

1 APPENDIX X
2 FLORIDA STATE UNIVERSITY
3 CRITERIA AND PROCEDURES FOR PROMOTION AND TENURE
4

5 X.1 Scope. This Appendix is a supplement to the provisions of Article 14 Promotion and
6 Article 15 Tenure, regarding the criteria and procedures for the granting of tenure and for
7 promotion to the faculty ranks of Associate Professor, and Professor.
8

9 X.2 University Criteria for Promotion and Tenure.

10 (a) When first employed, each faculty member shall be apprised of what is expected of
11 him or her, generally, in terms of teaching, research and other creative activities and service, and
12 specifically if there are specific requirements and/or other duties involved. If and when these
13 expectations change during the period of service of a faculty member, that faculty member shall
14 be apprised of the change.
15

16 (b) Promotion

17 (1) Promotion to the rank of associate professor shall be based on recognition
18 of demonstrated effectiveness in teaching, service, definite scholarly or creative
19 accomplishments, and recognized standing in the discipline and profession as attested to by three
20 letters from outstanding scholars outside the University.

21 (2) Promotion to the rank of professor shall be based on recognition of superior
22 teaching, service, scholarly or creative accomplishments of high quality and recognized standing
23 in the discipline and profession as attested to by three letters from outstanding scholars outside
24 the University.

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

29 (4) For promotion to Associate Professor, the expectation is that the candidate clearly
30 is becoming recognized nationally as a scholar or creative artist in a field; for Professor it is that
31 the candidate now has become so recognized. The evidence for this is different in different
32 fields, and to accommodate the variety of disciplinary practice throughout the range of academic
33 fields among the faculty, the University Promotion and Tenure committee shall have at least one
34 representative from each independent college or school.
35

36 (c) Tenure. The criteria for awarding tenure shall be the same as those for promotion
37 to the rank to which the candidate is being considered for promotion or the rank held by the
38 candidate if the candidate is not being considered for promotion. Tenure, however, is guaranteed
39 neither by promotion nor by previous attainment of the rank of associate or full professor.
40

41 X.3 Procedures

42 (a) Each department or its equivalent program or area (hereafter in this statement,
43 "department" will be used to convey "department, program, or area") and each school or college

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1 shall have a written statement of criteria and procedure for promotion and tenure, which shall be
2 approved by the academic dean and compatible with the BOT-UFF Agreement. These
3 documents shall be available to all faculty.
4

5 (b) Each department shall have an elected faculty promotion and tenure committee, of
6 whom a majority of the members shall be tenured faculty, charged with the responsibility of
7 reviewing the records of all prospective candidates in that department and recommending action
8 on the nomination of each candidate. Each department is to consider all faculty members below
9 the rank of tenured full professor for promotion or tenure, or both, if applicable, each year.
10 Faculty members do not apply for promotion or tenure. Faculty members are normally
11 considered for tenure during the sixth year of service in a tenure-earning position, including any
12 prior service credit granted at the time of initial employment or any visiting time agreed to count
13 as tenure-earning. A faculty member may be considered for early tenure during the fifth year of
14 tenure-earning service provided she or he has submitted a written request and obtained her or his
15 dean's approval for consideration, which will be placed in the promotion and tenure binder. For
16 each eligible candidate, the department chair prepares a nomination binder for promotion or
17 tenure with the participation of the faculty member unless the candidate withdraws from
18 consideration. There shall be only one binder if a faculty member is being recommended for
19 both promotion and tenure.
20

21 Once a binder has been reviewed by the departmental committee, no material may be
22 added to or deleted from the binder except under the conditions specified in Articles 14 and 15 of
23 the BOT/UFF Agreement. This means that after the binder leaves the first-level committee it is
24 complete and no materials can be added to it under normal circumstances, except that the Dean
25 may place a letter of evaluation on the record of achievement as reflected in the binder. The
26 chair shall submit the binders of all candidates, except those withdrawn by a candidate, to the
27 dean with a report of departmental committee recommendations taken via a secret ballot and the
28 chair's recommendations on all submitted binders of all candidates.
29

30 (c) Nominations for tenure shall include the results of a secret ballot poll of the tenured
31 faculty in the department of the candidate which may be taken at a meeting of the tenured
32 departmental faculty during which there may be a thorough discussion of the candidate's
33 qualifications for tenure as evidence in his or her binder. This meeting is to be held after the
34 departmental committee has provided its recommendation regarding whether ~~or not~~ the faculty
35 member should be awarded tenure. In schools and colleges without departments, the secret ballot
36 is taken at such a meeting of the tenured faculty of the school or college after the school or
37 college committee has its recommendation regarding whether ~~or not~~ the faculty member should
38 be awarded tenure.
39

