THE FLORIDA STATE UNIVERSITY
OFFICE OF THE DEAN OF THE FACULTIES

March 15, 2011

M E M O R A N D U M

TO: Deans and Department Chairs

FROM: Anne E. Rowe
Dean of the Faculties and Deputy Provost

RE: 2011/2012 Promotion and Tenure Process

As you review the tenure-track faculty members within your unit who are below the rank of tenured full professor, you will be determining who is eligible to be considered for promotion and/or tenure during the 2011/2012 promotion and tenure process. The deadline for deans to submit all promotion and/or tenure binders to the Office of the Dean of the Faculties for review by the University Promotion and Tenure Committee is **Wednesday, October 19, 2011**.

Workshops on Promotion and Tenure

On behalf of the University Promotion and Tenure Committee, the Office of the Dean of the Faculties will conduct a meeting for faculty on **Wednesday, March 30, 2011, from 3:00p.m. to 5:00 p.m.** in the Dodd Hall Auditorium (DHA103).
A workshop for staff involved in binder preparation is scheduled for **Wednesday, April 6, 2011, from 3:00 p.m. to 5:00 p.m.** in the Dodd Hall Auditorium (DHA103).

Administrators, faculty, and staff are welcome to attend both events. Please encourage the appropriate faculty and staff to attend.

Election of Promotion and Tenure Committee Members

The members of the Promotion and Tenure Committees at all levels are responsible for advising the President whether each candidate meets the university criteria for promotion and/or tenure. It is important that representatives are elected from the most experienced and qualified faculty members who are committed to reading and independently evaluating the files of all candidates being considered.

The FSU Constitution states that tenure consideration must "originate with the appropriate department or unit which shall have an elected faculty committee, of whom a majority of the members shall be tenured faculty" (Article VI, Section B.1.a., b., and c.). Tenure-earning faculty may be elected to departmental committees as long as the majority of the members are tenured; the Faculty Senate Steering Committee has affirmed that this section also applies to colleges without departments. In colleges with departments, the college committee must be comprised of tenured faculty only. The dean's eligibility to function in relation to the college promotion and tenure committee is subject to the governing bylaws of the college.

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The University Promotion and Tenure Committee is comprised of tenured faculty members only, with at least one elected representative from each college. Deans are not eligible for election to the University Promotion and Tenure Committee.

Members of the elected promotion and tenure committees must be prepared to respond to questions about the records of candidates from their departments or colleges. During the meetings of the promotion and tenure committees at all levels, committee members may ask for clarification of material presented in a candidate's file and may discuss the documents contained or referenced in those files. A committee member may not advocate for or against a candidacy; all members should exercise their own independent evaluations of each record.

No candidate for promotion and/or tenure may serve on promotion and tenure committees except at the departmental level under exceptional circumstances. Election results for college representation on the University Promotion and Tenure Committee are due to the Office of the Dean of the Faculties by **Friday, September 16, 2011**.

University Criteria for Promotion and/or Tenure

Faculty Handbook, Section 5, http://facultyhandbook.fsu.edu/section5.html#s5a5

University Promotion Criteria

- 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.
- 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.
- Although the period of time in a given rank is normally 5 years, demonstrated merit, not years of service, shall be the guiding factor. Promotion is not automatic, nor is it regarded as guaranteed upon completion of a given term of service. Early promotion is possible where there is sufficient justification. Typically, an assistant professor is considered simultaneously for promotion and tenure during the 6th year of service.

University Tenure Criteria

- The criteria for awarding tenure are 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.

The *Faculty Handbook*, Section 5, the *Florida State University Regulations*, Chapter 6C2R-4.034, and the *BOT-FSU UFF Collective Bargaining Agreement*, Article 10, contain provisions on evaluation of faculty. All individuals considered for promotion or tenure must be evaluated in accordance with the written departmental and college policies, procedures, and criteria for faculty evaluation.

Faculty members who are earning eligibility for tenure or promotion must be given assignments throughout this period of their career that provide equitable opportunities (in relation to other faculty in the same department) to meet the required University criteria and departmental standards for promotion and tenure. These criteria include performance in all three areas of teaching, research and creative activity, and service. The balance of these three areas will vary throughout faculty members' careers and among the various fields and disciplines.

