

Appendix I

FLORIDA STATE UNIVERSITY CRITERIA AND PROCEDURES FOR PROMOTION AND TENURE FOR GENERAL FACULTY TENURED AND TENURE-EARNING FACULTY

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

I.2 University Criteria for Promotion and Tenure.

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


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

(3) ~~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.~~

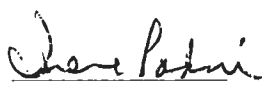
(4) Interpretation of these criteria in the areas of teaching and service is straightforward, but scholarly and creative activities are more difficult to judge. Over the years, the Promotion and Tenure committee has normally looked for evidence related to national (or international) standing. For promotion to Associate Professor, the expectation has been that the candidate clearly is becoming recognized nationally (or internationally) as a scholar or creative artist in a field; for Professor it has been that the candidate now has become so recognized. Of course, the evidence for this is different in different fields, and the FSU Constitution seeks to accommodate the variety of disciplinary practice throughout the range of academic fields among the faculty, by requiring that the University Promotion and Tenure committee shall have at least one representative from each independent college or school.


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

I.3 Procedures


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1 (a) Each department or its equivalent program or area (hereafter in this statement,
2 “department” will be used to convey “department, program, or area”) and each school or college
3 shall have a written statement of criteria and procedure for promotion and tenure, approved by the
4 academic dean and compatible with the BOT-UFF Agreement. These documents shall be available
5 to all faculty.

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

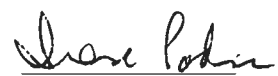
21 Once the departmental committee has reviewed a binder, no material may be added to or
22 deleted from the binder except under the conditions specified in Articles 14 and 15 of the BOT-
23 UFF Agreement. This means that after the binder leaves the first-level committee it is complete
24 and no materials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


29 (c) Nominations for tenure shall include the results of a secret ballot poll of the tenured faculty
30 in the department of the candidate and the narrative explanations summarizing the meetings of
31 each committee in the process. This poll may be taken at a meeting of the tenured departmental
32 faculty during which there may be a thorough discussion of the candidate’s qualifications for
33 tenure as evidenced in his or her binder. This meeting is to be held after the departmental
34 committee has provided its recommendation regarding whether the faculty member should be
35 awarded tenure. In schools and colleges without departments, the secret ballot is taken at such a
36 meeting of the tenured faculty of the school or college after the school or college committee has
37 its recommendation regarding whether the faculty member should be awarded tenure.

38 (d) Each school or college shall have an elected faculty promotion and tenure committee
39 charged with the responsibility of receiving and reviewing all binders reviewed by departmental
40 committees and of recommending action on the nomination of each candidate. Note that a school
41 or college may use an additional committee between the department committee and the school or
42 college committee if the faculty of said school or college has voted for such usage in its bylaws.
43 The eligibility of the dean of the school or college to function in some relationship to and with its


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1 promotion and tenure committee is subject to the governing bylaws of the school or college. In
2 schools and colleges without departments, a majority of the committee shall be tenured faculty,
3 and the committee and the dean shall perform the functions of the departmental committee and the
4 department chair described herein. In schools and colleges with departments, all members of the
5 committee shall be tenured faculty. A faculty member on such committee or among the tenured
6 faculty shall not be allowed to designate someone else to cast a vote on their behalf (*i.e.* proxy). A
7 faculty member may remotely cast a vote, either verbally or in writing, unless prohibited by a
8 department/unit's bylaws. The dean shall submit the binders of those recommended by the school
9 or college committee to the Vice President for Academic Affairs through the Office of the Vice
10 President for Faculty Development and Advancement with a report of the school or college
11 committee's recommendations, the narrative explanations summarizing the meetings of each
12 committee in the process, and his or her recommendations.

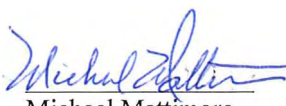
13 Deans in schools and colleges with and without departments have the responsibility to see that
14 the promotion and tenure binders are prepared in compliance with established requirements and
15 the material in the binders organized according to the detailed instructions from the University
16 Promotion and Tenure Committee indicated in the annual memorandum on the promotion and
17 tenure process from the Vice President for Faculty Development and Advancement. Any binders
18 not meeting established requirements shall be returned by the dean to the chair of the candidate's
19 department; the chairman and the candidate shall have five days to comply with established
20 procedure.

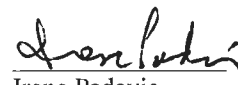
21 (e) The University shall have an elected promotion and tenure committee of tenured faculty
22 charged with the responsibility of receiving and reviewing all binders reviewed by school or
23 college committees and of recommending action to the Vice President for Academic Affairs.
24 Deans are not eligible for election to the University Promotion and Tenure Committee. The Vice
25 President for Academic Affairs shall submit all binders to the President with a report of the
26 University committee's recommendations and his or her recommendations.

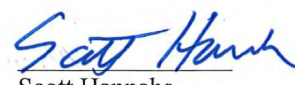
27 (f) Each level committee shall review the candidates in terms of the written statements of
28 criteria and procedure for promotion and tenure. Any deviation must be clearly noted and fully
29 justified.

30 (g) Each faculty member shall be informed of his or her prospective candidacy, have an
31 opportunity to assist in preparing the folder and add any relevant information prior to review by
32 the departmental committee, and be informed in writing of the results of the secret ballot vote at
33 each level of review. The binder shall include: professional vita; assigned duties; courses taught;
34 evidence of teaching effectiveness, scholarly activity, and service, as defined in Article 10.3;
35 Tenure Review Report(s) for Assistant Professors; all Progress Toward Promotion/Tenure letters;
36 the narrative explanations summarizing the meetings of each committee in the process; and letters
37 of recommendation. A detailed description of materials shall be provided in the instructions for
38 preparing binders from the University Promotion and Tenure Committee. These instructions shall
39 be contained in the annual memorandum on the promotion and tenure process from the Vice
40 President for Faculty Development and Advancement. Appropriate materials may be selected or
41 abstracted from the faculty member's one evaluation file for purposes of promotion and tenure, as
42 long as the affected faculty member is informed of the selection for the promotion and tenure file.


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


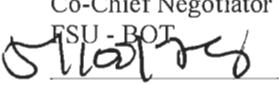
3 (h) A promotion and tenure committee at any level may withhold a recommendation if in its
4 judgment, there has been noncompliance with established procedure or the binder does not contain
5 required information and materials or does not contain adequate information. If the withholding is
6 by the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

15 I.4 Time frame for promotion and tenure recommendations.

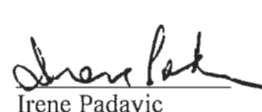
16 Departmental, and school or college, committees' work should be so timed that all
17 recommendations with accompanying binders are submitted to the Vice President for Faculty
18 Development and Advancement for the University Promotion and Tenure Committee by the date
19 specified in the annual memorandum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

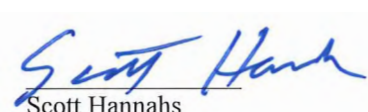
21 I.5 Annual Memorandum on Promotion and Tenure Process.

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