

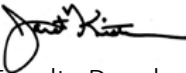


FLORIDA STATE UNIVERSITY
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

February 22, 2024

MEMORANDUM

To: Academic Deans and Department Chairs/School Directors

From: Janet Kistner, Ph.D. 
Vice President for Faculty Development and Advancement

Subject: 2024/2025 Promotion and Tenure Process

The online Promotion and Tenure system will be available for the 2024/2025 promotion and tenure cycle on **Monday, March 4, 2024.**

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 2024/2025 promotion and tenure process. The deadline for deans to submit all promotion and/or tenure eBinders to the Office of the Vice President for Faculty Development and Advancement for review by the University Promotion and Tenure Committee is **Friday, October 11, 2024. Departments/Schools and Colleges will have earlier deadlines.**

Promotion and Tenure Q&A Sessions

A Q&A session for **Assistant Professors** focusing on the promotion and tenure process will take place on **Monday, April 1, 2024, from 3:30 p.m. to 5:00 p.m. on Zoom.** Assistant Professors who will be going up for promotion and tenure in 2024/2025 or in the next few years are **strongly encouraged** to attend. Vice President Kistner will be available to answer any questions.

A Q&A session for **Associate Professors** focusing on the promotion to Professor process will take place on **Wednesday, April 3, 2024, from 3:30 p.m. to 5:00 p.m. on Zoom.** Associate Professors who will be going up to Professor in 2024/2025 or in the next few years are **strongly encouraged** to attend. Vice President Kistner will be available to answer any questions.

A Q&A session for **staff** focusing on the faculty promotion process will take place on **Wednesday, April 10, 2024 from 3:30 p.m. to 5:00 p.m. on Zoom.** Staff who will be assisting in the preparation of faculty promotion materials are **strongly encouraged** to attend. Melissa Crawford and Angela Hockin, staff in the Office of Faculty Development and Advancement, will be available to answer any questions.

Election of Promotion and Tenure Committee Members

Members of the Promotion and Tenure Committees at all levels are responsible for advising the

Provost and President regarding whether each candidate meets the University criteria for promotion and/or tenure. It is important that these elected representatives are among the most experienced and qualified faculty members and are committed to reading and evaluating the files of all candidates in an independent manner. The [FSU Faculty Handbook \(Section 5\)](#) and [BOT-UFF Collective Bargaining Agreement \(Appendix I.3.b\)](#) states that “each department shall have an elected faculty promotion and tenure committee, of whom a majority of the members shall be tenured faculty.” In colleges without departments, tenure-earning faculty may be elected to college committees as long as the majority of the members are tenured. In colleges with departments or schools, 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.

The University Promotion and Tenure Committee is composed 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.

The spouse/partner/family member 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 their spouse/partner.**

Members of promotion and tenure committees must be prepared to respond to questions about the records of candidates from their departments, schools, or colleges. During meetings of 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 as determined by the Vice President for Faculty Development and Advancement. Election results for college representation on the University Promotion and Tenure Committee are due to the Office of the Vice President for Faculty Development and Advancement by **Friday, September 20, 2024**. **Please do not elect anyone who cannot be present in person for the final Promotion and Tenure meeting on Monday, December 9, 2024.**

University Criteria for Promotion and/or Tenure [Faculty Handbook, Section 5](#)

University Promotion Criteria

- Promotion to the rank of associate professor shall be based on recognition of demonstrated effectiveness in teaching, service, scholarly or creative accomplishments, and recognized standing in the discipline and profession, as attested to by a minimum of 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 a minimum of three letters from outstanding scholars outside the University.

- Promotion is not automatic, nor is it regarded as guaranteed upon completion of a given term of service; it is based on demonstrated merit. Typically, an assistant professor is considered simultaneously for promotion and tenure during the 6th year of service. Promotion at an earlier time is possible where there is sufficient justification.

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.

[Section 5 of the Faculty Handbook](#) and [Article 10 of the BOT-FSU UFF Collective Bargaining Agreement](#) contain provisions regarding evaluation of faculty. All individuals considered for promotion or tenure must also be evaluated in accordance with the written departmental, school, and college policies, procedures, and criteria for faculty evaluation. The department/school/college promotion and tenure committee should advise the department chair/school director (or dean if applicable) and the faculty member of their readiness to be formally considered for promotion and/or tenure.

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, school, or college) to meet the required University criteria and departmental or school standards for promotion and tenure. These criteria include performance in all three areas of teaching, research or creative activity, and service. The balance of these three areas will vary throughout faculty members' careers and among the various fields and disciplines.