Among the three areas of teaching, creative activity, and service, evidence on creative activities is the most difficult to judge. Over the years the promotion and tenure committees have normally looked for evidence related to national (or international) standing. For promotion to Associate Professor, the expectation has been that the candidate clearly <u>is becoming</u> recognized nationally as a scholar or creative artist in their discipline; for Professor, the expectation has been that the candidate <u>has become</u> so recognized. Of course, the evidence for this standing is different in different fields. The FSU Constitution seeks to accommodate the variety of disciplinary practices throughout the range of academic fields among the faculty by requiring that the University Promotion and Tenure Committee have at least one representative from each college.

Please remind your faculty members of the University criteria listed above as well as your internal (departmental and/or college) standards. The required written departmental and college statements of standards for promotion and/or tenure must be compatible with the *Florida Statutes*, University criteria, and the *BOT-FSU UFF Collective Bargaining Agreement*.

<u>Who is eligible for consideration?</u>

"Promotion-eligible" faculty members include all faculty members below the rank of full professor.

"Tenure-eligible" faculty members are those who will be in their fifth (5th), sixth (6th), or seventh (7th) year of tenure-earning service in 2011/2012.

- Departments normally consider faculty for tenure during the 6th year of service, including any prior service credit granted at the time of initial employment or any visiting time agreed to count as tenure-earning. Departments may consider faculty members for *early tenure* during the 5th year of tenure-earning service provided the

faculty member submits a written request that is approved by the appropriate dean. This letter must be included in the promotion and tenure binder.

- The normal time-in-rank for promotion consideration is during the fifth (5th) year of service in that rank. Typically, however, assistant professors are considered simultaneously for promotion and tenure during the sixth (6th) year of service. Consideration for early promotion is also possible any time prior to the fifth (5th) year of service when sufficiently justified by demonstrated merit.
- Binders will be submitted for all faculty members in their sixth (6th) or seventh (7th) year unless a written request is on file by the candidate withdrawing from consideration, of which a copy is forwarded to the Office of the Dean of the Faculties.

Withdrawal from consideration:

- The candidate may withdraw his or her binder within five (5) working days of being informed of the results of the secret ballot vote of the committee at every level, of the secret ballot vote of the tenured faculty, and of the vote of the chair and/or dean, regardless of the results of the vote. The withdrawal request must be in writing.
- The candidate may withdraw his or her binder not only when the compiled votes result in negative advice, but also when the votes result in a tie or compiled positive advice.
- If the candidate does not exercise this option to withdraw the binder from further consideration the binder must be submitted to the next level.
- Binders will be submitted for all faculty members in their sixth (6th) or seventh (7th) year of service unless a written request is on file by the candidate withdrawing from consideration.
- A copy of a candidate's request that his or her binder not go forward to the University Promotion and Tenure Committee must be submitted to the Office of the Dean of the Faculties within ten (10) working days of receipt by the department or college.

Binders Submitted

- **Main Binder:** One main binder is prepared for each candidate, including faculty who are being considered for both promotion and tenure.
- **Publications or Creative Activity Binder:** Copies of the candidate's publications or creative activities are placed in a separate binder.
- See Attachment I for a description of the allowable content for each binder.

Who is responsible for the binder preparation?

- In colleges with departments, the department chair submits the binders to the deans. Faculty members are not required to prepare their own binders; they are, however, expected to participate in the binder preparation.
  The department chair is required to provide an evaluative statement ("Chair's Letter") of the candidate, based on a thorough review of the binder and to provide the candidate with a copy of that letter. The candidate must be advised in writing that he or she may attach a response to the letter within five (5) working days of its receipt. Please see

Attachment I regarding the placement of this letter and specific items that must be addressed.

- Deans submit the binders to the University Promotion and Tenure Committee. Deans are responsible for ensuring that promotion and/or tenure binders are prepared for eligible faculty in compliance with established requirements and that the material in the binders is organized as indicated in Attachment I. The dean should return binders that do not meet established requirements to the chair of the candidate's department, providing the chair and the candidate five (5) working days to comply with established procedure.
  In addition to the "Chair's Letter," the dean is required to provide an evaluative statement ("Dean's Letter") of the candidate, based on a thorough review of the binder. In the same manner as the chair's letter, the candidate is provided a copy of the dean's letter and advised in writing that he or she may attach a response to the letter within five (5) working days of its receipt. Please see Attachment I regarding the placement of this letter and specific items that must be addressed.
- The chair (or dean) and the candidate will meet to review the binder and sign the *Summary Cover Sheet*(s) before the binder is forwarded to the next level of review.
- The candidate is responsible for confirming that the binder is complete. The candidate's signature on the binder *Summary Cover Sheet*(s) certifies that the binder is complete and that the candidate has had an opportunity to assist in its preparation. The signature of the department chair (or dean) on the *Summary Cover Sheet*(s) certifies that the chair (or dean) has completed his or her responsibility to prepare the binder in compliance with University procedures, that the candidate has had the opportunity to review the binder, and that all materials in the binder are valid and accurate.
- After the candidate has signed the *Summary Cover Sheet*(s), the binder is complete, and no materials can be added to it except a dean's statement of evaluation of a candidate and the candidate's response to that letter if needed. For all practical purposes, this means that after the binder leaves the first-level committee, it is complete.

