaching Summary Report (FDA)”
- Select “Generate Report”

Generate a Report ✖

Teaching Summary - Custom Report

Generate a custom teaching summary report based on a template. The template includes various options for specifying the report time span and the inclusion of various summary tables. Click the Manage Report Data button for a menu of functions to update course sections taught, course percent effort, and non-thesis advising.

My templates  Public templates

| Template Name  | Description   |
|--|---|
| <input type="radio"/> 1. Official P&T Teaching Summary Report (FDA)        | This is the OFFICIAL teaching summary report required by the University Promotion and Tenure Committee that is to be used for the Courses Taught section of the Promotion and Tenure binder. Please do NOT use any other template for the e-binder. |
| <input type="radio"/> - 2. Official Spec Fac Teaching Summary Report (FDA) | This is the OFFICIAL teaching summary report required for the University Specialized Faculty Promotion binder that is to be used for the Courses Taught section. Please do NOT use any other template for the binder.                               |

11. **Assignment of Responsibilities (AOR)**


- Please include **from most recent to oldest, all fully approved AORs** from the date of hire at FSU or from the date of last promotion. **AOR reports must be printed using the printer friendly version from myFSU HR (see below).**
- **Example:** If the candidate was hired/promoted in August 2016, AORs **must** be from Fall 2016-Summer 2022.

AOR

Employee 000051456 Melissa Crawford Empl Rcd # 0 - Faculty Admin 12 Mo SAL AOR Period Fall 2017 - Summer 2018

Department 057009 - Faculty Development & Advmt AOR Version # 1 AOR Status Fully Approved

Leave of Absence  Sabbatical  Posted

[Show Less Detail](#) [Show More Detail](#)  [Create New Version](#)

|                                      | FALL2017 | SPRG2018 | SUMM2018 |
|--------------------------------------|----------|----------|----------|
| Total Effort Entered                 | 100.00   | 100.00   | 100.00   |
| <input type="checkbox"/> Instruction |          |          |          |
| Courses                              |          |          |          |
| Student Committees/Supervision       |          |          |          |
| Other Instruction (non-credit)       |          |          |          |

12. **Teaching Statement (3-pages maximum)**

- Candidates are strongly encouraged to refer to the updated [Guidelines for Teaching Statements](#).

13. **Other Teaching Activities (5-pages maximum)**

- This section can include other teaching-related activities, such as instructional innovation, involvement in curriculum development, authorship of educational materials, and participation in professional organizations related to the area of instruction. **This section is not optional.**

14. **Evidence of Well-Planned and Delivered Courses**

- Up to **three** sample syllabi from unique courses taught during preceding three years.



## 15. Grade Distribution for Each Course

- The grade distribution for each course taught since appointment to the level from which being considered for promotion. This report **must** be generated from the [Faculty Expertise & Advancement System](#) (FEAS).
  - From the main menu select “Report”
    - Select “Grade Distribution Report”
    - Select “5 years (Fall 2017-Summer 2022) Please wait until late August 2022 to run this report in order to capture all of the required semesters of teaching. If the candidate does not have a summer 2022 teaching assignment, it can be run earlier to include Summer 2017-Spring 2022.
    - Select “Generate Report.”

Generate a Report ⓘ

Grade Distribution Report

5 years (Fall 2017-Summer 2022)

Generate a grade distribution report. Consolidate +/- grades into a single letter grade. Consolidate sections with the same course number and title.

★ Make this document a favorite

Cancel Generate Report

## 16. SPCI Student Evaluation Summary Reports

- SPCI Course Evaluation Summary forms **must** be printed from FEAS for each course taught since appointment to the level from which being considered for promotion, most recent to oldest. Please do **not** use the reports from the evaluation kit.
- No free-response comments from the SPCI or student comments from any source should be included.
- **(See screenshot below.)**
  - From the main menu select “Report”
  - Select “SPCI Evaluation - 13 Questions”
    - Select “5 years (Fall 2017 to Summer 2022) Please wait until late August 2022 to run this report in order to capture all of the required semesters of teaching. If the candidate does not have a summer 2022 teaching assignment, it can be run earlier to include Summer 2017-Spring 2022.
  - Select “Generate Report”

Generate a Report ⓘ

SPCI Overall Evaluation Summary

5 Years (Fall 2017-Summer 2022)

Exclude SPCI Semesters with COVID-19 Disruption

Generate an SPCI (SPOT/SUSSAI prior to 2013) student evaluation summary report suitable for the promotion and tenure binder and the specialized faculty promotion binder. This report only includes the overall instructor evaluation (question 13). Reports for promotion should cover a period of three years. A public interface to SPCI evaluations is available [here](#).