Evidence regarding scholarly and creative activities is typically the most difficult for promotion and tenure committees to judge. Over the years, promotion and tenure committees have looked for evidence related to national (or international) standing. For promotion to Associate Professor, the expectation is that the candidate clearly **is becoming** recognized nationally as a scholar or creative artist in their discipline; for Professor, the expectation is that the candidate **has become** 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 University criteria and the [BOT-FSU UFF Collective Bargaining Agreement](#).

Who is eligible for consideration?

- “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 2024/2025. 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. An explanation for early tenure is included in the Dean’s letter.
- Typically, assistant professors are considered simultaneously for promotion and tenure during the sixth (6th) year of service.
- eBinders must be submitted for all faculty members in their sixth (6th) or seventh (7th) year of tenure earning service unless a written request is forwarded to the Office of the Vice President for Faculty Development and Advancement.

Note on the COVID-19 Tenure Clock

- All tenure-earning faculty that were employed as full-time faculty at FSU in Spring 2020 have been granted a one-year extension to their tenure timeline. This extra year is in addition to any prior extension of the tenure clock. (Note those who received letters of non-renewal were not granted the extension.)
- Faculty members may opt out of the COVID-related extension and remain on their original timeline. Eligible faculty members have until October 15th of their 5th year of tenure earning service (without the COVID extension) to opt out of the tenure clock extension.
- Faculty members who were previously granted a tenure clock extension for the 2019-2020 academic year are also granted the COVID extension as well. Faculty in this situation will receive 2 extra years on the tenure clock. For example, a faculty on parental leave in spring 2020 and who was granted an extension of the tenure clock is entitled to an additional one-year extension of the tenure clock due to the pandemic, thus totaling an extension of two years.

Withdrawal from consideration:

- The candidate may withdraw his or her eBinder 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, of the department chair/school director and/or dean, and the university committee, regardless of the results of the vote. The withdrawal request must be in writing.

File submitted:

- **Main eBinder:** One main eBinder is prepared for each candidate, including those who are being considered for both promotion and tenure. The main eBinder is produced within the online workflow system.

- **Publications or Creative Activity Binder:** Copies of the candidate's publications (or evidence of their creative activities) are placed in a separate hard-copy binder or electronic file. These materials are **not** forwarded to the University Promotion and Tenure Committee but can be requested by that committee.
- Starting on page 9 of this document is a description of the required content for each section of the main eBinder.

Who is responsible for the preparation and progression of the eBinder?

- Faculty members are not required to prepare their own eBinders; they are, however, expected to participate in the preparation of the eBinder.
- **The main eBinder should meet all requirements before it is submitted to the Office of the Vice President for Faculty Development and Advancement.**
- The department chair/school director (or dean) and the candidate will review the eBinder and will electronically sign the Summary Cover Sheet(s) before the eBinder is submitted to the next level of review.
- The candidate is responsible for confirming that the eBinder is complete. The candidate's electronic signature on the eBinder Summary Cover Sheet(s) certifies that the eBinder is complete and that the candidate has had an opportunity to assist in its preparation. The electronic signature of the department chair/school director (or dean) on the Summary Cover Sheet(s) certifies that the department chair/school director (or dean) has completed his or her responsibility to prepare the eBinder in compliance with University procedures, that the candidate has had the opportunity to review the eBinder, and that all materials in the eBinder are valid and accurate.
- At this point, the eBinder is ready for review. During the review process, the only documents that may be added are the department chair's/school director's and/or dean's letter evaluating a candidate, the candidate's response to those letters if needed, the narrative explanations summarizing the meetings of each committee in the process, and the items described below, if any.
- The only other acceptable additions by the candidate to the completed eBinders are: proof of an article accepted for publication, documentation of a new grant approval, or documentation that a creative activity has been accepted for viewing. Please see Attachment 1 regarding the placement of these specific items.
- Evaluations must be based on the record as revealed in the eBinder. **It is inappropriate for anyone (including deans, department chairs, school directors, faculty colleagues, other committee members, or candidates) to submit materials independently or to request conferences with committee members reviewing an eBinder.**

Candidate opportunity to take action following results:

- Candidates will have 5 business days to upload a response to the department committee/department chair's/school director's decision and the area committee/college committee/dean's decision. Candidates should monitor the progression of their binder through the online system paying special attention to system email notifications.