Interaction with committee members is prohibited:

- Evaluations must be based on the record as revealed in the file. *It is inappropriate for anyone (including deans, department chairs, faculty colleagues, or another committee member) to submit materials independently or to request conferences with committee members reviewing a file.*
- During the review process candidates may not discuss the files with another individual.
- The spouse/partner of a candidate may serve on a committee, but may not be present for or participate in the discussion of the binder and may not vote on the candidacy of his or her spouse/partner.

Notifying Candidates of departmental and college committee results:

- Each candidate for promotion and/or tenure must be notified in writing of the results of each department and college review. The written notification must advise the candidate

of his or her right to withdraw the binder from further consideration within five working days of the date notice is given.

Recording Results

- The reason (or reasons, in case of a tie) cited most frequently for any negative secret ballot from committee members is recorded on the *Reasons for Negative Committee Review Ballots* form(s) (see Attachment I). This record is placed immediately following the *Summary Cover Sheet*. Only the official reasons designated by the University Committee for a negative ballot may be used (see Attachment I).
- The results of the tenured faculty vote are indicated on the *Summary Cover Sheet for Tenure* **only** and should not include reasons for any negative ballots.

Note on abstentions:

- A faculty member who accepts election to a promotion and tenure committee at any level accepts the responsibility of reviewing and evaluating all files considered by the committee.
- Abstentions (refusals to ballot) should occur only for reasons of recusal, such as being unable to provide an unbiased assessment of a candidate.
- Absences from campus that result in a failure to ballot during the review process should be recorded as "absent not voting," not as an "abstention."
- Abstentions and absences are listed separately on the *Summary Cover Sheet*(s).
- A spouse/partner who serves on a committee shall recuse him or herself from the discussion and balloting of a candidate's binder. This is not an abstention; he or she should not be included in the number of "eligible" faculty on the *Summary Cover Sheet(s)*.

Information unique to tenure candidates:

Vote of the tenured faculty

- *After* the secret ballot of the departmental (or college if no departments) committee is compiled and the candidate is provided five (5) working days to withdraw his or her binder, the tenured faculty in the department (or college) must vote on the nomination of the candidate for tenure. The review of the tenured faculty will be conducted before the binder is submitted to the next level and the results will be indicated on the *Summary Cover Sheet for Tenure*.

Adjustments of tenure service record:

- Tenure service credit transferred from another institution must be agreed upon in writing by the dean of the college involved at the time of the original appointment, and documentation must be contained in the binder. Prior to the time the faculty member becomes eligible to be considered for tenure (prior to their 5th year of service) by the department promotion and tenure committee, the faculty member has one opportunity to withdraw all or a portion of this service credit.

- Any agreement to adjust the tenure status of the candidate must be included in the binder. Agreements may include withdrawal of prior service credit, mid-year agreement, agreement to count visiting time as tenure-earning, parental leave agreement, Article VI agreement (for administrative assignment), or extension of the tenure-earning period due to a qualifying personal circumstance (e.g., childbirth or adoption, personal injury or illness, care of ill or injured dependents, elder care, death of closely related family member resulting in need for extended dependent care).

Seven-Year Rule:

The FSU Constitution provides in Article VI, Section B.7.a.(1), that no person "may remain in the service of the University as a nonpermanent member of the faculty of any college, school, or other academic unit in any rank or combination of ranks for a total of more than seven years" (Seven-Year Rule). This includes the instructor, assistant professor, associate professor, and professor ranks, and visiting appointments in those ranks. The rule applies to all service time, whether tenure-earning or not. All or part of the time in visiting appointments at the rank of assistant professor or above may be accepted as tenure-earning if mutually agreed upon in writing by the academic dean and the faculty member at the time of appointment to a tenure-earning position. If a faculty member has held a visiting appointment(s) for more than one year and transferred no tenure-earning time from another institution, it will be necessary to accept some of the visiting time as tenure-earning in order that the person can be eligible for tenure consideration before the seven-year maximum is reached.

