

FLORIDA STATE UNIVERSITY SCHOOL OF INFORMATION PROMOTION CRITERIA AND PROCEDURES FOR SPECIALIZED FACULTY

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INTRODUCTION

General criteria and procedures that govern the evaluation of faculty performance at Florida State University are established by:

1. the FSU Faculty Handbook (<https://facultyhandbook.fsu.edu/>),
2. the Collective Bargaining Agreement between the University and the United Faculty of Florida Chapter for FSU (<http://uff-fsu.org/>), and
3. the Resources developed by the University's Office of Faculty Development and Advancement (<https://fda.fsu.edu/faculty-development/>).

Specific criteria and procedures that complement these general criteria and procedures for specialized faculty in the School of Information are established by this document.

POLICIES AND PROCEDURES

Specialized faculty are reviewed annually by the Director of the School of Information, and by the School's Evaluation Promotion and Tenure Committee, which conducts promotion reviews for specialized faculty below terminal rank.

Annual Reviews

Faculty in the School of Information are evaluated annually during the Spring semester by the Director of the School based on their assigned duties for the previous calendar year, and following procedures established by the Office of Faculty Development and Advancement.

As part of this annual review, faculty members not at terminal rank shall receive an Annual Progress toward Promotion letter from the Director that addresses their progress as specialized

faculty in terms of their Assignment of Responsibilities, and provides clear and specific feedback regarding what they need to accomplish to achieve promotion.

Faculty members are strongly encouraged to consult informally and frequently with their faculty mentor(s) or members of the School's Evaluation Promotion and Tenure committee about their progress toward promotion at any time.

Progress toward Promotion Reviews

Specialized faculty who are not yet at terminal rank shall receive an in-depth review of their progress toward promotion during the Spring semester of their third year at their current rank. This review is intended to determine whether the faculty member is making adequate progress toward achieving promotion in the School of Information, and is conducted by the School's Evaluation Promotion and Tenure committee.

Candidates for this progress toward promotion review must prepare an electronic binder of materials, including copies of the candidate's publications or creative activities as appropriate, in electronic format following the instructions as detailed in the most recent Specialized Faculty Promotion Memo released by the Office of Faculty Development and Advancement with the following exceptions:

1. the Dean's letter, Director's letter, and any Outside letters (and their related supporting materials) are not required to be included; and
2. the candidate's Personal Statement should include a detailed statement of their future goals and plan of work for achieving those goals.

These materials are due to the School's Evaluation Promotion and Tenure committee no later than the first Monday immediately following FSU's Spring Break.

Promotion Reviews

Promotion-eligible specialized faculty will be considered for promotion during the Fall semester. Candidates for promotion must prepare an electronic binder of materials, including copies of the candidate's publications or creative activities as appropriate, in electronic format following the instructions as detailed in the most recent Specialized Faculty Promotion Memo released by the Office of Faculty Development and Advancement.

Candidates' promotion files will be reviewed by the School's Evaluation Promotion and Tenure Committee, the School's Director, and the College's Dean before being submitted to the Office of Faculty Development and Advancement.

EVALUATION CRITERIA

In accordance with the School's mission statement, specialized faculty in the School of Information are expected to make continuing contributions to the information and technology professions by connecting people, information, and technology for the betterment of society according to their Assignment of Responsibilities and their Specialized Faculty track.

Promotion through the Specialized Faculty ranks is attained through meritorious performance of assigned duties in the faculty member's present position. Promotion to the second rank in each classification shall be based on recognition of demonstrated effectiveness in the areas of assigned duties. Promotion to the third and final rank in each classification shall be based on superior performance in the areas of assigned duties.

Promotion decisions shall take into account the following considerations for each track.

Teaching Faculty

Expectations for Promotion

Evidence of well-planned and delivered courses.

Summaries of data from current university-mandated student reviews.

Peer evaluations of the candidate's teaching.

Ability to teach multiple courses within a discipline/area.

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.

Research Faculty / Curator

Expectations for Promotion

Scholarly or creative accomplishments of high quality, appropriate to the field, in the form of books and peer-reviewed scholarly publications.

Success in obtaining external funding, as PI or Co-PI on grants.

Recognized standing in the discipline and profession, as attested to by letters from outstanding scholars outside the University.

Other research-related activities that contribute to the discovery of new knowledge, including development of new educational techniques and other forms of creative activity.

Evidence of research and other creative activity shall include, but not be limited to, published books, chapters in books, articles in refereed and un-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.

Instructional Specialist

Expectations for Promotion

Evidence of contributions in support of instruction, as attested to by internal letters from faculty members at FSU.

Other instructional support activities, such as instructional innovations, involvement in curriculum development, authorship of educational materials and participation in professional organizations related to the area of instruction.

Research Support

Expectations for Promotion

Evidence of contributions in support of research, as attested to by internal letters from collaborators at FSU.

Other research that contributes to the discovery of new knowledge.

Evidence of research and other creative activity shall include, but not be limited to, published books, chapters in books, articles in refereed and un-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.

Librarian

Expectations for Promotion

Demonstrated excellence in specialized area of librarianship.

Participation in continuing education in the form of appropriate academic course work, workshops, institutes or conferences.

Participation or membership in professional associations.

Attainment of an advanced degree.

Publications.

Evidence of commitment to the service concerns of the University or the community.