★ Make this document a favorite

Cancel Generate Report



**17. Annual Evaluation Letters**

- Please include, **from most recent to oldest**, all annual evaluation **letters** from the date of hire at FSU or from the date of last promotion. **Do not include the annual evaluation form.**

**18. Annual Letters of Progress Towards Promotion**

- Please include **from most recent to oldest**, all annual **letters** of progress towards from date of hire at FSU or from the date of last promotion.
- If the annual evaluation letter and the progress towards promotion letter are one in the same, please place a page in this section indicating such

**19. Other Evidence (optional; 5-pages maximum)**

- No free-response comments from the SPCI or student comments from any source should be included.

**Promotion to Research Faculty II or III/Associate Curator or Curator**

**1. Summary Cover Sheet for Promotion**

- This is the first page in the binder. Do not include any additional title pages from the college/center. Please use only the [Summary Cover Sheet for Promotion](#) posted to the Office of the Vice President for Faculty Development and Advancement [website](#).
- When justifying an early promotion prior to the 5<sup>th</sup> year, include a brief explanation and mark “yes” on the cover sheet.
- Be sure to include all numerical votes and signatures. **Please do not use check marks in any box. (See sample below.)**

| SUMMARY OF COMMITTEE BALLOTS AND EACH ADMINISTRATIVE OFFICER REVIEWING FILE: |  |   |  |  |  |
|--|--|---|--|--|--|
| <b>SAMPLE</b>  | <u>ELIGIBLE</u><br><small>Numerical only, no check marks</small> | <u>AFFIRMATIVE</u><br><small>Numerical only, no check marks</small> | <u>NEGATIVE</u><br><small>Numerical only, no check marks</small> | <u>ABSTAINING</u><br><small>Numerical only, no check marks</small> | <u>ABSENT</u><br><small>Numerical only, no check marks</small> |
| DEPARTMENT/UNIT COMMITTEE  | 31   | 30  | 0  | 0  | 1  |
| DEPARTMENT CHAIR/SUPERVISOR  | 1  | 1   | 0  | 0  | 1  |
| DEAN/DIRECTOR  | 1  | 1   |  |  |  |

**2. Dean’s/Center Director’s Recommendation**

- If not included in the department chair’s/school director’s/supervisor’s letter, the dean’s/center director’s letter must include
  - justification if the candidate is going up for promotion prior to the 5<sup>th</sup> year at that level and
  - discussion of the meritorious performance of assigned duties in the faculty member’s present position.

**3. Faculty Response (optional)**

- The candidate must be provided at least 5 working days to attach a response to the Dean’s/Center Director’s letter.

**4. Department Chair/School Director/Supervisor’s Letter**

- The department chair/school director or supervisor’s letter must include

- justification if the candidate is going up for promotion prior to the 5<sup>th</sup> year at that level and
- discussion of the meritorious performance of assigned duties in the faculty member's present position.

**5. Department or School Committee Narrative**

- A narrative explanation **provided and signed** by the departmental/school committee chair in the promotion process summarizing the meeting and vote. Please make sure the narrative is signed.

**6. College/Center Committee Narrative (optional if there is a department/school narrative)**

- A narrative explanation **provided and signed** by the college/center committee chair in the promotion process summarizing the meeting and vote. Please make sure the narrative is signed.

**7. Outside Letters**

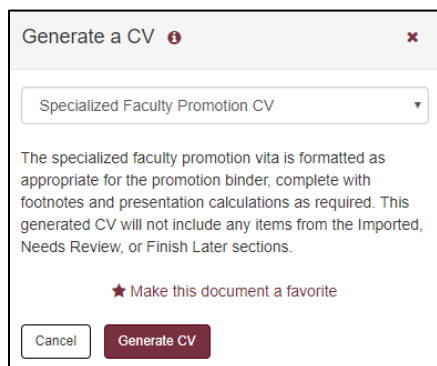
- Three letters of recommendation from faculty members of higher rank outside the University that attest to the quality of the candidate's research and/or other creative activities and her/his recognition in the field.