Preparation of Promotion and/or Tenure Binders

Attachment I describes the organization of the promotion and/or tenure binders. Please follow these instructions closely in the preparation and submission of all binders.

Timeline and Summary of Deadlines:

March 30, 2011	Faculty Promotion & Tenure Workshop 3:00 p.m. - 5:00 p.m.; Dodd Hall Auditorium (DHA103)
April 6, 2011	Staff Promotion & Tenure Workshop 3:00 p.m. - 5:00 p.m.; Dodd Hall Auditorium (DHA103)
September 16, 2011	Send the name(s) of the college representative(s) who will serve on the University Promotion & Tenure Committee to Andrea Novak, Faculty Administrator, ahardin@admin.fsu.edu, 314 Westcott, phone 850.644.7500 and mail code 1480.
Mid-October – 2011	Colleges send a summary of actions to Andrea Novak (i.e., number of binders being submitted; number of withdrawals from consideration). Include the candidate's name, department, and category for consideration (promotion to associate professor only, promotion to associate professor and tenure, promotion to professor only, promotion to professor and tenure, and tenure only). ▪ Candidates who wish to withdraw from consideration (at the department or college level) must do so in writing; a copy of the withdrawal must be sent to Andrea Novak. ▪ If no eligible candidate withdrew from consideration, please submit a written statement to that effect.
October 19, 2011	Promotion & Tenure binders due to the Office of the Dean of the Faculties
Late October – 2011	Organizational meeting of the University Promotion & Tenure Committee
November – 2011	University Promotion & Tenure Committee will review binders
December – 2011	Advice from the University Promotion & Tenure Committee will be forwarded to the Provost and President for final action; candidates will be informed in writing of the Committee's advice (with copy to the department chair and dean).
January/February – 2012	President will notify the candidates in writing of final action (with copy to department chair and dean).

Attachment I

Organization of Promotion and Tenure Binders

A candidate, even when being considered for both promotion and tenure, will typically have two (2) binders; a main binder and a publications or creative activity binder.

Labeling the binders

- **Labels must appear on the front and the spine of both binders and include the following information**:
    - The name of the candidate
    - The name of the department
    - The approval(s) sought
        - Promotion to Associate Professor Only
        - Promotion to Associate Professor and Tenure
        - Promotion to Professor Only
        - Promotion to Professor and Tenure
        - Tenure Only
- The publications or creative activity binder must also include:
        - Publications or Creative Activity
- Do not use page protectors unless absolutely necessary to protect one-of-a-kind documents and then use only non-glare page protectors.
- Notebooks must close securely and the pages must turn easily.

Organization of the Main Binder

Sections of the binder

- There are thirteen (13) primary sections within the main binder that **must** be labeled with tabs and organized as indicated below. (Smaller sub-tabs should be used to identify and divide the material within the main sections. Tabs should also be used, as appropriate, in the "Publications" or "Creative Activity" binder.)
- The Office of the Dean of the Faculties will provide the main tabs (with the labels typed) (Avery® Clear Label Index Maker® Presentation Dividers - 5 Tabs - #11416) and two sets of sub-tabs (Avery® Clear Label Index Maker® Presentation Dividers - 8 Tabs - #11417) for the main binder for each candidate. The sub-tabs will be blank for the departments to label appropriately. Departments are encouraged to begin building binders during the first year of employment.

  Contact Carol DeLoach, cdeloach@admin.fsu.edu, to requests tabs. Include the faculty member's name, department, and whether she/he is a current (2011/2012) candidate or will be a future candidate. Binder tabs will be provided for the main binder for each

faculty member; departments are responsible for obtaining the tabs for the "Publications" or "Creative Activity" binder.

Labels for Main Tabs and Sub-Tabs

Tab 1 SUMMARY COVER SHEET(S)

- **Summary Cover Sheet for Promotion**
  This is the first page in the binder if a candidate is being considered for promotion. Please use only the *Summary Cover Sheet for Promotion* posted to the Dean of the Faculties webpage at http://dof.fsu.edu/Faculty-Development.

  - *Is this early promotion?* If the number of years in rank at FSU is less than 5 years, but when combined with equivalent or higher years in rank at another university is 5 or more years, mark "no" at the top of the Cover Sheet. Include the following statement under *Justification for Early Promotion if less than "the normally five years" in rank*: "This is not early promotion because of _(number of years)_ years in rank at __(name of institution)__."

