

#### **FSU-4.034 Faculty Tenure and Promotion.**

~~(1) The University Constitution, Rule FSU 1.004, F.A.C., contains the general University requirements and procedures for faculty tenure.~~

~~(2) University wide procedures.~~

~~(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.~~

~~1. Promotion to the rank of assistant professor shall be based on recognition of demonstrated competency in teaching, service, and promise of scholarly development. Promotion shall be considered automatic upon completion of the doctorate, but full documentation for promotion of faculty member receiving doctorate shall be submitted with other promotion folders.~~

~~2. Promotion to 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.~~

~~3. 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 competent scholars outside the University.~~

~~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.~~

~~(b) Procedure.~~

~~1. Each department or its equivalent program or area (hereafter in this statement, "department" will be used to convey "department, program, or area"), each school or college and each division shall have a written statement of criteria and procedure for promotion and tenure, which shall be compatible with Florida Statutes, Board of Regents Policy, the University Constitution, and the University statement of criteria and procedure for promotion and tenure. These statements shall be available to all faculty.~~

~~2. Each department shall have a faculty promotion and tenure committee charged with the responsibility of receiving all folders of prospective candidates in that department and of recommending action to the chairman (or equivalent head). Once a folder has been finally reviewed by the departmental committee no material may be added to or deleted from the folder unless otherwise provided for by the guidelines of this document. The chairman shall submit the folders of all recommended candidates to the dean with a report of departmental committee recommendations and his recommendations on all submitted folders of all candidates. Each school or college shall have a faculty promotion and tenure committee charged with the responsibility of receiving and reviewing all folders reviewed by departmental committees and of recommending action to the dean. The dean shall submit all folders to the Provost of the division with a report of the school or college committee's recommendations and his recommendations. Each division shall have a faculty promotion and tenure committee charged with the responsibility of receiving and reviewing all folders reviewed by school or college committees and of recommending action to the Provost. The Provost shall submit all folders to the Executive Vice President with a report of the divisional committee's recommendations and his recommendations. The University shall have a faculty promotion and tenure committee charged with the responsibility of receiving and reviewing all folders reviewed by divisional committees and of recommending action to the Executive Vice President. The Executive Vice President shall submit all folders to the President with a report of the University committee's recommendations and his recommendations.~~

~~3. Each level committee shall review the candidates in terms of the written statements of criteria and procedure for promotion and tenure. Any deviation must be clearly noted and fully justified.~~

~~4. Each faculty member shall be informed of his prospective candidacy, have an opportunity to assist in preparing his folder and add any relevant information within the listing under subparagraph (b)5. prior to review by the departmental committee and be informed of the advancement or rejection at each level of review.~~

~~5. Each candidate's folder shall contain the following information in the order indicated:~~

~~a. Statement of action by each committee and each administrative officer that review the folder with a record of actual committee votes including negative, affirmative, and abstaining.~~

~~b. Detailed professional vita.~~

~~c. Letter from chairman summarizing candidate's teaching, scholarly or creative activity, and~~

~~service in terms of the departmental statement of criteria and of the candidate's assigned duties. Any deviation must be clearly noted and fully justified.~~

~~d. Statement of assigned duties and of courses taught in preceding two years.~~

~~e. Evidence on teaching, scholarly and creative activity, and service.~~

~~(i) Evidence on teaching; by students' SIRS supplemented by other instruments, if available and/or required by department; by faculty colleagues; by chairman; and by candidate.~~

~~(ii) Evidence on scholarly and creative activity; by faculty colleagues; by chairman; and by candidate.~~

~~(iii) Evidence on service; by faculty colleagues; by chairman and/or other appropriate administrators; and by candidate.~~

~~f. Copies of annual evaluation of the candidate for the preceding two years.~~

~~g. For promotion to professor, three letters requested by department chairman from scholars holding the rank of professor outside the University. In general, these are not to include letters from the candidate's major professor or former personal colleagues in graduate school or other institutions unless the letter contains an unbiased assessment based on knowledge of current work.~~