Recording results:

- The reason(s) for negative secret ballots from committee members will be recorded on the Reasons for Negative Committee Review Ballots page within the online workflow. Only the [official reasons designated](#) by the University Committee for a negative ballot may be used.
- Results of the tenured faculty vote are only indicated on the Summary Cover Sheet for Tenure; no reasons for any negative ballots will be noted.
- Following the meeting, the chair of each promotion and tenure committee must prepare and upload a **signed** Summary of Discussion which explains the discussion and actions taken by the committee.
- If there are negative votes from the committee, the summary of discussion must elaborate on the reason(s) for the votes. Simply re-stating the numerical vote in the narrative is not sufficient.

Note on abstentions and absentees:

- A faculty member who accepts election to a promotion and tenure committee at any level accepts the responsibility of reviewing and evaluating all eBinders considered by the committee.
- Abstentions are limited to situations involving real or perceived conflicts of interest (familial relations or substantial professional or financial entanglements that prevent judging the candidate objectively).
- Absences from campus that result in a failure to ballot during the review process should be recorded as “absent,” not as an “abstention.”
- Abstentions and absences are listed separately on the *Summary Cover Sheet(s)*.
- A spouse/partner/family member who serves on a committee shall recuse themselves from the discussion of the candidate.

Information unique to tenure candidates:

Vote of the tenured faculty:

- **Recommendations for tenure shall begin with the faculty member’s supervisor. They must also include a poll by secret ballot and a narrative explanation written by the department chair/school director or college dean summarizing the discussion and actions of the tenured members of the faculty member’s department or college.** The review by the tenured faculty will be conducted before the eBinder is submitted to the next level and the results will be indicated on the Summary Cover Sheet for Tenure. After the secret ballot vote and narrative of the tenured faculty is compiled and uploaded, the candidate is provided five (5) working days to withdraw his or her eBinder.

Adjustments of tenure service record:

- Tenure service credit transferred from another institution must be agreed upon in writing by the dean of the college at the time of the original appointment and must be explained in the Dean’s letter. Prior to the time the faculty member becomes eligible to be considered for tenure (i.e., prior to their 5th year of service) by the department/school

or college 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 Dean's letter.** Agreements may include withdrawal of prior service credit, mid-year hire 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 circumstance. The circumstances shall be defined as including, but not limited to: childbirth or adoption; personal injury or illness; care of ill or injured dependents; elder care; death of a closely related family member resulting in need for extended dependent care; lack of access to necessary facilities, equipment or other resources for an extended period of time due to natural disasters, health epidemics/pandemics, environmental issues, or other factors.

Seven-Year Rule:

- The FSU Faculty Handbook provides in [Section 5: Faculty Development](#), 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 assistant professor, associate professor, and professor ranks, and visiting appointments in those ranks. 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.

Timeline and Summary of Dates:

Monday, March 4, 2024	Promotion and Tenure Workflow open for the 2024/2025 cycle.
Monday, April 1, 2024	Promotion & Tenure Q&A Session for Assistant Professors 3:30 p.m. – 5:00 p.m.; Zoom Potential candidates are strongly encouraged to attend. Vice President Kistner will be available to answer any questions about the process.
Wednesday, April 3, 2024	Promotion & Tenure Q&A Session for Associate Professors 3:30 p.m. – 5:00 p.m.; Zoom Potential candidates are strongly encouraged to attend. Vice President Kistner will be available to answer any questions about the process.
Wednesday, April 10, 2024	Faculty Promotion Q&A Session for Staff only 3:30 p.m. – 5:00 p.m.; Zoom Staff who will be assisting in the preparation of faculty promotion materials are strongly encouraged to attend. Melissa Crawford and Angela Hockin from the Office of Faculty Development and Advancement will be available to answer any questions about the process.
September 20, 2024	Send the name(s) of the college representative(s) who will serve on the University Promotion & Tenure Committee to Melissa Crawford and Angela Hockin .
October – 2024	Organizational meeting of the University Promotion & Tenure Committee
October 11, 2024	Promotion & Tenure eBinders due to the Office of the Vice President for Faculty Development and Advancement representative for review through the online system. Departments/School and Colleges will have earlier deadlines.
November/December 2024	University Promotion & Tenure Committee will review eBinders
December 9, 2024	University Promotion & Tenure Committee meeting to recommend promotion and tenure.
December – 2024	Advice from the University Promotion & Tenure Committee will be forwarded to the Provost and President for final action; candidates will be informed in writing via email of the Committee's advice (with copy to the department chair/school director and/or dean).
January/February – 2025	The Office of Faculty Development and Advancement notify the candidates in writing of the President's final decision (with copy to department chair/school director and/or dean).