- **Reasons for Negative Committee Reviewer Ballots – Promotion**
  This form immediately follows the *Summary Cover Sheet for Promotion*. Indicate the reason (or reasons, in case of a tie) that was cited most frequently for any negative secret ballot received from all applicable promotion and tenure committees on the *Reasons for Negative Committee Reviewer Ballots – Promotion* form. Please use only the *Reasons for Negative Committee Reviewer Ballots – Promotion* posted to the Dean of the Faculties webpage at http://dof.fsu.edu/Faculty-Development.

- **Summary Cover Sheet for Tenure**
  If a candidate is being considered for tenure only, this is the first page in the binder. If a candidate is being considered for promotion and tenure, this page is placed immediately after the *Summary Cover Sheet for Promotion* and *Reasons for Negative Committee Reviewer Ballots – Promotion*. Please use only the *Summary Cover Sheet for Tenure* form posted to the Dean of the Faculties webpage at http://dof.fsu.edu/Faculty-Development.
  - Please note that the secret ballot vote of the tenured faculty members in the department (or college without departments) is required for all tenure considerations.

- **Reasons for Negative Ballots – Tenure**
  The *Reasons for Negative Committee Reviewer Ballots – Tenure* form immediately follows the *Summary Cover Sheet for Tenure*. The committees at each level must indicate the reason (or reasons, in the event of a tie) cited most frequently for any negative secret ballot.

- Please use only the attached *Reasons for Negative Committee Reviewer Ballots – Tenure* form.
- **Do not** record the reasons for negative secret ballots from the vote of the tenured faculty members.

(Sub-tab) **Agreements to Adjust Tenure Status:**

Tenure status adjustments, if applicable, are placed **after** the *Reasons for Negative Committee Reviewer Ballots - Tenure*. Examples include an offer letter reflecting tenure credit at the time of hire, an agreement to withdraw all or a portion of tenure credited at the time of hire; additional agreements to adjust the tenure status, including agreements to count visiting time as tenure-earning, mid-year hire agreements, parental leave agreement, or Article VI agreement, etc.

(Sub-tab) **Early Tenure Agreement**:

If the candidate is being considered for early tenure (during the 5th year of service), include the written agreement from the Dean for early tenure consideration.

Tab 2 DEAN'S LETTER:

- The dean must provide an objective evaluative review of the candidate's record in addition to the "Chair's Letter." The dean's letter is placed behind the Summary Cover Sheet(s), the Reasons for Negative Committee Reviewer Ballots, and any applicable agreements regarding tenure record adjustments.
- The candidate must must be provided at least 5 working days to attach a response to the dean's letter. If the candidate responds, the response is placed directly behind the dean's letter.
- In colleges without departments, the dean's letter must include the items listed under #3 below, and there will be no "Chair's Letter" tab.

Tab 3 CHAIR'S LETTER (dean's letter for colleges without departments)

The chair's letter must include the following:

A. Summary and objective evaluation of the candidate's teaching, scholarly or creative activity, and service
   - Statements on teaching must be consistent with other evidence in the binder (such as the SPOT/SUSSAI reports), or an explanation for any differences given.
   - Inconsistencies between the peer evaluations and SPOT/SUSSAI reports must be explained.

B. A description and an evaluation of the journals, books, presses, and reviews associated with the candidate's work – This quality assessment of the journals and presses **must** be included in the chair's (or dean's letter) and, in particular, a statement of the relative standings of the scholarly/creative venues in which the candidate's publications or performances appear.

C. A clear analysis of how the candidate's publications can be attributed to various stages of the academic career, including work completed at Florida State University.

D. A description of the role that books play at each stage in the publication process in meeting the departmental promotion and tenure standards.
E. A report of any honorarium paid, if applicable, to the author of any outside letter of recommendation for promotion and/or tenure.

Candidates must be provided at least 5 working days to attach a response to all materials in the binder before signing the *Summary Cover Sheet*(s). If a response is made to the chair's letter, it is placed behind the chair's letter in this section of the binder.

Tab 4 OUTSIDE LETTERS:

- Outside letters must be from outside the University, not just outside the candidate's department or college.
- To avoid doubt of possible bias, all professional relationships between the candidate and outside evaluator must be acknowledged and justified (see *Individual Cover Sheet for Each Outside Letter Requested*).