~~h. Additional items for tenure.~~

~~(i) Statement indicating results of secret ballot taken at a meeting of the departmental tenured faculty showing the number of faculty members eligible to vote, number for, number against, and number abstaining.~~

~~(ii) Three letters requested by department chairman at least two of which must be from colleagues at the University.~~

~~6. A promotion and tenure committee at any level may withhold a recommendation if in its judgment there has been noncompliance with established procedure or the folder does not contain required information and material or does not contain adequate information. If the withhold is done by the departmental committee or by the next higher committee, the chairman and the prospective candidate shall have five days to comply with established procedure or add requested material and documentation prior to final recommendation of the committee. A statement of committee action and all resultant changes in the folder must be recorded under sub-subparagraph (b)5.a. Upon completion of review and recommendation, the promotion and tenure committee at each level should inform the appropriate official of any inadequacies in procedure and in the composition and documentation of the folders.~~

~~(c) Appeals.~~

~~1. A member of the faculty may nominate himself for promotion and, if eligible, for tenure, and request consideration of the departmental promotion and tenure committee, thus becoming a candidate.~~

~~2. A candidate may appeal a negative recommendation at any level to the next higher level committee.~~

~~(d) Time frame for promotion and tenure recommendations.~~

~~1. Departmental, school or college, and divisional committees' work should be so timed that all recommendations with accompanying folders are submitted by the provosts to the Executive Vice President by January 15. The University Promotion and Tenure Committee shall submit its recommendations to the Executive Vice President by March 1.~~

~~2. All candidates shall be informed of final action on promotion and of recommendation to the Board of Regents on tenure by date set by Board of Regents for inclusion on June Board of Regents agenda.~~

~~(e) Suggested guidelines for preparation of folder of candidate for promotion or tenure.~~

~~1. Teaching.~~

~~a. The following general information related to teaching is suggested for inclusion in the candidate's folder:~~

~~(i) A listing of courses taught, contact hours and enrollment each quarter for last two years.~~

~~(ii) A statement as to the proportion of time the candidate is assigned to teaching.~~

~~(iii) The value, in percentage assigned to student, faculty and/or administrative evaluations of teaching.~~

~~(iv) A copy of any departmental instrument developed for student, peer, or committee evaluation of the candidate. If copies of such forms are not included, the information provided will be discounted.~~

~~(v) Placement and success of graduate students, if applicable.~~

~~b. The following specific information and standards will be used to evaluate teaching:~~

~~(i) Course materials and Methodology; include only statements related to the development of innovative course materials and new programs. (Programs will be interpreted in the broad sense to include media, methodology, etc.)~~

~~(ii) Special teaching responsibilities and related assignments; teaching workshops or seminars;~~

~~honors courses; adult education courses; in service courses, DIS, supervised research and supervised teaching; membership on master's or doctoral committees; number of master's or doctoral recipients for which candidate has served as major professor or co-major professor.~~

~~(iii) Out of class student contact; academic advising—number of students and hours assigned to advising; and a statement as to candidate's accessibility to students.~~

~~(iv) Awards or other public recognition; departmental teaching awards; University teaching awards (such as Standard Oil Foundation Award); council for instruction award; and others (please specify).~~

~~(v) Student evaluations; SIRS or other University wide instrument; and departmental instrument.~~

~~(vi) Peer evaluations, including only data which is reasonably objective such as information gleaned from visitations and video tapes.~~

~~(vii) Evaluations by administrative supervisors.~~

~~(viii) Statement by the candidate, at the discretion of candidate.~~

~~c. The committee will not consider:~~

~~(i) Informal oral communication by students or peers.~~

~~(ii) An endorsement not accompanied by material susceptible to independent evaluation.~~

~~(iii) Lecture notes.~~

~~2. Scholarship. For the purposes of assessing scholarship three kinds of data are appropriate: publications, creative productions in the arts, or performances of critical importance to the candidate's area of expertise. The promotion folders should include full publication data on each work listed and be accompanied by a departmental evaluation of the candidate's scholarship. The candidate should also include information he or she feels pertinent to evaluation.~~

