

DIVISION OF UNDERGRADUATE STUDIES FACULTY PERFORMANCE EVALUATIONS, MERIT PAY INCREASES, AND PROMOTION CRITERIA & PROCESS FOR SPECIALIZED FACULTY

Approved by a vote of the faculty on December 16, 2014.

I. OVERVIEW OF THE DIVISION

The Division of Undergraduate Studies operates as the administrative home or “Dean’s Office” for most freshmen and sophomore students until they are formally admitted into their majors. Additionally, the Division provides a wide array of high-quality academic engagement and support services available to all undergraduate students. Although the Division is not a degree-granting college, it does employ a limited number of faculty in two classifications: (1) department/unit faculty administrators and (2) specialized faculty eligible for promotion. The courses taught by faculty in the Division are offered through degree-granting colleges at Florida State University. All faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university web site: <http://provost.fsu.edu/sacs>.

II. ANNUAL FACULTY PERFORMANCE EVALUATIONS

Criteria:

All faculty members are evaluated annually during the spring semester. The only exceptions are those on personal leave of absence and/or those not being reappointed, whether they have received or are not entitled to receive a notice of non-reappointment. Faculty members receive notification that the annual evaluation will be conducted during the spring semester and are requested to provide evidence of their performance in the form of a memo or report to support assigned duties (Assignment of Responsibilities or AOR) for the preceding calendar year. The Evidence of Performance memo/report provides supporting documentation for the performance rating on the Annual Faculty Evaluation Summary Form and might include data and/or interpretive comments as appropriate in the evaluation of the faculty member’s performance.

Faculty Performance Evaluations are based upon assigned duties and responsibilities (AOR), taking into consideration the nature of the assignments and quality of performance. When evaluating a faculty member’s performance, the following elements are considered, if applicable, to the assigned duties and responsibilities:

- Effectiveness in providing professional services to the students under the purview of the Division of Undergraduate Studies
- Contributions in the area of service to the Division of Undergraduate Studies and the University
- Ability to teach/communicate in an effective manner, both orally and in writing
- Contributions to research and other creative activity including effectiveness at securing external funding and timely completion of contractual obligations
- Effectiveness in providing professional services to the public and private sectors of the community, state, and nation
- Providing effective service to public and/or private schools
- Other University duties, contributions, and/or effectiveness as appropriate to the assignment

Procedures:

Those faculty reporting directly to the Dean are evaluated by the Dean. Those faculty supervised by other department/unit supervisors are evaluated by their supervisor with review and approval of the Dean.

Faculty member evaluations will occur during the spring semester of each year and will take into account performance of assigned duties over the past year. For faculty members who have been employed at the University less than that period, the annual evaluation will take into account their performance since the start of employment at the University. The evaluator reviews all documentation/data submitted by each faculty member as well as pertinent information from other sources as applicable and completes the Annual Evaluation Summary Form indicating one of the five performance rating categories below. For employees who are meeting expectations, there are three categories:

- Meets FSU's High Expectations – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty and completes assigned responsibilities in a manner that is both timely and consistent with the high expectations of the university.
- Exceeds FSU's High Expectations – This describes an individual who exceeds expectations during the evaluation period by virtue of demonstrating noted achievements in several of the following areas: willingness to accept additional responsibilities, leadership/creativity in completing assignments, service and collaboration within and outside the Division, high level of commitment to serving students and the overall mission of the Division, involvement/leadership in the activities of a related professional association, initiative in solving problems or developing new ideas, or overall efficiency and effectiveness.
- Significantly Exceeds High Expectations – This describes a faculty member who far exceeds performance expectations during the evaluation period and achieves an extraordinary accomplishment or recognition such as one or more of the following: completing a significant special project or assignment; demonstrated recognition of the individual by peers as an authority in his/her field; substantive contribution to published research or creative activity; securing significant external funding; or attaining a significant national or international achievement, certification, or recognition.