Organization and Preparation of Promotion and Tenure eBinders

Below are instructions on how to compile the eBinder. The promotion and tenure eBinder is divided into 4 (or 5) sections.

Section 1 – Summary Cover Sheets

- Summary Cover Sheet for Promotion
- Reasons for Negative Committee Reviewer Ballots – Promotion
- Summary Cover Sheet for Tenure
- Reasons for Negative Committee Reviewer Ballots – Tenure
- Agreements to Adjust Tenure Status
- Early Tenure Agreement

Section 2 – General Information

- Dean's Letter
- Candidate's Response to Dean's Letter (optional)
- Department Chair's/School Director's Letter
- Candidate's Response to Department Chair's/School Director's Letter (optional)
- Signed Department Committee Summary of Discussion
- Signed Tenured Faculty Summary of Discussion
- Signed Area Committee Summary of Discussion (only for Colleges with area committees)
- Signed College Committee Summary of Discussion
- Cover Sheet for Outside Letters Section
- Sample Letter Sent to Outside Reviewer
- Outside Letters (Cover Sheet and Letter)
- Department/School/College Promotion and Tenure Criteria
- Curriculum Vitae (FEAS+)
- In Press Acceptance (optional)
- Courses Taught

Section 3-Evidence of Achievement

- Summary of Major Accomplishments, 1 page maximum
- Discussion of Teaching/Research/Service, 6 pages maximum
- Student Responses to SPCI#13
- SPCI Summary Forms
- Sample Syllabi, 2 maximum
- Scholarly/Creative work, 2 maximum
- Other evidence, 5-page maximum

Section 4-Evaluative Materials

- Signed Annual Evaluation Forms
- 2nd Year Review and 4th Year Review or 3rd Year Review
 - If the candidate does not have 2nd or 4th year review, please upload a blank PDF.
- Signed Progress Towards Promotion and/or Tenure Letters

Section 5-Late Additions (optional)

The only acceptable additions to the completed files are: proof of an article accepted for publication, documentation of a new grant approval, and documentation that a creative activity has been accepted for viewing.

Organization of the Main eBinder

Section 1-Summary Cover Sheets

1. Summary cover sheet for promotion

Only the department or college delegate may fill out the summary cover sheet for promotion. Please include the number of years in rank, dates of employment, and history of ranks at FSU (**tenure-earning time only**) and the annual percentages of effort. If the delegate has the AOR role for the department (or college), the AOR will auto-populate from that year's most recent fully approved AOR.

2. Reasons for negative committee reviewer ballots – promotion

Indicate the reason(s) for any negative secret ballot received from all applicable promotion and tenure committees. (**Note: See [Reasons for Negative Ballots for Promotion and Tenure.](#)**)

3. Summary cover sheet for tenure

Only the department or college delegate may fill out the summary cover sheet for tenure. If a candidate is being considered for both promotion and tenure, the dates of employment and history of ranks at FSU (tenure-earning time only) and the annual percentages of effort will carry over to the summary cover sheet for tenure. Please include the years of service credit towards tenure at FSU and any years of service credit towards tenure transferred to FSU at the time of original appointment. Check the "Other Service Credit Adjustments" box, if applicable.

Special note: The secret ballot vote of the tenured faculty members in the department (or college without departments) is **required** for all tenure considerations.

4. Reasons for negative ballots – tenure

Indicate the reason(s) for any negative secret ballot received from all applicable promotion and tenure committees. (**Note: See [Reasons for Negative Ballots for Promotion and Tenure.](#)**)

5. Agreements to adjust tenure status

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 agreement to adjust the tenure status, including agreement to count visiting time as tenure-earning; mid-year hire agreement, parental leave agreement, or Article VI agreement, etc.

6. 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.

Section 2-General Information

1. Dean's Letter

The dean must provide an objective evaluative review of the candidate's record. The first paragraph must address:

- College Committee vote;
- Agreement to adjust years of tenure service credit, if applicable;
- Agreement to allow candidate to seek early tenure, if applicable.
- The Tenured Faculty vote is optional if discussed in the Department Chair's/School Director's letter.
- State the year (usually 6) and explain the circumstances of the delay (if the candidate is in the 7th year of service).
- **Note:** If applicable, candidates affiliated with a center, program, or institute may include a letter from the director.

In colleges without departments/schools, the Dean's letter must also include the items listed below for the Department Chair's/School Director's letter.