~~a. Published books, 100 pages, except in poetry, according to AAUP.~~

~~(i) Scholarly books: limited monograph of 75 to 100 pages; textbooks; edited and/or translated books; bibliographical books; books of readings or casebooks; any of the above co-authored or with multiauthors, in descending order.~~

~~(ii) Publisher; University, scholarly, commercial, international and national reputation; vanity or subsidy presses, differentiating those subsidy presses whose publications are referred; and in-house organs.~~

~~(iii) Details of publication: Is the book out or does the individual have a contract? Contract signifies that the work has been accepted for publication and will be published, to differentiate from the contract often used by commercial houses indicating desire to consider publication rather than guarantee of publication; book reviews, or if not available, referee's report; influence of work as indicated by frequency of citation in published works of other investigators and writers; reprinting, translation in foreign language, or similar criteria; research effort required; and number of copies printed.~~

~~b. Articles in journals: prestige of journal and circulation; originality and scope of article, length and breadth as exhibited by variety of subfields in which research or development is manifest; research effort required; is the journal refereed; co-authored works; and multiauthored works.~~

~~c. Articles in published works: festschriften; anthologies; proceedings of conferences or symposia; technical reports; original articles of semipopular nature, having as their purpose the dissemination of technical or scientific information; book reviews, newspaper articles/reviews listed separately; encyclopedia articles; and abstracts.~~

~~d. Related scholarship: papers read at national or international professional meetings; papers read at regional professional meetings; discussant or chairman roles at conferences and symposia; invited lectures; editorship, service on Board of Editors, and editorial positions on boards of regional, national and international journals; professional awards for scholarship; grants from the FSU Research Council; role as referee of manuscript, journals, and grant proposals, consultant to a federal agency, university, or national foundation or foreign university or government agency; visiting appointment reflecting scholarship or post-doctoral research program; funded research—Government, University, International, Regional, etc.; consultation resulting in scholarly publication.~~

~~e. Idiosyncratic criteria where applicable, as in Art, Dance, Music, Theatre, etc.~~

### ~~3. Service.~~

~~a. Recognized service: membership on departmental/college/university committees essential to operation of the respective units; administrative duties for the department/college/university, even on a temporary (1 quarter—1 year) basis; activity in professional (local, regional, national) groups beyond simple dues paying membership (role as officer, committee member, etc.); nonfunded professional advisory service to community, civic, governmental, religious, or social~~

groups (periodic consultant, speaker, workshop leader); representative of department/college/university at professional meeting; testimony on professional matters to legislative bodies; advisor for a student organization.

b. Basics: service should incorporate contributions which are not considered teaching and scholarship but which enrich one's teaching and scholarly work; service can range from assisting individual students to working with national organizations; faculty at the junior level are expected to offer service more at the local and/or regional level—senior faculty, at both those and the national level; no department should recognize service only in the area of committee work as opportunities for such service vary among departments; service should be evaluated so that weight is given leadership, time, effort, and breadth of service.

(3) Divisional Criteria and Procedures:

(a) Division II. No recommendation should be made or withheld solely on the basis of time in rank, race or sex. Special attention should be given to the unique service role of the professional school faculty member in the community. For example, he is frequently called upon to provide linkages between the practitioner and the academic community and to serve governmental agencies and the community in continuing education. This aspect should be strongly considered in assigning weights to teaching, research, and service and in the statement of assigned duties.