(Sub-tab) Solicitation Process for outside letters

Cover Sheet for Outside Letters Section

- Include the chair's (or Dean's for colleges without departments) description of the solicitation process for outside letters. The candidate should have some role in selecting evaluators of his or her work. This role should be agreed upon by the department (or college) and should be consistent among its candidates.
- Indicate the number of outside letters solicited. A minimum of three (3) letters are required. All solicited letters must be placed in the *Outside Letters* section of the binder.
- Indicate total number of replies.
- Do not count a "decline to write" as a reply on the *Cover Sheet for Outside Letters*.

(Sub-tabs) Outside Letter #1, #2, #3, etc.

Number of outside evaluation letters required

A candidate being considered for both promotion and tenure needs only one set of letters.

- **Promotion to Associate Professor**
  - A minimum of three outside letters, requested by the department chair (dean), are required for promotion to associate professor.
  - These letters must come from tenured Full Professors at institutions outside of The Florida State University unless justified in writing by the chair (dean) that the writers have equivalent national standing.

- **Promotion to Professor**
  - A minimum of three outside letters requested by the department chair (or dean, for colleges without departments) are required for promotion to professor.

- These letters must come from outstanding scholars in the candidate's field who hold the rank of professor and are from outside the University, unless justified in writing by the chair (dean) that the writers have equivalent national standing.

- **Tenure**
  - A minimum of three outside letters requested by the department chair (or dean in colleges without departments) are required for tenure nomination.
  - These letters must come from Full Professors tenured at institutions outside Florida State University, unless justified in writing by the chair (dean) that the writers have equivalent national standing.

Include the following for each outside letter solicited

Individual Cover Sheet for Each Outside Letter Requested

The chair must adhere to the rules governing outside letters. Professional relationships are explicitly prohibited for outside evaluators unless explained by the chair.

The Area or College committee should return the binder to the department when these rules for outside evaluation appear disregarded; this decision should not occur at the university level.

a) Indicate the name and title of each person from whom letters were requested.
b) Indicate any relationship between the candidate and the reviewer.
c) If the outside reviewer is not a tenured full professor, include justification of equivalent national standing.
d) The chair must certify that no professional relationships exist between the candidate and the outside evaluator or must provide a justification that the outside letter contains an unbiased assessment despite such a relationship. Relationships include, but are not limited to, student-teacher, colleagues in graduate school, former departmental colleagues, collaborators and/or co-authors.

Letter from chair requesting outside evaluations

(see Appendix A for Sample Wording for Requesting Outside Letters)

Letters requesting evaluations must

- be impartial requests emphasizing the need for an objective assessment of the candidate's professional standing and an evaluation of the quality of the candidate's contributions to the field, as well as any comments concerning teaching and service if known to the outside reviewer;
- request a statement of whether or not the outside reviewer would support the candidate for promotion and/or tenure at FSU, and whether or not the reviewer would support promotion and/or tenure for the candidate if he or she were a candidate at the reviewer's institution;
- in addition to the warning that *Florida Statutes* may consider evaluation responses "open to the public," include the statement that, "University

Promotion and Tenure Committee rules stipulate that all responses to letters soliciting evaluation for promotion or tenure purposes must be included in the candidate's binder." (Use the sample wording in Appendix A in preparing these letters of request.)

Original signed Outside Letter

If no reply was received, the chair should place a statement to that effect in place of the letter. If the evaluator declined to write a letter, the evaluator's response (if in writing) or an explanation from the chair should be included.

Tab 5 STATEMENT OF ADHERENCE

- A departmental statement of adherence to University regulations on criteria and procedures signed by the department chair (for colleges with departments) should be followed by the college statement of adherence to University regulations on criteria and procedures signed by the dean. There should also be a statement indicating any additional requirements set by the department or college.

Tab 6 DEPARTMENTAL PROMOTION AND TENURE CRITERIA (NEW!)

- Copy of department's current promotion and tenure criteria and procedures (approved by the department and college, and reviewed by the Dean of the Faculties).

Tab 7 CURRICULUM VITA

- The candidate must include an updated Curriculum Vita in the format approved by the University Promotion and Tenure Committee. The Committee has approved the use of the Faculty Vita Management System for this purpose. (See Appendix B)
    - Place an asterisk (*) at the beginning of any entry for research and original creative work that occurred before your last promotion at FSU.

      Place a number sign (#) at the beginning of any entry for research and original creative work that occurred while you worked at another institution or organization.

