

Appendix K – DRAFT FOR DISCUSSION
FLORIDA STATE UNIVERSITY

CRITERIA AND PROCEDURES FOR PROMOTION

SPECIALIZED FACULTY: ~~TEACHING TRACK~~

K.1 Scope. This Appendix is a supplement to the provisions of Article 14 Promotion, regarding the criteria and procedures for promotion within the Specialized Faculty to the faculty ranks of Associate Teaching Professor/Instructor and Teaching Professor/Instructor. The Specialized Faculty comprises several tracks, each of which has three ranks.

(a) The specialized faculty tracks and ranks are as follows:

(1) Teaching Track (75% or more teaching, 5% or less research assignment):

Assistant Lecturer

Associate Lecturer

Senior Lecturer

(2) Research Track (75% or more independent research assignment):

Assistant Researcher

Associate Researcher

Senior Researcher

(b) In addition, a member of the Research Track may be granted an honorific working title containing the word “professor”, subject to the criteria and procedures specified in K.3, as follows:

(1) Assistant Researcher : Assistant Research Professor

(2) Associate Researcher : Associate Research Professor

(3) Senior Researcher: Research Professor

(c) Except where restricted explicitly to a specific track, these criteria and procedures apply to all the tracks.

K.2 University Criteria for Promotion

(a) When first employed, each faculty member shall be apprised of what is expected of him or her, generally, in terms of teaching, research and other creative activities and service, and specifically if there are specific requirements and/or other duties involved. If and when these expectations change during the period of service of a faculty member, that faculty member shall be apprised of the change.

(b) Promotion

(1) Promotion to the ~~rank of associate teaching professor/instructor~~Associate rank shall be based on recognition of demonstrated effectiveness in ~~teaching~~the areas of assigned duties.

(2) Promotion to the Senior rank ~~of teaching professor/instructor~~ shall be based on recognition of superior ~~teaching~~performance in the areas of assigned duties.

(3) Promotion decisions shall take into account the following:

a. annual evaluations

b. annual assignments

- 1 c. fulfillment of the department/unit written promotion criteria in
 2 relation to the assignment
- 3 d. for teaching:
- 4 1. evidence of well-planned and delivered courses
- 5 2. teaching and peer evaluations
- 6 3. ability to teach multiple courses within a discipline/major
- 7 4. other teaching-related activities, such as instructional
 8 innovation, involvement in curriculum development, authorship of educational materials, and
 9 participation in professional organizations related to the area of instruction
- 10 e. for research and other creative or scholarly activities:
- 11 1. independent scholarly or creative accomplishments of high
 12 quality, appropriate to the field, in the form of books and peer-reviewed scholarly publications
- 13 2. success in obtaining external funding, as principal
 14 investigator on grants
- 15 3. recognized standing in the discipline and profession, as
 16 attested to by letters from outstanding scholars outside the university
- 17 4. other research-related activities, such as those described in
 18 10.3(b)
- 19 f. evidence of sustained effectiveness relative to opportunity and
 20 according to assignment

21 (4) Although the period of time in a given rank is normally five years,
 22 demonstrated merit, not years of service, shall be the guiding factor. Promotion shall not be
 23 automatic, nor may it be regarded as guaranteed upon completion of a given term of service.
 24 Early promotion is possible where there is sufficient justification.

26 K.3 Promotion Procedures

27 (a) All departments/units must have written promotion criteria and procedures for all
 28 applicable ~~teaching-track faculty~~ Specialized Faculty available in the department/unit, posted on
 29 ~~their a single publicly accessible University~~ Web sites, and on file in the Office of the Dean of
 30 the Faculties. All procedures culminate in submission of recommendations via the Office of the
 31 Dean of the Faculties to the President for formal approval. All actions are effective at the same
 32 time as tenure track faculty promotions, which is the beginning of the next academic year.

34 (b) ~~Recommendations for promotion of non-tenure track faculty are normally~~
 35 ~~initiated by the director, dean, or vice president, who requests recommendations from individual~~
 36 ~~faculty supervisors regarding whether the record of each candidate meets the appropriate~~
 37 ~~promotion criteria. Recommendations for promotion of members of the Specialized Faculty~~
 38 ~~proceed, as for all other members of the faculty, according to the process specified in Article 14.~~

40 (c) The promotion and tenure committee of the department/unit (see I.3 (b)) shall be
 41 charged with the responsibility of reviewing the records of all prospective candidates in that
 42 department and recommending action on the nomination of each candidate. Each department is
 43 to consider all faculty members below the highest rank for promotion each year. Faculty
 44 members do not apply for promotion. For each eligible candidate, the department chair prepares
 45 a binder for promotion with the participation of the faculty member unless the candidate
 46 withdraws from consideration.

1
2 (d) Once the departmental committee has reviewed a binder, no material may be
3 added to or deleted from it except under the conditions specified in Articles 14 and 15 of this
4 Agreement. This means that after the binder leaves the first-level committee it is complete and
5 no materials can be added to it under normal circumstances, except that the Dean may place a
6 letter of evaluation on the record of achievement as reflected in the binder. The chair shall
7 submit the binders of all candidates, except those withdrawn by a candidate, to the dean with a
8 report of departmental committee recommendations taken via a secret ballot and the chair's
9 recommendations on all submitted binders of all candidates.