(b) Division III. Part 1—Structure of the Division-Level Faculty Evaluation Committee: The Division-Level faculty evaluation committee (hereafter referred to as “the committee”) shall be elected from members of the Division. Each department or school within the Division (hereafter referred to as “unit”) will have one or more members as representatives to the committee. Each unit will elect its representative(s) for a term of three years. The terms will be staggered so that no more than one third of the committee will be new for any given year. The number of representatives per unit on the committee will be proportional to the size of the unit according to the following formula: units with 15 or less line item faculty and/or faculty in tenure or tenure earning positions will have one representative; units with 16 to 25 line item faculty and/or faculty in tenured to tenure earning positions will have two members on the committee; units with 26 or more line item faculty and/or faculty in tenured or tenure earning positions will have three members. This will produce a committee of about 16 members. A person elected to the committee who is being considered for promotion or tenure shall not sit on the committee from the time his credentials are submitted for evaluation until his case is decided at the Division level. During that period, his unit

~~shall name a substitute as its representative to the committee. The Task Force has no recommendation as to whether or not the Institute for Social Research shall have a representative on the committee. The faculty in the Institute for Social Research may not be counted by both the Department of which they are members and the Institute for purposes of apportionment of committee representation. Representatives to the committee shall be elected from line-item faculty and/or faculty in tenured or tenure-earning positions.~~

~~Part 2—Procedures for Evaluation.~~

~~a. Criteria—The performance of each faculty member shall be evaluated in each of the following areas appropriate to the terms of employment:~~

~~1. Teaching—Teaching involves the presentation of knowledge, information and ideas by many methods including lecture, discussion, assignment and recitation, demonstration, laboratory exercise, practical experience, direct consultation with students, supervision of interns, etc. The utilization and effectiveness of each of these methods, when appropriate, shall be considered.~~

~~2. Research and Other Creative Activities—Contribution to the discovery of new knowledge, development of new educational techniques and other forms of creative activity shall be considered and evaluated. Evidence of research and other creative activity shall include, but not be limited to: published books; articles, papers, and book reviews, in professional journals, magazines, or newspapers; encyclopedia articles; symposia or conference proceedings; papers presented at meetings of professional societies; research grants; research proposals; and current research and creative activity that has not yet resulted in publication, display, or performance. Research activities shall also include, service as editor or member of an editorial board, or referee of manuscripts for scholarly or professional journals. Visiting appointments reflecting scholarship or post-doctoral research efforts shall be considered.~~

~~3. Service—Service shall include, but not be limited to, service on departmental, college and University committees, councils and senates; service in appropriate professional organizations, involvement in the organization and expedition of meetings, symposia, conferences, workshops; participation in professional conferences, radio and television programs; talks to civic clubs and other citizens groups; service to local, state and national governmental boards, agencies and commissions. Only those activities which are related to a person's field of expertise or the mission of the University shall be evaluated.~~

~~4. Other University Duties—Whenever duties other than those usually classified as teaching,~~

~~research or other creative activity, or service are assigned to a faculty member—such as academic administration, academic advising and career counseling—the effective performance shall be evaluated as hereinafter prescribed.~~

~~b. Responsibility for Evaluation and Weighting of Criteria—The basic evaluation of each faculty member with respect to teaching, research or creative activity and service shall be the responsibility of each academic unit. The following minimum procedures shall be employed by the academic unit in arriving at the final faculty evaluation:~~

~~1. Evidence of Performance—The academic unit shall request each member of the faculty to submit evidence of his or her performance in teaching, research or creative activities, and service (and other University duties where appropriate), together with any interpretive comments or supporting data which the faculty members deem appropriate in evaluating his or her performance. Reference is made to the statement on procedure and criteria developed by the 1971-1972 Faculty Advisory Committee on Promotion and Tenure for a detailed statement of the type of evidence to be forwarded to the Division Committee for Evaluation.~~

~~Where appropriate, each faculty member shall submit to the academic unit the results of an evaluation instrument of teaching adopted by the University and some other evidence of teaching effectiveness as deemed to be appropriate in the circumstances. Such evidence may include alternative evaluations by students, faculty or administrators.~~

~~e. The results of the individual faculty member's annual review shall be forwarded with the above mentioned materials and such annual evaluation must be considered by the Division-level faculty evaluation committee in making decisions concerning promotion and tenure. In evaluating the competencies of a faculty member, primary assessment shall be in terms of his performance of the assigned duties and responsibilities, and such evaluation shall be given adequate consideration for the purpose of salary adjustments, promotions, re-employment and tenure. A faculty member who is assigned full-time teaching duties as provided by law shall be rewarded with salary adjustments, promotions, re-employment or tenure for meritorious teaching and other scholarly activities related thereto.~~