40 (d) Each school or college shall have an elected faculty promotion and tenure
41 committee charged with the responsibility of receiving and reviewing all binders reviewed by
42 departmental committees and of recommending action on the nomination of each candidate.
43 Note that a school or college may use an additional committee between the department

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1 committee and the school or college committee if the faculty of said school or college has voted
2 for such usage in its bylaws. The eligibility of the dean of the school or college to function in
3 some relationship to and with its promotion and tenure committee is subject to the governing
4 bylaws of the school or college. In schools and colleges without departments, a majority of the
5 committee shall be tenured faculty, and the committee and the dean shall perform the functions
6 of the departmental committee and the department chair described herein. In schools and
7 colleges with departments, all members of the committee shall be tenured faculty. The dean
8 shall submit the binders of those recommended by the school or college committee to the Vice
9 President for Academic Affairs through the Office of the Dean of the Faculties with a report of
10 the school or college committee's recommendations and his or her recommendations. Deans in
11 schools and colleges with and without departments have the responsibility to see that the
12 promotion and tenure binders are prepared in compliance with established requirements and the
13 material in the binders organized according to the detailed instructions from the University
14 Promotion and Tenure Committee indicated in the annual memorandum on the promotion and
15 tenure process from the Dean of the Faculties. Any binders not meeting established
16 requirements shall be returned by the dean to the chair of the candidate's department; the
17 chairman and the candidate shall have five days to comply with established procedure. Binders
18 withdrawn by the candidates are to be held in the dean's office to be available to the University
19 Promotion and Tenure Committee or the Vice President for Academic Affairs and the President.
20

21 (e) The University shall have an elected promotion and tenure committee of tenured
22 faculty charged with the responsibility of receiving and reviewing all binders reviewed by school
23 or college committees and of recommending action to the Vice President for Academic Affairs.
24 In schools and colleges with and without departments, deans are not to be considered eligible for
25 election to the University Promotion and Tenure Committee. The Vice President for Academic
26 Affairs shall submit all binders to the President with a report of the University committee's
27 recommendations and his or her recommendations.
28

29 (f) Each level committee shall review the candidates in terms of the written statements
30 of criteria and procedure for promotion and tenure. Any deviation must be clearly noted and
31 fully justified.
32

33 (g) Each faculty member shall be informed of his or her prospective candidacy, have
34 an opportunity to assist in preparing the folder and add any relevant information prior to review
35 by the departmental committee and be informed in writing of the results of the secret ballot vote
36 at each level of review. The binder shall include, at a minimum: professional vita; assigned
37 duties; courses taught; evidence of teaching effectiveness, scholarly activity, and service; annual
38 evaluations; letters of recommendation. A detailed description of materials shall be provided in
39 the instructions for preparing binders from the University Promotion and Tenure Committee.
40 These instructions shall be contained in the annual memorandum on the promotion and tenure
41 process from the Dean of the Faculties, such as that issued in the Spring of 2004. Appropriate
42 materials may be selected or abstracted from the faculty member's one evaluation file for
43 purposes of promotion and tenure, as long as the affected faculty member is informed of the

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1 selection for the promotion and tenure file. Any evaluation of a faculty member placed in the
2 promotion and tenure file shall become a part of the faculty member's one evaluation file.
3

4 (h) A promotion and tenure committee at any level may withhold a recommendation if
5 in its judgment, there has been noncompliance with established procedure or the binder does not
6 contain required information and materials or does not contain adequate information. If the
7 withholding is by the departmental committee or by the next higher committee, the chair and the
8 prospective candidate shall have five days to comply with established procedure or add
9 requested material and documentation prior to final recommendation of the committee. A
10 statement of committee action and all resultant changes in the binder must be recorded on the
11 Summary Cover Sheet. Upon completion of review and recommendation, the promotion and
12 tenure committee at each level should inform the appropriate official of any inadequacies in
13 procedure and in the composition and documentation of the binders.
14

15 X.5 Time frame for promotion and tenure recommendations

16 (a) Departmental, and school or college, committees' work should be so timed that all
17 recommendations with accompanying binders are submitted to the Dean of the Faculties for the
18 University Promotion and Tenure Committee by the date specified in the annual memorandum
19 on the promotion and tenure process from the Dean of the Faculties.
20

21 X.6 Annual Memorandum on Promotion and Tenure Process.

22 There shall be an annual memorandum on the promotion and tenure process sent by the
23 Dean of the Faculties to deans and department chairs each Spring Semester. That memorandum
24 contains detailed instructions from the University Promotion and Tenure Committee for
25 preparing promotion and tenure binders, and copies of it should be provided to all prospective
26 candidates as soon as it is available each spring.
27

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