2. Candidate's response to dean's letter (optional)

The candidate **must be afforded 5 working days to upload a response** to the Dean's letter.

3. Department Chair's/School Director's Letter (included in dean's letter for colleges without departments)

The department chair's/school director's letter **must** address the following:

- The departmental/school committee vote (this must be in the first paragraph).
- The tenured faculty vote (this must be in the first paragraph).
- If applicable, the department chair/school director must disclose any relationship that could be perceived as a conflict of interest, such as shared grants or publications (this must be early in the letter).
- 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 SPCI reports) or an explanation given for any discrepancies.
- 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 department chair's/school director's (or dean's letter) and must contain a statement of the relative standings of the scholarly/creative venues in which the candidate's publications or performances appear.
- A clear analysis of how the candidate's publications can be attributed to various stages of the academic career.

- A description of the role that books play at each stage in the publication process in meeting the departmental promotion and tenure standards.
- A report of any honorarium paid, if applicable, to the author of any outside letter of recommendation for promotion and/or tenure.
- **Note:** If applicable, candidates affiliated with a center, program or institute may include a letter from the director.

4. Candidate's response to the Department Chair's/School Director's Letter (optional)

Candidates **must be afforded 5 working days to upload a response** to the Department Chair's/School Director's letter.

5. Department/School Committee Summary of Discussion (only for Colleges with departments/schools)

A narrative explanation **provided and signed** by the departmental committee chair summarizing the discussion during the meeting and vote. If there are negative votes from the department/school committee, please elaborate on the reason(s) for the votes. Simply stating the numerical vote in the narrative is not sufficient. **Please make sure the narrative is signed.**

6. Tenured Faculty Summary of Discussion

A narrative explanation **provided and signed** by the tenured faculty chair summarizing the meeting and vote. If there are negative votes from the tenured faculty, please elaborate on the reason(s) for the votes. Simply stating the numerical vote in the narrative is not sufficient. **Please make sure the narrative is signed.**

Note that in some cases, the department/school committee and tenured faculty meetings occur simultaneously.

7. Area Committee Summary of Discussion (only for Colleges with area committees)

A narrative explanation **provided and signed** by the area committee chair summarizing the meeting and vote. If there are negative votes from the area committee, please elaborate on the reason(s) for the votes. Simply stating the numerical vote in the narrative is not sufficient. **Please make sure the narrative is signed.**

8. College Committee Summary of Discussion

A narrative explanation **provided and signed** by the college committee chair summarizing the meeting and vote. If there are negative votes from the college committee, please elaborate on the reason(s) for the votes. Simply stating the numerical vote in the narrative is not sufficient. **Please make sure the narrative is signed.**

9. [Cover Sheet for Outside Letters](#) Section

- Only the delegate or Department Chair/School Director (or Dean) may upload documents pertaining to the outside letters.

- Include the Department Chair's/School Director's (or Dean's) description of the solicitation process for outside letters. The candidate should have some role in selecting reviewers of his or her work. This role should be agreed upon by the department (or college) and should be consistent between its candidates.
- Indicate the number of outside letters solicited. A minimum of three (3) letters is required, and **it is strongly advised that a minimum of (5) five letters be solicited**. All solicited letters must be uploaded to the Outside Letters section of the eBinder.
- Indicate total number of replies.
- A "decline to write" is not counted as a reply on the [Cover Sheet for Outside Letters](#).

10. Sample Letter Sent to Outside Reviewer

(see [Appendix A](#) for Sample Wording for Requesting Outside Letters)

Letters requesting evaluations:

- a) must be impartial, 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.
- b) must request a statement of whether the outside reviewer would support the candidate for promotion and/or tenure at FSU. The request for a letter may include department and college guidelines for promotion and/or tenure (bylaws), but sending them is not required.
- c) must include the statements that Florida Statutes may consider evaluation responses "open to the public," and 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." (**Note: Sample wording is available on the FDA website. See [Appendix A](#).**)

Be sure the sample letter is a copy and that it is signed.

11. Outside Letters #1, #2, #3 ...

- Only the delegate or Department Chair/School Director (or Dean) may upload documents pertaining to the outside letters.
- Include the [Individual Cover Sheet for Each Outside Letter Requested](#) and original signed letter from outside reviewer combined into one PDF for each letter. Each cover sheet and letter should be uploaded as separate letters.
- Outside letters must be from outside the University, not just outside the candidate's department or college.
- Outside letters must be signed. If the letter is received by email, include the email message. Electronic signatures are accepted.
- To avoid doubt of possible bias, all professional relationships between the candidate and external reviewer must be acknowledged and justified (see [Individual Cover Sheet for Each Outside Letter Requested](#)). Relationships include, but are not limited to, student-teacher, colleagues in graduate school, former departmental colleagues, and

co-authors.

