

PROMOTION POLICY
Position Classifications in the Collective Bargaining Unit
First to Second Rank & Second to Third Rank
Florida State University Panama City

Voted by faculty April 2021; policy effective for implementation May 2022

In accordance with FSU policy and The United Faculty of Florida Collective Bargaining Unit, criteria for specialized faculty promotion focus on meritorious performance of assigned duties in the faculty member's present position, in addition to degree and time in service. Promotion for faculty at Florida State University Panama City is a function of time in rank and quality of work. The candidate for promotion to a higher rank must demonstrate performance beyond what is minimally acceptable.

Promotion decisions for specialized faculty will take into account the following:

1. Annual evaluations.
2. Annual assignments of responsibility (AOR).
3. Fulfillment of the academic unit's written promotion criteria as it relates to a faculty member's AOR.
4. Evidence of sustained effectiveness relative to opportunity and according to a faculty member's AOR.

Promotion Criteria to the Second Rank

In order to be considered for promotion to the second rank in each track the candidate must meet or exceed all the following criteria:

1. The candidate should have served at least five years in the first rank or equivalent grade at another institution. Only a candidate with extraordinarily strong justification will be considered for promotion to the second rank prior to the fifth year.

In general, activities that may warrant justification for early promotion consideration include:

- a. Consistent exceptional performance beyond "**exceeding expectations**" standards in all areas of a faculty member's assignment.
- b. A strong, positive, and measurable impact on the community, the campus, and the university.
2. The candidate must have shown a consistent record of outstanding performance through the examination of the candidate's annual evaluations. The successful candidate shall:
 - a. Have not received any annual evaluation of "**Official Concern**" within the past two (2) years.
 - b. Have an annual overall evaluation rating of at least "**Meets FSU's High Standards**" for at least 50% of the evaluated years during the promotion time period.
3. The candidate must demonstrate a continuous effort to improve and keep oneself professionally updated.

4. The candidate must show a strong record of service to the FSU PC campus, Academic Program/Department, College, and/or University by meeting or exceeding AOR service criteria.
5. Completion of the standards above does not confer **automatic** approval of promotion.

Promotion Criteria to the Third Rank

In order to be considered for promotion to the second rank in each track the candidate must meet or exceed all the following criteria:

1. The candidate should have served at least five years in the second rank or equivalent grade at another institution. Only a candidate with extraordinarily strong justification will be considered for promotion to the third rank prior to the fifth year. In general, activities that may warrant justification for early promotion consideration include:
 - a. Consistently exceptional performance beyond “**exceeding expectations**” standards in all areas of a faculty members assignment.
 - b. A strong, positive, measurable impact on the community, the campus, and the university.
2. The candidate must have shown a consistent record of outstanding performance through the examination of the candidate’s annual evaluations. The successful candidate shall:
 - a. Have not received any annual evaluation of “**Official Concern**” within the past two (2) years.
 - b. Have an annual overall evaluation rating of at least “**Exceeds FSU’s High Standards**” for at least 50% of the evaluated years during the promotion time period.
3. The candidate must demonstrate a continuous effort to improve and keep oneself professionally updated.
4. The candidate must show a strong record of service to the FSU PC campus, Academic Program/Department, College, and/or University by meeting or exceeding AOR service criteria.
5. Completion of the above standards does not confer **automatic** approval of promotion.

For up-to-date information regarding Specialized Faculty Promotion Process including Promotion Binder/Portfolio requirements, the candidates should refer to Annual Memorandums by Office of Faculty Development and Advancement Office and its website (<https://fda.fsu.edu/faculty-development/promotions-for-specialized-faculty>).