If an individual's overall performance rating falls below "Meets FSU's High Expectations," specific suggestions for improvement should be provided to the employee by the supervisor. There are two performance rating categories for individuals who are not meeting expectations:

- Official Concern – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty but is not completing assigned responsibilities in a manner that is consistent with the high standards of the university.
- Unsatisfactory – This describes an individual who fails to demonstrate with consistency the knowledge, skills, or abilities required in his/her field of specialty and/or in completing assigned responsibilities.

The evaluator and faculty member then meet, discuss the evaluation, and both parties sign the evaluation form and any attachments. Additionally, the evaluator will inform those faculty who are eligible for promotion of their progress annually in writing. If the evaluator is the Dean, the Annual Evaluation Summary Form is then reviewed and signed by the Vice President for Faculty Development and Advancement. If the evaluator is a department/unit supervisor, the Annual Evaluation Form is then reviewed and signed by the Dean of Undergraduate Studies.

III. FACULTY MERIT PAY INCREASE CRITERIA/PROCEDURES

All faculty in the Division will be evaluated and considered for merit pay increases based on the services they are providing in conjunction with their assignment within Undergraduate Studies. Those faculty members who hold tenure or are on tenure-earning appointments within an academic department will be evaluated and

considered for merit pay increases with the Division based on the services they are providing in conjunction with their assignment within Undergraduate Studies.

Criteria:

The eligibility for a faculty pay increase based upon merit is established during the annual evaluation process, which occurs during the spring semester each year. Faculty members provide evidence of their performance, which supports their assigned duties and provides the basis for the performance rating on the Annual Evaluation Summary Form. Only those individuals with a performance rating that is at or above “Meets FSU’s High Expectations” during the most recent evaluation period will be eligible for a merit pay increase.

Procedures:

The Dean will assign and approve merit pay increases for faculty members based upon the individual’s most recent performance rating that is assigned in accordance with the criteria outlined in the Annual Faculty Performance Evaluations section above. Additionally, the Dean will consider the recommendation of the direct supervisor with regard to merit pay increases. The amount of any merit pay increase will be based on available funding and an individual’s performance rating category. After approval, appropriate paperwork will be submitted to implement the pay increase as specified in guidelines provided by the Office of Faculty Development and Advancement and/or Budget and Analysis.

IV. PROMOTION CRITERIA & PROCESS FOR SPECIALIZED FACULTY

Faculty Administrators: Faculty administrators in the Division of Undergraduate Studies are not eligible for consideration for promotion through the process for specialized faculty. In an instance where a Division faculty member holds a joint appointment in another department/unit through which promotion and tenure is possible, the Dean of Undergraduate Studies shall evaluate the faculty member only with respect to his/her responsibilities within the unit and will forward this evaluation to the administrator responsible for review of evaluations for that other department/unit.

Specialized Faculty: Specialized faculty are eligible for promotion per the process outlined by the Office of Faculty Development and Advancement.

Criteria:

Promotion from a level I position to a level II position in the specialized faculty ranks is attained through meritorious performance of assigned duties as specified on the AOR while in the level I position. The definition of meritorious performance is an overall rating of “Meets FSU’s High Expectations” or above on all annual evaluations during the previous 5 years plus evidence of excellence in the areas of teaching, advising, and/or academic support; administration and service; and professional development activities relevant to the AOR as documented in the portfolio binder described below. Within the Division of Undergraduate Studies, the promotion from a level I position to a level II position requires a minimum of a master’s degree and at least 5 years of meritorious performance at the level I rank. However, early review is possible at 3 years if a candidate was hired or converted into a specialized faculty rank prior to January 1, 2014.

Promotion from a level II position to a level III position requires a doctoral/terminal degree and at least 5 years of superior performance at the level II rank. The definition of superior performance is a consistent pattern of overall ratings on the annual evaluation at the “Exceeds FSU’s High Expectations” or above and no overall ratings below the level of “Meets FSU’s High Expectations” during the previous 5 years plus evidence of excellence in the areas of teaching, advising, and/or academic support; administration and service; and professional development activities relevant to the AOR as documented in the portfolio binder described below.

