

***Appendix J***  
***CRITERIA AND PROCEDURES FOR PROMOTION***  
***OF SPECIALIZED FACULTY***

J.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, which are defined in Article 9.10.

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

(1) Promotion to the second rank in each track shall be based on recognition of demonstrated effectiveness in the areas of assigned duties.

(2) Promotion to the third rank in each track shall be based on superior performance in the areas of assigned duties.

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

- a. annual evaluations
- b. annual assignments
- c. fulfillment of the department/unit written promotion criteria in relation to the assignment
- d. evidence of sustained effectiveness relative to opportunity and according to assignment
- e. for the Teaching Faculty track:
  - i. evidence of well-planned and delivered courses
  - ii. summaries of data from Student Perceptions of Teaching (SPOT) questionnaires
  - iii. letters from faculty members who have conducted peer evaluations of the candidate's teaching
  - iv. ability to teach multiple courses within a discipline/major
  - v. 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
- f. for the Instructional Support track:

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- i. evidence of contributions in support of instruction, as attested to by internal letters from faculty members at FSU
- ii. other instructional support activities, as described in J.2(b)(3)e5
- g. for Research Faculty or Curator track:
  - i. scholarly or creative accomplishments of high quality, appropriate to the field, in the form of books and peer-reviewed scholarly publications
  - ii. success in obtaining external funding, as principal investigator or co-principal investigator on grants
  - iii. recognized standing in the discipline and profession, as attested to by letters from outstanding scholars outside the university
  - iv. other research-related activities, such as those described in 10.3(c)
- h. for Research Support Faculty
  - i. evidence of contributions in support of research, as attested to by internal letters from collaborators at FSU
  - ii. other research-related activities, such as those described in 10.3(c) and in J.2(b)(3)g
- i. for University Librarian and Information Specialties track
  - i. demonstrated excellence in the candidate's specialized area of librarianship
  - ii. participation in continuing education in the form of appropriate academic course work, workshops, institutes or conferences
  - iii. participation or membership in professional associations
  - iv. attainment of an advanced degree
  - v. publications
  - vi. evidence of commitment to the service concerns of the University or the community

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

(5) Specialized faculty members who have been assigned an administrative code shall be subject to the normal promotion criteria and procedures for the applicable rank. 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.

### J.3 Promotion Procedures

(a) 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

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accessible University Web site, and on file in the Office of the Vice President for Faculty Development and Advancement. All procedures culminate in submission of recommendations via the Office of the Vice President for Faculty Development and Advancement to the President for formal approval. All actions are effective at the same time as tenure track faculty promotions, which is the beginning of the next academic year.

(b) Recommendations for promotion of members of the Specialized Faculty proceed, as for all other members of the faculty, according to the process specified in Article 14. The following additional provisions apply.

(c) Each department/unit is to consider all faculty members who are eligible for promotion each year. For each eligible candidate, the department chair (or equivalent administrator if the department/unit is not a department) shall consult with the candidate to determine whether she or he desires to proceed to the preparation of a promotion binder. If the faculty member so desires, the chair and the faculty member will prepare a promotion binder as described in (l) below.

(d) The promotion committee of the department/unit shall be charged with the responsibility of reviewing the binders of all prospective candidates for promotion in that department annually, and recommending action on the nomination of each candidate.

(e) The department chair shall be charged with the responsibility of independently reviewing the binders of all prospective candidates in that department and recommending action on the nomination of each candidate.

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

(g) The applicable director, dean, or vice president considers these recommendations as well as independently reviews each candidate's record and then submits his or her advice regarding whether the candidate meets the appropriate promotion criteria to the President or designee via the Office of the Vice President for Faculty Development and Advancement. The bylaws of a college/unit may also institute a faculty committee to review all Specialized Faculty promotions within the college/unit.

(h) The Office of the Vice President for Faculty Development and Advancement confirms that the candidate meets the eligibility requirements, and then forwards the recommendation to the President or designee for final approval.

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(i) The recommendation of the applicable review committees and those of the department/unit chair and dean are only to convey to the President their recommendation as to whether the candidate meets the written criteria for promotion, based on their independent evaluations of the promotion files.

(j) All recommendations (to approve or deny) by the dean, or equivalent administrator, and all applicable review committees, are forwarded to the President or designee for final action via the Office of the Vice President for Faculty Development and Advancement unless the candidate withdraws his or her file from consideration within five working days of being informed of the results of the consideration at a given level.

(k) Each faculty member shall be informed of his or her prospective candidacy, have an opportunity to assist in preparing the binder and 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.

(l) Promotion Binder.

(1) The promotion binder shall include: professional vita, assigned duties, annual evaluations, chair/supervisor's annual letters of appraisal of progress toward promotion, and letters of recommendation, and may include evidence of the other considerations specified in Section J.2(b)(3).

(2) For all faculty members with teaching assignments, the binder shall include a list of courses taught since appointment to the rank from which being considered for promotion, with the percentage of effort assigned, enrollment, and grade distribution for each course. A summary of the results of the polls of student perceptions of teaching shall also be included for each course.