~~Flexible criteria for rewarding faculty members consistent with the institution's educational goals and objectives shall be established, which criteria shall include quality teaching as a major factor in determining salary adjustments, promotions, re-employment or tenure.~~

~~d. Leave of Absence and Evaluation—If a faculty member is on leave of absence for all or part~~

~~of one or more academic years, the last evaluation preceding the commencement of the leave of absence shall suffice in meeting the annual evaluation requirement. For purposes of salary determination, promotion or tenure, and at the option of the faculty member, the academic unit may review such relevant information as the faculty member wishes to present concerning teaching, research or service during the period of his leave. Such performance shall be evaluated in the manner proscribed above.~~

~~(c) Division IV.~~

~~1. Criteria: The following shall be taken into consideration in interpreting the above proviso.~~

~~a. Appropriate instruments and procedures may be developed by schools and colleges, or by their respective departments, for the purpose of assessing or evaluating any of the foregoing criteria. Instruments and procedures may vary from department to department, as may the relative weighting given to various sources of evaluative data.~~

~~b. The interpretation of these criteria may vary from department to department according to the needs of differing programs. Insofar as possible, the Divisional Promotion and Tenure Committee shall take into account different needs of programs when evaluating the performance of individual faculty.~~

~~c. Specifically, creative activity such as performance, production, and exhibition, shall be considered equivalent to research in those programs emphasizing creative activity, and shall be given similar weight in deciding questions of promotion and tenure. Where appropriate, departments and schools may develop criteria and standards for reporting and evaluating creative activity.~~

~~2. Procedures:~~

~~a. The Divisional Promotion and Tenure Committee shall consist of eleven members: four from Music, two from Communication, and one each from Art, Art Education/Constructive Design, Dance, Interior Design and Theatre. Decisions shall be by majority vote of the members. The Acting Provost shall chair the Committee, but shall not vote unless regularly elected as a departmental or school representative.~~

~~b. The Divisional Committee shall receive nominations from the College of Communication, the Department of Dance, the School of Music, the School of Theatre, and the Promotion and Tenure Committee of the School of Visual Arts (consisting of one representative each from the Department of Art, Department of Art Education/Constructive Design and the Interior Design~~

~~Program). Internal procedures for arriving at these nominations shall be at the discretion of the respective schools and departments. Deans or Chairmen may submit separate nominations at their discretion.~~

~~c. Each member of the Committee shall rate each candidate for promotion or tenure on a scale of 1-10 points. Summed ratings of committee members shall serve as a basis for a preliminary rank order of candidates.~~

~~d. After publication of the preliminary rank orders, the Committee shall proceed to a discussion of the merits of each case. Following the discussion of each nominee, a vote shall be taken on whether to recommend the candidate for promotion or tenure. The results of this vote shall be reported to the University-wide Promotion and Tenure Committee.~~

~~e. Following the case by case discussion and vote, each member of the committee shall rank-order all applicants within a given academic rank, and the sum of these ranks shall be used as the basis for a final rank order of those recommended for promotion.~~

~~f. The results of the Committee's action shall be transmitted as soon as possible to the Chairmen and Deans, and a reasonable opportunity allowed for these administrators to appeal decisions of the Committee, either with respect to promote/no promote action, or with respect to relative rank ordering of candidates within the department or school. In instances where the committee, after such appeal, reaffirms its original decision, the Dean or Chairman may file a written objection to the Committee's action, which will be forwarded to the University Promotion and Tenure Committee along with the Divisional Committee's recommendations.~~

~~g. The Acting Provost will not file recommendations separate from those of the Divisional Promotion and Tenure Committee.~~

~~Specific Authority BOG Regulation 1.001(3)(j), Reg. Procedure July 21, 2005 Law Implemented 240.227(19) FS. History New 9-30-75, Formerly 6C2-4.34.~~