10
11 (e) The applicable director, dean, or vice president considers these recommendations
12 as well as independently reviews each candidate's record and then submits his or her advice
13 regarding whether the candidate meets the appropriate promotion criteria to the President via the
14 Office of the Dean of the Faculties. ~~The bylaws of a college/unit may also institute a faculty~~
15 committee to review all Specialized Faculty promotions within the college/unit.

16 (f) The Office of the Dean of the Faculties confirms that the candidate meets the
17 eligibility requirements, and then forwards the recommendation to the President for final
18 approval.

19 (g) ~~If a promotion committee is used~~At any level, the faculty committee serves only
20 to convey to the President, through the director, dean or vice president, as applicable, the
21 ~~information gathered by recommendation of the each~~ committee members as to whether the
22 candidate meets the written criteria for promotion. Individual members of these committees
23 make independent evaluations of the promotion files. The ~~information from the individual~~
24 ~~committee members~~ recommendation of the committee, along with the advice of the director,
25 dean, or vice president is submitted to the President for final approval.

26 (h) All recommendations (to approve or deny) by the dean, or equivalent
27 administrator, and all applicable review committees, are forwarded to the President for final
28 action via the Office of the Dean of the Faculties Office unless the candidate withdraws his or
29 her file from consideration within five working days of being informed of the results of the
30 consideration at a given level.

31 (i) Each faculty member shall be informed of his or her prospective candidacy, have
32 an opportunity to assist in preparing the folder and add any relevant information prior to review
33 by the departmental committee, and be informed in writing of the results of the secret ballot vote
34 at each level of review.

35 (j) Promotion Binder.

36 (1) The promotion binder shall include: professional vita; assigned duties,
37 annual evaluations, annual chair's letters of appraisal of progress toward promotion, and letters
38 of recommendation, and may include evidence of the other considerations specified in
39 ~~K.2(b)(3); courses taught; evidence of well planned and delivered courses; annual evaluations;~~
40 ~~teaching evaluations; peer evaluations; and evidence of sustained effectiveness relative to~~
41 ~~opportunity and according to assignment.~~

42 (2) For all faculty members with teaching assignments, the binder shall
43 include a list of courses taught since appointment to the rank from which being considered for
44 promotion, with the percentage of effort assigned, enrollment, and grade distribution for each
45 course.

1 (3) For faculty members in the Teaching track, the binder must also include at
2 least two letters from faculty members, besides the department/unit chair, who have conducted a
3 peer evaluation of the candidate's teaching.

4
5 (4) For faculty members in the Research track, the binder shall include, at
6 least:

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

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

14 (5) A complete description of materials to be included in the promotion binder
15 shall be provided in an annual memorandum from the Dean of the Faculties.

16 (6) Appropriate materials may be selected or abstracted from the faculty
17 member's one evaluation file for purposes of promotion inclusion in the promotion binder, as
18 long as the affected faculty member is informed of the selection for the promotion file. Any
19 evaluation of a faculty member placed in the promotion file binder shall become a part of the
20 faculty member's one evaluation file.

21 22 K.4 Honoric Working Titles.

23 (a) The University may grant non-tenure-track faculty members an honorific working
24 title containing the word "professor", for the track and ranks specified in K.1(b).

25 (b) Such a title may only be granted with the recommendation of a majority vote of
26 the tenured faculty of an academic unit, in recognition of scholarly accomplishments within the
27 unit's academic field.

28 (c) The criteria and procedures for awarding such an honorific working title shall be
29 the same as for promotion or initial appointment to the corresponding tenure-track rank, except:

30 (1) The department/unit and college/unit shall be the academic department
31 and college that recommend the granting of the title.

32 (2) The expectations in research, teaching, and service shall be scaled
33 proportionally to the assignment of duties.

34 (3) In addition, specialized faculty members in the teaching track shall
35 provide evidence of service and significant scholarly or creative accomplishments related to
36 her/his teaching, such as but not limited to: textbooks and laboratory manuals; articles in journals
37 and/or conferences related to pedagogy and curriculum; service on national accreditation bodies;
38 development of on-line course materials; educational grants; national teaching awards. These
39 accomplishments shall be assessed in at least three external letters.

40 (d) The awarding of an honorific working title is not a promotion. Therefore, for
41 example, notwithstanding Article 9.2(a)(4), meeting the criteria for an honorific working title
42 may require effort above and beyond the annual Assignment of Responsibilities, for which the
43 faculty member is not compensated by the University. Likewise, it is not justification for any
44 increase in compensation.

45 (e) The faculty member may use the honorific working title in place of the name of
46 the faculty member's position classification for the following purposes: correspondence,

1 publications, business cards, web pages, and applications for contracts and grants; The
2 University may use this title in Bulletins, University directory listings, and other publications,
3 provided the entire phrase including the modifier “research” is used.
4 (e) Notwithstanding any of the above, wherever the terms “professor,” “associate
5 professor,” and “assistant professor” appear without a modifier in this contract and in all
6 University documents, they shall apply only to the tenured and tenure-earning position
7 classifications (9001 Professor, 9002 Associate Professor, 9003 Assistant Professor, and 9009
8 Eminent Scholar). Examples of published University documents for the purpose of this
9 provision include, but are not limited to: the University Constitution, Faculty Senate Bylaws and
10 other Faculty Senate documents; the Faculty Handbook; college and department bylaws;
11 University rules and policy memoranda; University reports to external agencies.