      When using the (*) or (#), include the appropriate footnote: "*Research and original creative work that occurred before last promotion at FSU" or "#Research and original creative work that occurred before employment at FSU."
    - Include a one-sentence description of each published work since employment at FSU, or since last promotion at FSU, as well as a statement that identifies the status of any co-authors and their institutions, (graduate student, colleague, etc.).

(Sub-tab) **In Press Acceptance notice for in-press publications**
Faculty must include a copy of the acceptance letter or email from the journal or publisher for each "in press" paper or book. **This information should be separated from the vita by a "sub-tab" and be placed immediately after the vita.**

Tab 8 ASSIGNMENT OF RESPONSIBILITES

Copies of all Assignment of Responsibilities forms since original appointment at FSU, or for the period being evaluated, must be included (most recent to oldest; include current year).

Tab 9 COURSES TAUGHT

List of courses taught in the preceding three (3) years organized by semester (most recent to oldest), including Directed Individual Study, Seminar, Dissertation, and Thesis, as well as any Summer courses. List the percent of effort assigned to each course (see PARS/FACET Effort Certification or assignment of responsibilities; this does not mean the percent of responsibility for the class, such as being 100% responsible for the class as opposed to team teaching.)

This list may include courses taught for more than three years if considered appropriate by the candidate and chair/dean to clarify the record. This report can be generated from the Faculty CV Database system.

Tab 10 EVIDENCE ON TEACHING

- **Candidate's Statement**
  A signed statement describing the candidate's teaching; the statement should carry the heading "Candidate's Statement on Teaching" followed by the body of the statement, and ending with the signature of the candidate. This statement should not be in letter format. See Appendix C for additional information.

(Sub-tab) **SPOT/SUSSAI**

- *SPOT and SUSSAI Overall Assessment of Instructor* summary; include Summer if applicable. Summary data should be downloaded from the Faculty Vita Management System.
- Copies of the SPOT reports administered for the past three (3) years (most recent to oldest); if reports for more than three (3) years are included, the scores must also be included on the summary form.
- The candidate may include an interpretation of the SPOT evaluations.
- ***Do not include free response forms of individual students in any section of the binder; do not include any of the free response comments in the candidate's statement.***

(Sub-tab) **Additional Evaluative Tools**

- Any additional evaluative tool for teaching used by the department may be included.
- If applicable, candidates may include copies of **SUSSAI OR SIRS** reports.

- Beginning Fall 2003, the SPOT replaced SUSSAI and SIRS as the required evaluative tool.
- From Spring 1996-Summer 2003 the SUSSAI was the required evaluative tool and SIRS was optional.
- Prior to Spring 1996 the SIRS from was the required evaluative tool.
  - If copies of SIRS reports are included, the *Summary Sheet of SIRS Evaluation* form must be completed and included in the binder (most recent to oldest).
  - The candidate may include an interpretation of the SIRS evaluations.
  - The SIRS free response forms of individual students may not be included in any section of the binder, nor may the candidate's statement include comments quoted from those forms.

(Sub-tab) Peer teaching evaluations

Peer evaluations are objective evaluations of the candidate's teaching based on direct observation; **only comments on teaching may be included**. Peer evaluations may not address research or service, and may not serve as inside letters of support for a candidate's promotion and/or tenure.

(Sub-tab) Selected Syllabi

Information on course materials and methodology, i.e., selected syllabi, special teaching responsibilities and related assignments, out-of-class student contact, awards or other public recognition, and evaluations by administrative supervisors (divide by labeled colored paper, such as, Syllabus for ___, Typical midterm exam, Final exam/project, Assignment, etc.).

(Sub-tab) Other Teaching Evidence

Any other applicable evidence on teaching may be included. Please label clearly each item. For example: student awards, list of graduate committees, list of students in supervised teaching, list of directed individual study, list of field placement schools, special teaching responsibilities, etc.

Selected Unsolicited Correspondence

Unsolicited correspondence refers to optional materials, such as letters, notes, or emails from individuals that were not solicited by anyone, including the candidate or any representative of the candidate. This material may be included **only** if it is referred to in candidate's statement and **only** if the material is not anonymous.

See the *Faculty Handbook*, Section 5 (http://facultyhandbook.fsu.edu/), for detailed guidelines on teaching evidence.

Other than Peer evaluations, statements or letters from FSU faculty colleagues in support the candidate's teaching activity are not allowed in the binder.

