



February 1, 2006

MEMORANDUM

To: Deans, Directors, and Department Chairs

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

Re: Promotion Procedures for Non-Tenure-Track Faculty

I am writing to remind you that promotion recommendations for the non-tenure-track faculty members (i.e., holding positions of assistant in, associate in, and the various levels of the scholar/scientist/engineer, librarian, and curator) are due in the Office of the Dean of the Faculties by March 15, for submission to the President for approval.

Criteria for non-tenure-track faculty actions focus on degree and time-in-service, since these positions have assignments in limited areas. Performance is reviewed in the annual evaluation process, which determines salary actions, retention, and recommendations for promotion. Promotion recommendations for non-tenure-track faculty are not reviewed by the University Promotion and Tenure Committee. They are checked against the university's or department/unit's criteria by the Office of the Dean of the Faculties and forwarded to the President for approval or denial. The President's decision will be communicated to the recommending administrator, who will inform the affected faculty. All actions are required to be effective at the same time as tenure-track faculty promotions, which is the beginning of the next academic year.

The University has adopted University-wide procedures for several classes of these non-tenure-track positions, but for others it has not. University-wide procedures have been adopted for Librarians and the promotion chain of "Assistant in" to "Associate in" to "Research Associate." For those positions without University-wide procedures, such as the promotion chain of Assistant Scholar/Scientist, Associate Scholar/Scientist, and Scholar/Scientist, units have their own internal promotion procedures, which should be on file in the Office of the Dean of the Faculties. All procedures culminate in submission of recommendations via the Office of the Dean of the Faculties to the President for formal approval. Article 14 (and Appendix J for in-unit librarian classes) of the FSU BOT-UFF Collective Bargaining Agreement should be reviewed for in-unit faculty to ensure that department/unit's procedures are in compliance with the Agreement (<http://dof.fsu.edu/forms/UFFAgreement04-07.pdf>).

If you have questions about these procedures, please contact my office.

cc: President Thomas K. Wetherell
Provost Lawrence G. Abele
Vice Presidents