**8. Written department or school/college/center promotion criteria**

- A copy of the department's or school's/college's/center's current approved promotion criteria and procedures (as reviewed by the Vice President for Faculty Development and Advancement).

**9. Curriculum Vita**

- This vita **must** be generated from the [Faculty Expertise & Advancement System \(FEAS\)](#).
- From the main menu select "CV"
  - Select "Specialized Faculty Promotion CV"
  - Select "Generate CV"



**10. Assignment of Responsibilities (AOR)**

- Please include **from most recent to oldest, all fully approved AORs** from the date of hire at FSU or from the date of last promotion. AOR reports **must** be printed using the printer friendly version from myFSU HR (see below).
- **Example:** If the candidate was hired/promoted in August 2017, AORs **must** be from Fall 2017-Summer 2022.

AOR

Employee 000051456 Melissa Crawford Empl Rcd # 0 - Faculty Admin 12 Mo SAL AOR Period Fall 2017 - Summer 2018

Department 057009 - Faculty Development & Advmt AOR Version # 1 AOR Status Fully Approved

Leave of Absence  Sabbatical  Posted

«Show Less Detail» Show More Detail» Create New Version

|                                | FALL2017 | SPRG2018 | SUMM2018 |
|--------------------------------|----------|----------|----------|
| Total Effort Entered           | 100.00   | 100.00   | 100.00   |
| <b>Instruction</b>             |          |          |          |
| Courses                        |          |          |          |
| Student Committees/Supervision | Activity |          |          |
| Other Instruction (non-credit) |          |          |          |

### 11. Research Statement (3-pages maximum)

- Description of the candidate's program of research including past accomplishments, current activities, and future plans, highlighting the importance or impact of the candidate's research.

### 12. External Grant Funding

- Descriptions of the contracts and grants for which the candidate has served as Principal Investigator (PI) or co-PI since the last promotion or initial appointment, as appropriate, including: the title of the project; the funding agency; the list of PI and co-PIs; any other institutions involved; the FSU share and amount of funding.

### 13. Other Research-Related Activities

- Such as chapters in books, articles in refereed and non-refereed professional journals, musical compositions, exhibits of paintings and sculpture, works of performance art, papers presented at meetings of professional societies, reviews, and research and creative activity that has not yet resulted in publication, display, or performance. **This section is not optional.**

### 14. Scholarly or Creative Accomplishments

- Three scholarly or creative accomplishments of high quality, appropriate to the field, in the form of books and peer-reviewed scholarly publications.

### 15. Annual Evaluation Letters

- Please include, **from most recent to oldest**, all annual evaluation **letters** from the date of hire at FSU or from the date of last promotion. **Do not include the annual evaluation form.**

### 16. Annual Letters of Progress Towards Promotion

- Please include **from most recent to oldest**, all annual **letters** of progress towards from date of hire at FSU or from the date of last promotion.
- If the annual evaluation letter and the progress towards promotion letter are one in the same, please place a page in this section indicating such.

### 17. Other Evidence (optional – 5-pages maximum)

- If the faculty member has a teaching assignment, please include a list of courses taught since appointment to the level from which being considered for promotion, with the percentage of effort assigned, enrollment, and grade distribution for each course. This will not count towards the 5-page maximum.

- This list of courses can be generated from the Faculty Expertise & Advancement System ([FEAS](#)) by using the Teaching Summary.
- Grade distribution reports can be obtained from the “Generate a Grade Distribution Summary Report” in the Faculty Expertise & Advancement System ([FEAS](#)).
- A summary of the results of the polls of student perceptions of teaching shall also be included for each course, not including free responses of students.

**Promotion to Instructional Specialist II or III**

**1. Summary Cover Sheet for Promotion**

- This is the first page in the binder. Do not include any additional title pages from the college/center. Please use only the [Summary Cover Sheet for Promotion](#) posted to the Office of the Vice President for Faculty Development and Advancement [website](#).
- When justifying an early promotion prior to the 5<sup>th</sup> year, include a brief explanation and mark “yes” on the cover sheet.
- Be sure to include all numerical votes and signatures. **Please do not use check marks in any box. (See sample below.)**

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|--|--|---|--|--|--|
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| DEPARTMENT/UNIT COMMITTEE  | 31   | 30  | 0  | 0  | 1  |
| DEPARTMENT CHAIR/SUPERVISOR  | 1  | 1   | 0  | 0  | 1  |
| DEAN/DIRECTOR  | 1  | 1   |  |  |  |

**2. Dean’s/Center Director’s Recommendation**

- If not included in the department chair’s/school director’s/supervisor’s letter, the dean’s/center director’s letter must include
  - justification if the candidate is going up for promotion prior to the 5<sup>th</sup> year at that level and
  - discussion of the meritorious performance of assigned duties in the faculty member’s present position.

