Specialized Faculty Promotion Guidelines
FAMU-FSU College of Engineering
April 2017

As of the date of these guidelines, only FSU offers a defined specialized faculty category with a promotion track. We will endeavor to provide equal opportunities to FAMU non-tenure line faculty using the FAMU HR system of levels and compensation as much as possible to support faculty development. Changes to the systems at either FSU or FAMU will take precedence over these guidelines. Departments may provide more detailed criteria specific to their requirements.

Promotion Criteria:

All specialized faculty promotion decisions shall take into account:

1. Annual evaluations
2. Annual Assignment of Responsibilities (AOR)
3. Fulfillment of the college’s promotion criteria in relation to the candidate’s assigned duties.
4. Evidence of sustained effectiveness relative to opportunity and according to the candidate’s assigned duties.
5. All promotion actions are effective the beginning of the next academic year.

Teaching faculty promotion decisions shall take into account:

1. Evidence of well-planned and delivered courses.
2. Summaries of data from Student Perceptions of Teaching (SPOT) or Student Perception of Courses and Instructors (SPCI).
3. Letters from faculty members who have conducted peer evaluations of the candidate's teaching.
4. Proven ability to teach courses within a discipline/major.
5. 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.

Instructional Support track promotion decisions shall take into account:

1. Evidence of contributions in support of instruction, as attested by internal letters from faculty members at FSU.
2. Other instructional support activities, such as instructional innovation, involvement in curriculum development, authorship of educational materials, and participation in professional organizations.
Research Faculty track promotions shall take into account:

1. Scholarly or creative accomplishments of high quality, appropriate to the field, in the form of reputable peer-reviewed scholarly publications.
2. Success in obtaining external funding, as principal investigator or co-principal investigator on grants.
3. Recognized standing in the discipline and profession, as attested to by letters from outstanding scholars outside the university.
4. Other research-related activities, such as chapters in books, reports, papers presented at meetings of professional societies, reviews, and research activity that has not yet resulted in publication.

Research Support Faculty promotion shall take into account:

1. Evidence of contributions in support of research, as attested by support letters from collaborators at FSU.
2. Scholarly or creative accomplishments of high quality and appropriate to the field (books and peer-reviewed scholarly publications).
3. Support in obtaining funding for research activities.
4. Other research-related activities, such as chapters in books, articles in refereed and non-refereed professional journals, papers presented at meetings of professional societies, reviews, and research and creative activity that has not yet resulted in publication, display, or performance.

Ranks

1. Promotion in the specialized faculty ranks is attained through meritorious performance of assigned duties in the faculty member's present position.
2. Promotion to the second rank in each track shall be based on recognition of demonstrated effectiveness in the areas of assigned duties.
3. Promotion to the third rank in each track shall be based on recognition of superior performance in the areas of assigned duties.

Promotion Process

1. Recommendations for promotion are made by faculty member's supervisor and are submitted to the department and college officials for review.
2. The supervisor may not withhold a faculty member's materials from review should the faculty member wish to be considered.
3. Each department considers all faculty members who are eligible for promotion each year. Although the period of time in a given rank is normally five years, demonstrated merit, not years of service is the guiding factor. Promotion shall not be automatic nor may it be regarded at guaranteed upon completion of a given term of service. Early promotion is possible where there is sufficient justification.
4. 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.

5. All faculty members are informed of their prospective candidacy by their supervisor. If
they wish to proceed, they also have an opportunity to assist in preparing their binder
prior to review. The faculty member shall have the right to review the contents of the
promotion binder and may attach a brief response to any material therein. Once the
departmental committee has reviewed a binder, no material may be added to it or deleted
from it except under the conditions specified in the Collective Bargaining Agreement
under Articles 14 and 15.

6. The department chair should provide a letter indicating his/her evaluation of the
promotion case, with justification. The promotion committee for specialized faculty is
established at the college level and must include one or more peers (i.e. non-tenure track
and/or specialized faculty). The promotion committee reviews the binders of prospective
candidates in the college, recommends action on the nomination of each candidate by
secret vote, and prepares a report of the committee's recommendations.

7. Prospective candidates will be informed of the results of the recommendations at each
level of review. A candidate may withdraw his or her file from consideration within five
working days of being informed of the results of the consideration at a given level. If a
candidate chooses to withdraw, he or she must notify in writing, through the chair and
dean.

8. Once the college committee and department chair has reviewed the binder, dean
considers these recommendations, independently reviews the binders, and then submits
his or her advice regarding whether the candidate meets the appropriate promotion
criteria to the Office of the Vice President for Faculty Development and Advancement.

9. The bylaws of a department may also institute a faculty committee to review all
Specialized Faculty promotions within the department. The review must take place before
the binder is sent to the promotion committee established at the college level and the
binder must record the vote of the departmental committee if one is used.

10. The Office of the Vice President for Faculty Development and Advancement confirms
that the candidate meets the eligibility requirements and then forwards its
recommendation to the Provost or Vice President for Research.

11. The Provost or the Vice President for Research considers the previous recommendations,
independently reviews the binders, and then forwards his or her recommendation to the
President for a final decision.
**Promotion Binder**

*Promotion binders for all Specialized Faculty shall include:*

1. Professional vita  
2. Assigned duties  
3. Annual evaluations  
4. Chair/supervisor's annual letter of appraisal toward promotion  
5. Letters of recommendation  
6. May also include evidence of the other considerations specified in department/unit promotion criteria

*Promotion binders for all faculty with teaching assignments shall include:*

1. 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.  
2. A summary of the results of the polls of student perceptions of teaching shall also be included for each course.  
3. Two or three letters from faculty members, besides the department chair, who have conducted a peer evaluation of the candidate's teaching.

*Promotion binders for all teaching track faculty shall include:*

1. Two or three letters from faculty members, besides the department chair, who have conducted a peer evaluation of the candidate's teaching.

*Promotion binders for faculty members in the Instructional Support Track shall include:*

1. 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.

*Promotion binders for faculty members in the Research track shall include:*

1. Three letters of recommendation from faculty members of higher rank 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.  
2. 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 funding.

*Promotion binders for faculty members in the Research Support track shall include:*
1. Two or three letters from faculty members, besides the department/unit chair, who have reviewed the faculty member's service in support of research.

2. 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.