

## **Progress Toward Promotion for Specialized Faculty**

### **I. Factors to be considered**

#### **A. Promotion Criteria**

##### **All Specialized Faculty promotion decisions shall take into account:**

1. Annual evaluations.
2. Annual assignment of responsibility (AOR).
3. Fulfillment of the department/unit written promotion criteria in relation to the assignment. (All departments/units should have written promotion criteria and procedures for all applicable Specialized Faculty available in the department/unit, posted on a single publicly accessible University Web site, and on file in the Office of the Vice President for Faculty Development and Advancement.)
4. Evidence of sustained effectiveness relative to opportunity and according to assignment.

#### **B. 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 multiple 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.

#### **C. 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. Instructional support activities, such as instructional innovation, involvement in curriculum development, authorship of educational materials, and participation in professional organizations.

#### **D. Research Faculty or Curator track promotions shall take into account:**

1. Scholarly or creative accomplishments of high quality, appropriate to the field, in the form of books and 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, articles in refereed and non-refereed professional journals, musical compositions, exhibits of paintings and sculpture, works of performance art, papers presented at meetings of professional societies, reviews, and research and creative activity that has not yet resulted in publication, display, or performance.

**E. Research Support Faculty promotion shall take into account:**

1. Evidence of contributions in support of research, as attested by internal letters from collaborators at FSU.
2. Other research related activities such as those described in the internal letters and J.2(b)(3)g.

**F. University Librarian and Information Specialties track promotion shall take into account:**

1. Demonstrated excellence in specialized area of librarianship.
2. Participation in continuing education in the form of appropriate academic course work, workshops, institutes or conferences.
3. Participation or membership in professional associations.
4. Attainment of an advanced degree.
5. Publications.
6. Evidence of commitment to the service concerns of the University or the community.

**II. Sample letter of effective progress toward promotion**

Date

Address

Dear:

The purpose of this letter is to provide written feedback on your progress toward promotion to Teaching Faculty III. Your work in meeting your assignments of responsibility has been superior this year, as it has in recent years. Of particular importance has been your motivation and dedication to help reorganize, update, and teach courses offered to non-majors in our department. This work not only has increased the number of students enrolled, but also the quality and SPCI assessments of those courses. It also has resulted in an increased number of non-majors interested in becoming majors based on their experiences in the course(s).

Additionally, your work as a faculty advisor for students seeking and completing internships has improved the quality of our students' internship experiences, as indicated in both students' informal responses and the more formalized information we have received from our internship sites/partners. Indeed, the reputation of our student interns has improved such that additional sites are willing to partner in providing internship opportunities, both locally and elsewhere. Your work with the logistics of internship sites and in preparing our students to succeed while on an internship makes important contributions to our departmental success.

If your performance continues at this level you will be eligible to be considered for promotion in the coming year in accordance with promotion criteria.

Sincerely,

Department Chair