Outside Letter

Number of outside letters required

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

Promotion to associate professor

- A minimum of (3) three outside letters, requested by the department chair/school director (or dean, for colleges without departments), is required for promotion to associate professor. **It is strongly advised that a minimum of (5) five letters be solicited.**
- These letters must come from outstanding scholars in the candidate's field who hold the rank of professor and are from outside Florida State University, unless justified in writing by the department chair/school director (or dean) that the writers have equivalent national standing.

Promotion to professor

- A minimum of (3) three outside letters, requested by the department chair/school director (or dean, for colleges without departments), is required for promotion to professor. **It is strongly advised that a minimum of (5) five letters be solicited.**
- These letters must come from outstanding scholars in the candidate's field who hold the rank of professor and are from outside Florida State University, unless justified in writing by the department chair/school director (or dean) that the writers have equivalent national standing.

Tenure

- A minimum of (3) three outside letters, requested by the department chair/school director (or dean) is required for tenure nomination. **It is strongly advised that a minimum of (5) five letters be solicited.**
- These letters must come from outstanding scholars in the candidate's field who hold the rank of professor and are from outside Florida State University, unless justified in writing by the department chair/school director (or dean) that the writers have equivalent national standing.

Include the following for each outside letter solicited:

1. [Individual Cover Sheet for Each Outside Letter Requested](#)

The department chair/school director (or dean) must adhere to the rules governing outside letters. Professional relationships with the candidate are **explicitly prohibited** for outside reviewers **unless explained** by the department chair/school director or dean. The Area or College committee should return the eBinder to the department when these rules for external review 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 external reviewer is not a tenured full professor, include justification of equivalent national standing.
- d) The department chair/school director must certify that no professional relationships exist between the candidate and the external reviewer **or must provide a justification that the external review 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 co-authors.

2. Outside Letter from Reviewer

No reply received for outside letter

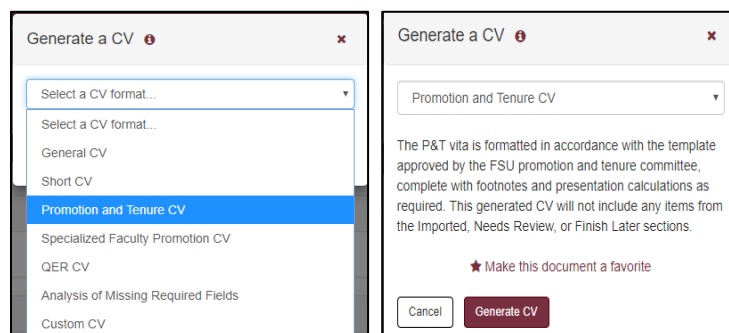
If no reply was received to a request for an outside letter, the department chair/school director (or dean) should upload a statement to that effect in place of the letter. If the evaluator declined to write a letter, the evaluator’s response (if in writing) or an explanation from the department chair/school director should be included.

12. **Department/College Promotion and Tenure Criteria**

A copy of the department’s and/or college’s current promotion and tenure criteria and procedures (as approved by the department and college and reviewed by the Vice President for Faculty Development and Advancement) must be uploaded.

13. **Curriculum Vitae (FEAS+)**

- The candidate **must** upload an updated and finalized Curriculum Vitae in the format approved by the University Promotion and Tenure Committee. The Committee has approved the use of the [Faculty Expertise & Advancement System](#) (FEAS+) for this purpose. (See [Appendix B](#).)
- Nondegree Education and Training – use this FEAS+ section to report workshops, certifications, and training completed in support of research, teaching, and service. For example, candidates should list their completion of course redesign workshops offered by FSU’s Center for the Advancement of Teaching.
- From the main menu under generate select “CV”
 - Select “Promotion and Tenure CV” from the drop-down menu
 - Select “Generate CV”