Tab 11 EVIDENCE ON RESEARCH OR CREATIVE ACTIVITY

- **Candidate's Statement**
  A signed statement describing the candidate's teaching; the statement should carry the heading "Candidate's Statement on Research (or Creative Activity)" followed by the body of the statement, and ending with the signature of the candidate. This statement should not be in letter format. See Appendix C for additional information.

(Sub-tab) **Selected Evidence on Research/Scholarly or Creative Activity**
Two or three selected reprints or creative works which are most representative of the candidate's work; also place a copy of this evidence in the separate "Publications" (or "Creative Activity") binder, if practicable.

(Sub-tab) **Other Research/Scholarly or Creative Activity**
Any other applicable evidence on scholarly or creative activity should be included and clearly labeled. For example: description of citations, list of manuscripts in progress, selected papers presented, external funding or grant awards, etc.

Selected Unsolicited Correspondence
Unsolicited correspondence refers to optional materials, such as letters, notes, or emails from individuals that were not solicited by anyone, including the candidate or any representative of the candidate. This material may be included **only** if it is referred to in candidate's statement and **only** if the material is not anonymous.

See the *Faculty Handbook*, Section 5 (http://facultyhandbook.fsu.edu/), for detailed guidelines on research and creative activity evidence.

Statements or letters from FSU faculty colleagues giving evidence on research/scholarly or creative activity are not allowed in the binder.

Tab 12 EVIDENCE ON SERVICE

- **Candidate's Statement**
  A signed statement by the candidate describing the candidate's service; the statement should carry the heading "Candidate's Statement on Service" followed by the body of the statement, and ending with the signature of the candidate. This statement should not be in letter format. See Appendix C for additional information.

(Sub-tab) **Other Service Evidence**
Any applicable evidence on service should be included and clearly labeled. For example, membership on departmental, college, or university committees, administrative duties, activity in professional (local, regional, national) groups, service to the community, etc.

Selected Unsolicited Correspondence
Unsolicited correspondence refers to optional materials, such as letters, notes, or emails from individuals that were not solicited by anyone, including the candidate or any representative of the candidate. This material may be included

only if it is referred to in candidate's statement and **only** if the material is not anonymous.

See the *Faculty Handbook*, Section 5 (http://facultyhandbook.fsu.edu/), for detailed guidelines on service evidence.

Statements or letters from FSU faculty colleagues giving evidence on service are not allowed in the binder.

Tab 13 ANNUAL EVALUATIONS

- Include copies of all annual evaluations (with required signatures) since the candidate's original appointment, or for the period being evaluated (most recent to oldest).
- Include the progress toward tenure letters and progress toward promotion letters. At the discretion of the candidate, prior progress toward promotion and/or tenure appraisals may be included.
- If the candidate has been in current rank for less than 2 years, include the annual evaluations from at least the 2 years immediately preceding the promotion and/or tenure application.

Organization of the "Publications" (or "Creative Activity") binder:

The front and spine of the "Publications" (or "Creative Activity") binder should be labeled like the main binder and should include tabs to organize the published work.

- Include a table of contents of all publications at the front of the binder. The P&T Publication Binder Table of Contents can be generated from the Faculty Vita Database once the CV is entered.
- Include copies of all of the candidate's publications (or creative works) since employment at FSU, or since the last promotion at FSU (including the year during which promotion consideration took place). If "tenure only," include copies of publications from the time the faculty member was in a tenure-earning position.
- Include "In Press" scholarly or creative works ***(a copy of the letter or email of acceptance must be included in the Main binder immediately behind the vita; see Tab 7 for placement information)***
- Publications (or creative works) prior to employment at FSU may also be included if considered appropriate by the candidate and chair/dean to clarify the record.
- **Do not include "submitted" work under review.**

Forms required:
(all forms are located on the Dean of the Faculties website at http://www.dof.fsu.edu/Faculty-Development)

Summary Cover Sheet for Promotion
Summary Cover Sheet for Tenure
Reasons for Negative Committee Reviewer Ballots – Promotion
Reasons for Negative Committee Reviewer Ballots – Tenure
List of Reasons for Negative Ballots
Cover Sheet for Outside Letters Section
Cover Sheet for Each Individual Outside Letter Requested
Spot/SUSSAI Summary Report
Summary Sheet of SIRS Evaluation of Courses (may not be applicable

Supplemental Information: (all supplemental information is located on the Dean of the Faculties website at http://www.dof.fsu.edu/Faculty-Development)

Appendix A Sample Wording for Requesting Outside Letters
Appendix B Curriculum Vitae – Faculty Vitae Management System
Appendix C Writing Personal Statements