**3. Faculty Response (optional)**

- The candidate must be provided at least 5 working days to attach a response to the Dean’s/Center Director’s letter.

**4. Department Chair/School Director/Supervisor’s Letter**

- The department chair/school director or supervisor’s letter must include
  - justification if the candidate is going up for promotion prior to the 5<sup>th</sup> year at that level and
  - discussion of the meritorious performance of assigned duties in the faculty member’s present position.

**5. Department or School Committee Narrative**

- A narrative explanation **provided and signed** by the departmental/school committee chair in the promotion process summarizing the meeting and vote. Please make sure the narrative is signed.

**6. College/Center Committee Narrative (optional if there is a department/school narrative)**

- A narrative explanation **provided and signed** by the college/center committee chair in the promotion process summarizing the meeting and vote. Please make sure the narrative is signed.

**7. Internal Letters**

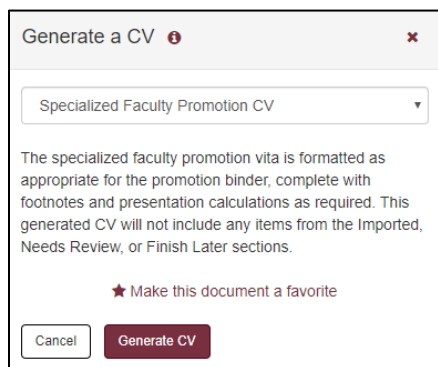
- Two or three letters of recommendation from faculty members, excluding the department chair/school director/supervisor, who have reviewed the faculty member's service in support of instruction and teaching, if applicable.

**8. Written department or school/college/center promotion criteria**

- A copy of the department's or school's/college's/center's current approved promotion criteria and procedures (as reviewed by the Vice President for Faculty Development and Advancement).



**9. Curriculum Vita**

- This vita **must** be generated from the [Faculty Expertise & Advancement System \(FEAS\)](#).
- From the main menu select "CV"
  - Select "Specialized Faculty Promotion CV"
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- **Example:** If the candidate was hired/promoted in August 2017, AORs **must** be from Fall 2017-Summer 2022.

| AOR   |  |   |  |               |
|---|--|---|--|---------------|
| Employee  | 000051456                              | Melissa Crawford  | Empl Rcd # 0 - Faculty Admin 12 Mo SAL |               |
| AOR Period  |  | Fall 2017 - Summer 2018   |  |               |
| Department  | 057009 - Faculty Development & Advment |   | AOR Version # 1                        |               |
| AOR Status  |  | Fully Approved  |  |               |
| <input type="checkbox"/> Leave of Absence                         | <input type="checkbox"/> Sabbatical    | <input checked="" type="checkbox"/> Posted  |  |               |
| <a href="#">Show Less Detail</a> <a href="#">Show More Detail</a> |  |   <a href="#">Create New Version</a> |  |               |
|   |  | FALL2017  | SPRG2018                               | SUMM2018      |
| <u>Total Effort Entered</u>                                       |  | <u>100.00</u>   | <u>100.00</u>                          | <u>100.00</u> |
| <input type="checkbox"/> <b>Instruction</b>                       |  |   |  |               |
| Courses   |  |   |  |               |
| Student Committees/Supervision                                    |  | Activity  |  |               |
| Other Instruction (non-credit)                                    |  |   |  |               |