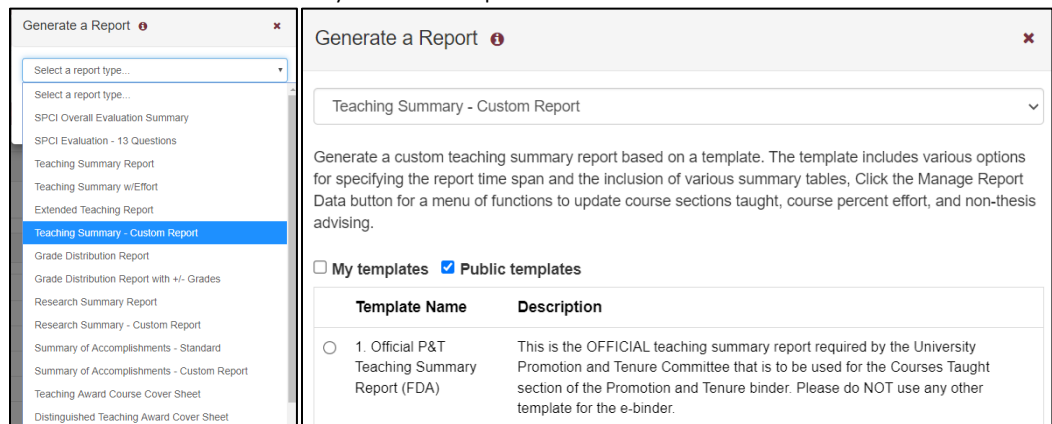
- **Required:** Include a one-sentence description of each published work since employment at FSU, or since last promotion at FSU, as well as a statement that identifies the status of any co-authors and their institutions (graduate student, colleague, etc.).

14. In Press Acceptance

Faculty **must** upload a copy of the acceptance letter or email from the journal or publisher for each “in press” paper or book. Faculty may also include a copy of the work in this section. If candidate does not have any “in press” acceptances, please upload a statement to that effect.

15. Courses Taught

- List of courses taught in the **preceding three (3) years (Fall 2021-Summer 2024)**, with enrollments in each, organized by semester (most recent to oldest), including Directed Individual Study, Seminar, Dissertation, and Thesis, as well as any Summer courses.
- This list may include courses taught for more than three years if considered appropriate by the candidate and department chair/school director (or dean) to clarify the record.
- This report **must** be generated from the [Faculty Expertise & Advancement System \(FEAS+\)](#) in the format below. **(See screenshot below.)**
 - From the main menu select “Report”
 - Select “Teaching Summary – Custom Report”
 - Select “1. Official P&T Teaching Summary Report (FDA)”
 - Select “Generate Report”
 - Please do NOT use any other template for the e-binder.



Section 3-Evidence of Achievement

1. Summary of Major Accomplishments (1 page maximum)

- A summary (one-page maximum) of the candidate's major accomplishments; the summary should carry the heading "Candidate's Summary of Major Accomplishments" followed by the body of the statement.
- This statement should not be in letter format.

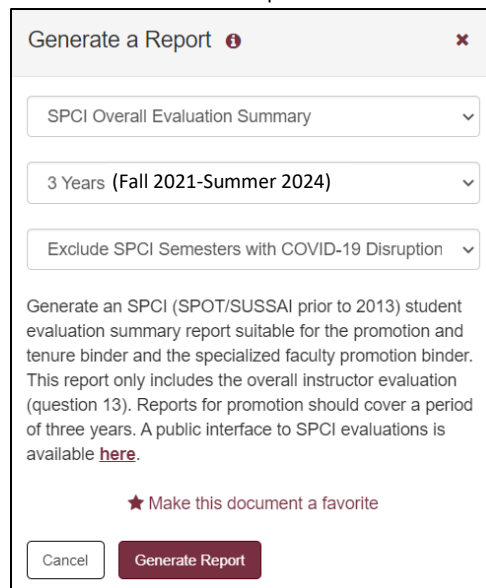
- No free-response comments from the SPCI or student comments from any source should be included in the candidate’s statement.

2. Discussion of Teaching, Research, and Service (6 pages maximum)

- No free-response comments from the SPCI or student comments from any source should be included in the candidate’s statement.
- Candidates are strongly encouraged to refer to the updated [Appendix C - Guidelines for Teaching Statements](#).

