

**INSTRUCTIONAL SPECIALIST – Specialized Faculty Promotion Binder Checklist**

**Name College/Unit**

This is an outline; please use “Promotion Guidelines” starting on page 5 of the Specialized Faculty Promotion Memo for detailed instructions.

 1. Summary Cover Sheet for Promotion

\_\_\_\_\_\_\_ 2. Dean’s/Center Director’s Letter – if not included in Chair/ School Director/Supervisor’s Letter must include:

\_\_\_\_\_\_\_ Explanation of promotion prior to the 5th year, if applicable.

\_\_\_\_\_\_\_ Meritorious performance of assigned duties.

 3. Candidate’s Response to Dean’s/Center Director’s Letter (optional)

\_\_\_\_\_\_\_ 4. Department Chair/School Director/Supervisor’s Letter must include:

\_\_\_\_\_\_\_ Explanation of promotion prior to the 5th year, if applicable.

\_\_\_\_\_\_\_ Meritorious performance of assigned duties.

 5. Department or School Committee Narrative

 6. College/Center Committee Narrative (optional if there is a dept/school narrative)

 7. Internal Letters #1-#3

 8. Written Department or School/College/Center Promotion criteria

 9. Curriculum Vitae-FEAS

* + CV **must** be generated from Faculty Expertise & Advancement System (FEAS).

 10. Assignment of Responsibilities (AOR)

* + Fully approved AOR reports from date of hire or date from last promotion.
	+ AOR reports **must** be printed using the printer friendly version from [myFSU HR](https://cas.fsu.edu/cas/?service=https://hr.omni.fsu.edu/psp/sprdhr/EMPLOYEE/PSFT_HR/h/?tab=DEFAULT) (see memo for instructions).

 11. Instructional Support Statement

* + **Three-page maximum.**

 12. Evidence of Excellence in Instructional Support

* + **Three examples**.

 13. Annual Evaluation Letters

* + Please include, **from most recent to oldest**, all annual evaluation **letters** from the date of hire at FSU or from the date of last promotion.

 14. Annual Letters of Progress Towards Promotion

* + Please include **from most recent to oldest**, all annual letters of progress towards from date of hire at FSU or from the date of last promotion.

 15. Other Evidence (optional)

* + **Five-page maximum.**
	+ If the faculty member has a teaching assignment, please include list of courses taught since appointment to current level with percentage of effort, enrollment, and grade distribution (**will not count towards five-page maximum**). **Must** be generated from Faculty Expertise & Advancement System (FEAS).
	+ No free-response comments from SPCI or student comments from any source.