11. **Instructional Support Statement (3-pages maximum)**
  - Faculty statement in instructional innovation, involvement in curriculum development, authorship of educational materials, and participation in professional organizations.
12. **Evidence of Excellence in Instructional Support**
  - Three examples of evidence of excellence in Instructional Support. **This section is not optional.**
13. **Annual Evaluation Letters**
  - Please include, **from most recent to oldest**, all annual evaluation **letters** from the date of hire at FSU or from the date of last promotion. **Do not include the annual evaluation form.**
14. **Annual Letters of Progress Towards Promotion**
  - Please include **from most recent to oldest**, all annual **letters** of progress towards from date of hire at FSU or from the date of last promotion.
  - If the annual evaluation letter and the progress towards promotion letter are one in the same, please place a page in this section indicating such.
15. **Other Evidence (optional – 5-pages maximum)**
  - If the faculty member has a teaching assignment, please include a list of courses taught since appointment to the level from which being considered for promotion, with the percentage of effort assigned, enrollment, and grade distribution for each course. This will not count towards the 5-page maximum.
  - This list of courses can be generated from the Faculty Expertise & Advancement System ([FEAS](#)) by using the Teaching Summary.
  - Grade distribution reports can be obtained from the “Generate a Grade Distribution Summary Report” in the Faculty Expertise & Advancement System ([FEAS](#)).
  - A summary of the results of the polls of student perceptions of teaching shall also be included for each course, not including free responses of students.

**Promotion to Associate in Research or Senior Research Associate (Research Support)**

**1. Summary Cover Sheet for Promotion**

- This is the first page in the binder. Do not include any additional title pages from the college/center. Please use only the [Summary Cover Sheet for Promotion](#) posted to the Office of the Vice President for Faculty Development and Advancement [website](#).
- When justifying an early promotion prior to the 5<sup>th</sup> year, include a brief explanation and mark “yes” on the cover sheet.
- Be sure to include all numerical votes and signatures. **Please do not use check marks in any box. (See sample below.)**

| SUMMARY OF COMMITTEE BALLOTS AND EACH ADMINISTRATIVE OFFICER REVIEWING FILE: |  |   |  |  |  |
|--|--|---|--|--|--|
| <b>SAMPLE</b>  | <u>ELIGIBLE</u><br><small>Numerical only, no check marks</small> | <u>AFFIRMATIVE</u><br><small>Numerical only, no check marks</small> | <u>NEGATIVE</u><br><small>Numerical only, no check marks</small> | <u>ABSTAINING</u><br><small>Numerical only, no check marks</small> | <u>ABSENT</u><br><small>Numerical only, no check marks</small> |
| DEPARTMENT/UNIT COMMITTEE  | 31   | 30  | 0  | 0  | 1  |
| DEPARTMENT CHAIR/SUPERVISOR  | 1  | 1   | 0  | 0  | 1  |
| DEAN/DIRECTOR  | 1  | 1   |  |  |  |

**2. Dean’s/Center Director’s Recommendation**

- If not included in the department chair’s/school director’s/supervisor’s letter, the dean’s/center director’s letter must include
  - justification if the candidate is going up for promotion prior to the 5<sup>th</sup> year at that level and
  - discussion of the meritorious performance of assigned duties in the faculty member’s present position.

**3. Faculty Response (optional)**

- The candidate must be provided at least 5 working days to attach a response to the Dean’s/Center Director’s letter.

**4. Department Chair/School Director/Supervisor’s Letter**

- The department chair/school director or supervisor’s letter must include
  - justification if the candidate is going up for promotion prior to the 5<sup>th</sup> year at that level and
  - discussion of the meritorious performance of assigned duties in the faculty member’s present position.

**5. Department or School Committee Narrative**

- A narrative explanation **provided and signed** by the departmental/school committee chair in the promotion process summarizing the meeting and vote. Please make sure the narrative is signed.

**6. College/Center Committee Narrative (optional if there is a department/school narrative)**

- A narrative explanation **provided and signed** by the college/center committee chair in the promotion process summarizing the meeting and vote. Please make sure the narrative is signed.



**7. Internal Letters**

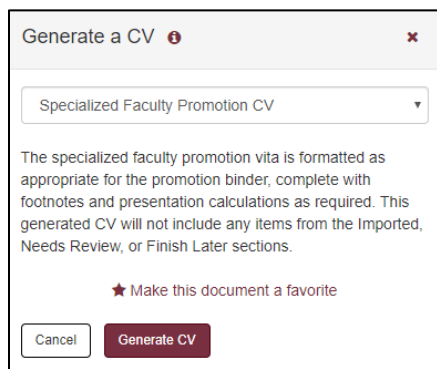
- Two or three letters from faculty members, besides the department/unit chair, who have reviewed the faculty member’s contributions in support of research.

**8. Written department or school/college/center promotion criteria**

- A copy of the department’s or school’s/college’s/center’s current approved promotion criteria and procedures (as reviewed by the Vice President for Faculty Development and Advancement).