3. Student Responses to SPCI #13

- A chart of student responses to SPCI #13 (“overall assessment of instructor”) for the **preceding three years** generated from the [Faculty Expertise & Advancement System \(FEAS+\)](#) by using the SPCI Summary Report. **(See screenshot below.)**
 - From the main menu select “Report”
 - Select “SPCI Overall Evaluation Summary”
 - Select “3 years (Fall 2021 to Summer 2024)”
 - **Note:** Please wait until late August 2024 to run this report in order to capture all of the required semesters of teaching. If the candidate does not have a summer 2024 teaching assignment, the report can be run earlier to include Summer 2021-Spring 2024.
 - Select “Generate Report”



4. SPCI Summary forms ([FEAS+](#))

- SPCI Course Evaluation Summary forms **must** be printed from FEAS+ for each course taught during the preceding three years, most recent to oldest. Please do **not** use the reports from the evaluation kit.
- **(See screenshot below.)**
 - From the main menu select “Report”

- Select “SPCI Evaluation - 13 Questions”
 - Select “3 years (Fall 2021 to Summer 2024).” Please wait until late August 2024 to run this report in order to capture all of the required semesters of teaching. If the candidate does not have a summer 2024 teaching assignment, it can be run earlier to include Summer 2021-Spring 2024.
- Select “Generate Report”

Generate a Report ⓘ

SPCI Evaluation - 13 Questions ▾

3 Years ((Fall 2021-Summer 2024) ▾

Exclude SPCI Semesters with COVID-19 Disruption ▾

Generate an SPCI report for questions 1 through 13. (Not available prior to Fall 2013.)

★ Make this document a favorite

Cancel Generate Report

5. **Sample Syllabi**

One or two sample syllabi from courses taught during the preceding three years.

6. **Scholarly or Creative Works**

One or two scholarly or creative works. Please do not upload an entire book in this section as it will make the eBinder hard to download. One or two chapters of the book is appropriate.

7. **Other Evidence (optional-5 pages maximum)**

- No free-response comments from the SPCI or student comments from any source should be included.
- The Collective Bargaining Agreement states that evidence of effective performance of assigned responsibilities could, for example, include peer evaluations of teaching. No more than 3 peer evaluations may be uploaded in this section. Peer evaluations are not mandatory.
- Candidates whose assignment of responsibilities includes research, teaching, or service for a university center or institute **may** include a letter from the director of the center/institute. This letter may be included in this section or behind the department chair’s/school director’s or dean’s letter.

Section 4-Evaluative Material

1. Annual Evaluation Forms

Upload the annual evaluation forms (most recent to oldest) from time of hire or last promotion. At the discretion of the candidate, prior annual evaluation forms may be included. **Please make sure the forms are signed by the candidate, supervisor, and dean or Vice President of Faculty Development and Advancement.**

2. The 2nd and 4th Year Reviews or 3rd Year Review

The required narrative from the P&T committee that summarizes the review (2nd and 4th or 3rd as the case may be) from the committee should be uploaded. **Please make sure the narrative is signed by the chair of the committee. If the candidate does not have a 2nd and/or 4th year review, please upload a blank PDF in those sections.**

3. Progress Toward Promotion and/or Tenure Letters

Upload the progress toward tenure letters and/or progress toward promotion letters (most recent to oldest) from date of hire or last promotion. At the discretion of the candidate, prior progress toward promotion and/or tenure appraisals may be included. **Please make sure the letter is signed by the writer.**

Section 5-Late Additions

The only acceptable additions to the completed files are: proof of an article accepted for publication, documentation of a new grant approval, and documentation that a creative activity has been accepted for viewing. Delegates will be able to upload any late additions for the candidate.

Publication binder (submitted to Department and College only):

Copies of the candidate's publications (or evidence of their creative activities) are placed in a separate hard-copy binder or electronic file. These materials are **not** forwarded to the University Promotion and Tenure Committee but can be requested by that committee. All appropriate publications and/or creative works listed in the CV are included.

Digitally-Published Scholarship

Digitally published scholarship, including articles published in open access journals with review process and acceptance, may be counted in the tenure and promotion process subject to the same criteria as print journals. Such materials should be submitted with appropriate documentation regarding the acceptance and review process. Peer-reviewed digitally published scholarship will be regarded in the same way as peer-reviewed scholarship in traditional print form, in terms of considering a faculty member's candidacy for tenure and promotion.

Resources

(Forms and other resources are located on the Office of the Vice President for Faculty Development and Advancement [website](#).)

- [Reasons for Negative Ballots for Promotion and/or Tenure](#)
- [Cover Sheet for Outside Letters](#)

- [Individual Cover Sheet for Each Outside Letter Requested](#)
- [Appendix A-Sample Wording for Requesting Outside Letters](#)
- [Appendix B-Curriculum Vitae – Faculty Expertise & Advancement System \(FEAS+\)](#)
- [Appendix C-Guidelines for Teaching Statements](#)