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

(4) For faculty members in the Instructional Support track, the binder shall include two or three letters from faculty members, besides the department/unit chair, who have reviewed the faculty member's service in support of instruction, and teaching if applicable.

(5) For faculty members in the Research track, the binder shall include:

a. Three letters of recommendation from outstanding scholars 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.

b. 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 the funding.

(6) For faculty members in the Research Support track, the binders shall include two or three letters from faculty members, besides the department/unit chair, who have reviewed the

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faculty member's service in support of research. If the duty assignments over the period since last promotion included a research component, the binder shall also include evidence of the quality of the research.

(7) A complete description of materials to be included in the promotion binder shall be provided in an annual memorandum from the Vice President for Faculty Development and Advancement.

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

#### J.4 Working Titles.

(a) Members of the Specialized Faculty may be assigned a specific working title according to Table J.4 Working Titles, by the dean of the college or comparable unit in which they are employed.

<b>Table J.4 Working Titles</b>		
<b>Position Code</b>	<b>Position Title</b>	<b>Working Title</b>
9060	Teaching Faculty I	Assistant Lecturer, Assistant Teaching Faculty, Instructor, Legal Writing Instructor
9061	Teaching Faculty II	Associate Lecturer, Associate Teaching Faculty, Instructor II, Legal Writing Instructor II
9062	Teaching Faculty III	Senior Lecturer, Senior Teaching Faculty, Instructor III, Legal Writing Instructor III
9070	Instructional Specialist I	Instructional Designer I, Training Specialist I, Legal Writing Assistant
9071	Instructional Specialist II	Instructional Designer II, Training Specialist II, Legal Writing Associate

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9072	Instructional Specialist III	Instructional Designer III, Training Specialist III, Legal Writing Specialist
9080	Research Faculty I	Assistant Scholar, Assistant Scientist, Assistant Engineer
9081	Research Faculty II	Associate Scholar, Associate Scientist, Associate Engineer
9082	Research Faculty III	Senior Scholar, Senior Scientist, Senior Engineer, Staff Physicist
9168	Assistant in Research	Laboratory Technician
9167	Associate in Research	
9165	Senior Research Associate	

(b) Deans may approve additional working titles, provided they do not contain the word “professor,” with consent of the faculty member.

J.5 Honoric Working Titles. In addition, members of the Teaching and Research tracks may be granted an honorific working title containing the word “professor,” as specified in Table J.5 Honoric Working Titles, under the following conditions.

<b>Table J.5 Honoric Working Titles</b>		
<b>Position Code</b>	<b>Position Title</b>	<b>Working Title</b>
9060	Teaching Faculty I	Assistant Teaching Professor
9061	Teaching Faculty II	Associate Teaching Professor
9062	Teaching Faculty III	Teaching Professor
9080	Research Faculty I	Assistant Research Professor
9081	Research Faculty II	Associate Research Professor
9082	Research Faculty III	Research Professor

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(a) Such a title may only be granted with the recommendation of a majority vote of the tenured faculty of an academic department/unit offering a degree program, in recognition of scholarly accomplishments within the granting department/unit's academic field.

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

(1) The department/unit and college/unit that evaluates the nomination and recommends the granting of the title may be different from those in which the faculty member is employed, if the faculty member is employed in a non-academic unit.

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

(c) Notwithstanding the provisions of J.5(a) and J.5(b), faculty appointed at the Panama City Campus who are assigned to the Teaching Faculty series may use the appropriate Assistant Teaching Professor, Associate Teaching Professor, or Teaching Professor honorific working title under the following conditions:

(1) The faculty member holds a terminal degree in a field relevant to the faculty member's teaching area(s), and

(2) A special Panama City Committee on Honorific Working Titles for Teaching Faculty appointed by the President or designee and consisting of three senior Panama City Campus faculty members recommends in a secret ballot that the faculty member be granted the honorific working title, and

(3) The President or designee approves the recommendation.

(d) The faculty member may use the honorific working title in place of the name of the faculty member's position classification for the following purposes: correspondence, publications, business cards, web pages, and applications for contracts and grants. The University may use this title in bulletins, University directory listings, and other publications. The entire phrase, including the modifiers "teaching" or "research," must be used.

(e) Notwithstanding any of the above, wherever the terms "professor," "associate professor," and "assistant professor" appear without a modifier in this contract and in all University documents, they shall apply only to the tenured and tenure-earning position classifications (9001 Professor, 9002 Associate Professor, 9003 Assistant Professor, and 9009 Eminent Scholar). Examples of published University documents for the purpose of this provision include, but are not limited to: the University Constitution; Faculty Senate Bylaws and other Faculty Senate documents; the Faculty Handbook; college and department bylaws; University rules and policy memoranda; and University reports to external agencies.

IN WITNESS THEREOF, the parties have set their signatures this 15<sup>th</sup> day of October, 2021.

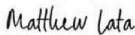
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President,  
Florida State University

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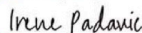
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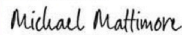
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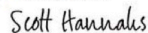
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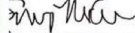
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