**9. Curriculum Vita**

- This vita **must** be generated from the [Faculty Expertise & Advancement System \(FEAS\)](#).
- From the main menu select “CV”
  - Select “Specialized Faculty Promotion CV”
  - Select “Generate CV”



**10. Assignment of Responsibilities (AOR)**

- Please include **from most recent to oldest, all fully approved AORs** from the date of hire at FSU or from the date of last promotion. AOR reports **must** be printed using the printer friendly version from myFSU HR (see below).
- **Example:** If the candidate was hired/promoted in August 2017, AORs **must** be from Fall 2017-Summer 2022.

| AOR   |  |  |  |
|---|--|--|--|
| Employee  | 000051456                              | Melissa Crawford                           | Empl Rcd # 0 - Faculty Admin 12 Mo SAL |
|   |  | AOR Period                                 | Fall 2017 - Summer 2018                |
| Department  | 057009 - Faculty Development & Advment | AOR Version #                              | 1                                      |
|   |  | AOR Status                                 | Fully Approved                         |
| <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Sabbatical |  | <input checked="" type="checkbox"/> Posted |  |
| <a href="#">Show Less Detail</a> <a href="#">Show More Detail</a>             |  | <a href="#">Create New Version</a>         |  |
|   |  | FALL2017                                   | SPRG2018                               |
|   |  | SUMM2018                                   |  |
|   | <u>Total Effort Entered</u>            | 100.00                                     | 100.00                                 |
|   |  |  | 100.00                                 |
| <input type="checkbox"/>  | <b>Instruction</b>                     |  |  |
|   | Courses                                |  |  |
|   | Student Committees/Supervision         |  | Activity                               |
|   | Other Instruction (non-credit)         |  |  |

**11. Research Support Statement (3-pages maximum)**

- Faculty statement on how he or she is supporting the research in their department or unit.

**12. Evidence of Research Support Activities**

- Three examples of evidence of research support. **This section is not optional.**

**13. Annual Evaluation Letters**

- Please include, **from most recent to oldest**, all annual evaluation **letters** from the date of hire at FSU or from the date of last promotion. **Do not include the annual evaluation form.**

**14. Annual Letters of Progress Towards Promotion**

- Please include **from most recent to oldest**, all annual **letters** of progress towards from date of hire at FSU or from the date of last promotion.

**15. Other Evidence (optional – 5-pages maximum)**

- If the faculty member has a teaching assignment, please include a list of courses taught since appointment to the level from which being considered for promotion, with the percentage of effort assigned, enrollment, and grade distribution for each course. This will not count towards the 5-page maximum.
- This list of courses can be generated from the Faculty Expertise & Advancement System ([FEAS](#)) by using the Teaching Summary.
- Grade distribution reports can be obtained from the “Generate a Grade Distribution Summary Report” in the Faculty Expertise & Advancement System ([FEAS](#)).
- A summary of the results of the polls of student perceptions of teaching shall also be included for each course, not including free responses of students.

**Promotion to Associate University Librarian or University Librarian**

**1. Summary Cover Sheet for Promotion**

- This is the first page in the binder. Do not include any additional title pages from the college/center. Please use only the [Summary Cover Sheet for Promotion](#) posted to the Office of the Vice President for Faculty Development and Advancement [website](#).
- When justifying an early promotion prior to the 5<sup>th</sup> year, include a brief explanation and mark “yes” on the cover sheet.
- Be sure to include all numerical votes and signatures. **Please do not use check marks in any box. (See sample below.)**

| SUMMARY OF COMMITTEE BALLOTS AND EACH ADMINISTRATIVE OFFICER REVIEWING FILE: |  |   |  |  |  |
|--|--|---|--|--|--|
| <b>SAMPLE</b>  | <u>ELIGIBLE</u><br><small>Numerical only, no check marks</small> | <u>AFFIRMATIVE</u><br><small>Numerical only, no check marks</small> | <u>NEGATIVE</u><br><small>Numerical only, no check marks</small> | <u>ABSTAINING</u><br><small>Numerical only, no check marks</small> | <u>ABSENT</u><br><small>Numerical only, no check marks</small> |
| DEPARTMENT/UNIT COMMITTEE  | 31   | 30  | 0  | 0  | 1  |
| DEPARTMENT CHAIR/SUPERVISOR  | 1  | 1   | 0  | 0  | 1  |
| DEAN/DIRECTOR  | 1  | 1   |  |  |  |

