

## **Appendix I**

### **Department of Nutrition, Food & Exercise Sciences Florida State University Criteria and Procedures for Promotion and Tenure**

**Criteria used to determine recommendations for promotion and for award of tenure for faculty members are designed to be consistent with statutory requirements. Criteria used in our evaluation and the process used to reach our decision are consistent with those stated in the University Policy and Procedures (10.4.2 University Criteria for Promotion and Tenure).**

#### **1. Procedure**

##### **1.1 Faculty Evaluation File**

For each faculty member there is a faculty evaluation file containing: assignments of responsibilities, summary of activities, annual faculty evaluations, and annual letters pertaining to progress toward promotion and/or tenure. There may also be additional materials, such as student and/or peer evaluations of teaching and unsolicited, signed letters pertaining to teaching, research, or service.

##### **1.2 Non-Tenured Tenure Track Faculty**

Non-tenured tenure track faculty members must be evaluated by the College and Departmental P & T Committee at their third year of service to the department. An evaluation report will be submitted to the Department Chair and The College's Third Year Review Committee. However, a second year review will be given to non-tenured faculty so they may get input on their progress towards promotion and/or tenure. At this time The Department P & T Committee will review their vita, research productivity, teaching evaluations, and service as well as the statements/philosophy regarding research and teaching,

##### **1.3 Recommendation for Promotion and/or Tenure**

In accordance with department's bylaws, the Department's P & T Committee conducts an annual review of all faculty members eligible for promotion and/or tenure and makes a preliminary determination, based on a preliminary binder, as to whether the candidate has met the university and departmental standards for promotion and/or tenure. The binder should include the vita, teaching evaluations, and statements regarding research, teaching, and service. The candidate is informed in writing of the result of this preliminary review, and may withdraw from consideration within five working days of receipt of this notification. If the candidate does not withdraw from consideration, the requisite letters

from outside sources will be sought at this time and the final binder will be prepared. Matters then proceed in accordance with the *Faculty Handbook* and the annual promotion and tenure memorandum from the Dean of the Faculties.

Faculty members being appraised for promotion and/or tenure are kept informed at each step in the process and may withdraw from consideration at any level.

## **2. Criteria**

### **2.1 Departmental Criteria for Promotion to Associate Professor with Tenure**

#### **Research**

Evidence of a strong program of independent scholarly research is needed for the promotion and tenure to the Associate level. The scholarly effort should be of sufficient quality and quantity to indicate the beginning of a national reputation in the candidate's discipline and a high probability of continued growth. Research productivity will be assessed based on the following criteria.

- Research that is consistent with the University Guidelines for Promotion and Tenure (10.4.2 University Criteria for Promotion and Tenure).
- Research that is consistent with the Assignment of Responsibilities.
- Research that is consistent with the expectations of discipline-specific external letters.
- Evidence of high quality of research publications in one's field to match the comparable peer programs nationwide.
- Evidence of submitting and resubmitting grant proposals especially to federal funding sources.
- Other strong indicators include:
  - receipt of extramural grants or contracts
  - receipt of fellowships
  - invitations to write a review article or a chapter in a book and to present seminars and/or symposia at other institutions and at national and international meetings
  - direction of graduate research
  - other elements of research accomplishments appropriate to the candidate's area of expertise

The research effort should demonstrate intellectual independence from prior mentors and current collaborators. At the time of promotion, the department will consider evidence in letters from experts outside the university in the candidate's discipline, taking into account the stature and reputation of the letter writers.

## **Teaching**

Evidence of a commitment to excellence in teaching is needed for the promotion and tenure to the Associate level. Teaching excellence will be assessed based on the following criteria.

- Teaching that is consistent with the University Guidelines for Promotion and Tenure (10.4.2 University Criteria for Promotion and Tenure).
- Teaching that is consistent with the Assignment of Responsibilities at both the undergraduate and graduate levels.
- Performance on standardized and other evaluation measures (peer evaluation of teaching).
- Development of high quality syllabi and examinations.
- Evidence of mentoring students at the undergraduate and graduate levels.
- Participation as a chair or member of M.S. and/or Ph.D. supervisory committees.
- Evidence of recognition or honor awards in teaching.

## **Service**

Evidence of some professional service as a member of committees at the department, the college, or the university level and/or extramural committees related to scholarly achievement or the administration of scientific societies.

## **2.2 Departmental Criteria for Promotion to Full Professor**

### **Research**

An outstanding record of research productivity is needed for the promotion from Associate to Full professor. Research productivity will be assessed based on the following criteria.

- Research that is consistent with the University Guidelines for Promotion and Tenure (10.4.2 University Criteria for Promotion and Tenure).
- Research that is consistent with the Assignment of Responsibilities.
- Research that is consistent with the expectations of discipline-specific external letters.

- Published original research that demonstrates a national and an international reputation in the candidate's specialty. A high probability must be evident of continued progress in the future.
- Evidence of extramural support and a sustained record of grant writing.
- Evidence of directing a sustained and productive doctoral program, with commitment to the professional development of graduate students and/or postdoctoral fellows according to their individual abilities.

Positive indicators beyond the peer reviewed research articles in high quality journals in the field include: 1) invitations to present research seminars at other institutions, 2) invitation to participate/conduct/organize symposia at national and international scientific meetings, 3) invitation to deliver plenary lectures at international meetings, 4) invitations to write scholarly works such as book chapters, encyclopedic articles, critical review articles, position papers, and guest editorials.

Other strong indicators of research achievements in the candidate's field may include appointments on national and international committees of professional organization(s), appointments/elections to national offices professional organizations, national/international awards in recognition of candidate's research contributions to the field, consistent federal competitive research grant support, service on federal committees, service to peer research review panels for federal competitive grant programs, service to federal panels, and other evidence as appropriate.

### **Teaching**

Evidence of originality and initiative in the development of new courses and further development of the teaching program as mentioned above for the promotion and/or tenure for the Associate professor, with evidence of responsiveness to changes in the field and use of the most up-to-date teaching methods is needed for the promotion from Associate to Full professor. Teaching excellence will be assessed based on the following criteria.

- Teaching that is consistent with the University Guidelines for Promotion and Tenure (10.4.2 University Criteria for Promotion and Tenure).
- Teaching that is consistent with the Assignment of Responsibilities at both the undergraduate and graduate levels.
- Performance on standardized and other evaluation measures (peer evaluation of teaching).
- Continued use of high quality syllabi and examinations.
- Evidence of recognition or honor awards in teaching.

## **Service**

The candidate should have served on major departmental committees and shown evidence of commitment to improvement of the administrative activities of the department. The candidate also should have served on administrative committees or in professional leadership roles at the university level or at the community, state, or national level.

### **2.3 Faculty with Credit Earned from Prior Appointments at other Institutions**

When some credit toward tenure earned at another institution has been agreed on in writing at the time of hiring, faculty hired without tenure will be evaluated for tenure on the basis of the joint record of work at FSU and at the prior institution.

### **2.4 Non-Ranked Faculty**

Non-ranked faculty will be assessed for promotion in accordance with their annual evaluations, as reflected in their Annual Letters pertaining to progress toward Promotion and/or Tenure. These in turn depend upon their weighted performances in their areas or responsibility (as per their annual assignments). A record of excellence over a period of years that is in accordance with the policies of the University suffices for promotion.