**2. Dean’s/Center Director’s Recommendation**

- If not included in the department chair’s/school director’s/supervisor’s letter, the dean’s/center director’s letter must include
  - justification if the candidate is going up for promotion prior to the 5<sup>th</sup> year at that level and


- discussion of the meritorious performance of assigned duties in the faculty member's present position.
3. **Faculty Response (optional)**
    - The candidate must be provided at least 5 working days to attach a response to the Dean's/Center Director's letter.
  4. **Department Chair/School Director/Supervisor's Letter**
    - The department chair/school director or supervisor's letter must include
      - justification if the candidate is going up for promotion prior to the 5<sup>th</sup> year at that level and
      - discussion of the meritorious performance of assigned duties in the faculty member's present position.
  5. **Department or School Committee Narrative**
    - A narrative explanation **provided and signed** by the departmental/school chair committee in the promotion process summarizing the meeting and vote. Please make sure the narrative is signed.
  6. **College/Center Committee Narrative (optional if there is a department/school narrative)**
    - A narrative explanation **provided and signed** by the college/center committee chair in the promotion process summarizing the meeting and vote. Please make sure the narrative is signed.
  7. **Written department or school/college/center promotion criteria**
    - A copy of the department's or school's/college's/center's current approved promotion criteria and procedures (as reviewed by the Vice President for Faculty Development and Advancement).
  8. **Curriculum Vita**
    - This vita **must** be generated from the [Faculty Expertise & Advancement System](#) (FEAS).
    - From the main menu click "Generate Specialized Faculty Promotion Documents"
      - Click "Generate a Specialized Faculty Promotion Vita"
  9. **Assignment of Responsibilities (AOR)**
    - Please include **from most recent to oldest, all fully approved AORs** from the date of hire at FSU or from the date of last promotion. AOR reports **must** be printed using the printer friendly version from myFSU HR (see below).
    - **Example:** If the candidate was hired/promoted in August 2017, AORs **must** be from Fall 2017-Summer 2022.

AOR

Employee 000051456 Melissa Crawford Empl Rcd # 0 - Faculty Admin 12 Mo SAL AOR Period Fall 2017 - Summer 2018

Department 057009 - Faculty Development & Advment AOR Version # 1 AOR Status Fully Approved

Leave of Absence  Sabbatical  Posted

[Show Less Detail](#) [Show More Detail](#)  [Create New Version](#)

|                                      | FALL2017 | SPRG2018 | SUMM2018 |
|--------------------------------------|----------|----------|----------|
| Total Effort Entered                 | 100.00   | 100.00   | 100.00   |
| <input type="checkbox"/> Instruction |          |          |          |
| Courses                              |          |          |          |
| Student Committees/Supervision       |          | Activity |          |
| Other Instruction (non-credit)       |          |          |          |

10. **Demonstrated Excellence (3-pages maximum)**
  - Faculty statement regarding demonstrated excellence in the specialized area of librarianship.
11. **Continuing Education and Professional Associations (3-pages maximum)**
  - Participation in continuing education in the form of appropriate academic course work, workshops, institutes, or conferences.
  - Participation or membership in professional associations.
12. **Evidence of Librarianship**
  - Three examples of evidence of librarianship.
13. **Evidence of Service (3-pages maximum)**
  - Evidence of commitment to the service concerns of the University or the community.
14. **Annual Evaluation Letters**
  - Please include, **from most recent to oldest**, all annual evaluation **letters** from the date of hire at FSU or from the date of last promotion. **Do not include the annual evaluation form.**
15. **Annual Letters of Progress Towards Promotion**
  - Please include **from most recent to oldest**, all annual **letters** of progress towards from date of hire at FSU or from the date of last promotion.
16. **Other Evidence (optional – 5-pages maximum)**
  - If the faculty member has a teaching assignment, please include a list of courses taught since appointment to the level from which being considered for promotion, with the percentage of effort assigned, enrollment, and grade distribution for each course. This will not count towards the 5-page maximum.
  - This list of courses can be generated from the Faculty Expertise & Advancement System ([FEAS](#)) by using the Teaching Summary.
  - Grade distribution reports can be obtained from the “Generate a Grade Distribution Summary Report” in the Faculty Expertise & Advancement System ([FEAS](#)).
  - A summary of the results of the polls of student perceptions of teaching shall also be included for each course, not including free responses of students.