Procedures:

1. As the applicant approaches conclusion of the required years of service, he or she must submit notice of intent to apply for promotion no later than January 1 of the application year. This should be done via email to the direct supervisor, who will then confirm eligibility in terms of years of service and degree requirements.
2. The applicant shall submit to his or her direct supervisor, by January 15 of the application year, a comprehensive curriculum vita and portfolio binder containing the items specified below.
3. Initial review and recommendation for promotion will be made separately by the Division of Undergraduate Studies promotion committee and the applicant's supervisor by February 15. In cases of dual supervision, the primary supervisor's recommendation will be developed in consultation with the secondary supervisor. The Dean will review these recommendations and the applicant's portfolio binder and, if appropriate, then make the official nomination to the President via the Office of Faculty Development and Advancement for final action. These nominations must be submitted to the Office of Faculty Development and Advancement no later than March 15 each year.
4. The Dean of Undergraduate Studies will be notified of the President's action and will subsequently notify the applicable supervisor and faculty member. The promotional pay increase will become effective, along with the title change, the first day of the next academic year. However, the standard raise percentage and effective date are subject to change according to administrative decisions and collective bargaining.
5. The promotion committee for the Division of Undergraduate Studies will be composed of all individuals holding a faculty appointment through the Division with the exception of the Dean. Those faculty who are supervising a candidate who is up for promotion in a given year will recuse themselves from the discussion and decision related to that candidate. Each year committee members will elect a chairperson who is responsible for providing the Dean with a detailed letter for each applicant that includes a summary of the committee's recommendation (including a tally of the votes), specific evidence or deficiencies in the portfolio cited as supporting rationale, and the signature of each committee member. Voting will be conducted by secret ballot and a simple majority of the committee is required to recommend a candidate for promotion.

Contents of the Portfolio Binder:

The applicant shall submit a portfolio in the form of a binder that will be divided into the following sub-sections by tabs:

1. Vita
2. Performance Evaluations and AORs (for years being considered for promotion)
3. Teaching, Advising, and/or Academic Support
4. Service and Administration
5. Professional Activities

Evidence of Teaching, Advising, and/or Academic Support – The portfolio shall contain the following materials pertaining to the applicant's teaching and advising:

- Statement of teaching and advising responsibilities (since applicant was hired or since last promotion), including a list of courses/sections taught by semester, presentations delivered, types of advising and outreach activities with students.
- University approved evaluation summary (SPCI) for each section/semester taught.
- Syllabus for each unique course taught.
- Written evaluations as follows:
 - a. Teaching Track: Written evaluations from at least one teaching observation by the supervisor and at least two peer teaching observations by faculty members in the Division of Undergraduate Studies or the college in which the course is housed. Faculty members will be given at least two weeks notice of a teaching observation that will include written evaluation by the supervisor. Faculty are responsible for arranging their own peer teaching observations.
 - b. Instructional Support Track: Written evaluation letters from at least two FSU faculty citing evidence of the applicant's contributions to the mission of the Division.
- Any other materials deemed useful in evaluating teaching, advising, and/or academic support.

Evidence of Service and Administration - The portfolio shall contain the following materials pertaining to the applicant's service and administration:

- Statement detailing all the service activities that the applicant has been involved in, both within and outside the Division during the review period. This statement should include, but is not limited to, unit and Division committee service, University committee service, education/outreach to the local community, departmental administrative duties as defined in the Assignment of Responsibilities, and significant initiatives or contributions toward achieving unit and/or Division goals.
- Supporting documentation or other relevant information that might be useful in evaluating service and administration activities.

Evidence of Professional Activities – The portfolio shall contain the following materials pertaining to the applicant's professional activities:

- Statement of all professional activities that the applicant has conducted or participated in during the period under review, including professional organization memberships, presentations at conferences, workshops or trainings conducted, and attendance at professional development opportunities on campus.
- Copies of papers, posters, or electronic presentations (refereed or non-refereed).
- Copies of assessments, evaluations, or models developed to enhance program evaluation or student success.
- Other relevant information that might be useful in evaluating professional activities, both within and outside the Division.

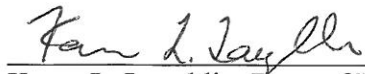
V. APPROVAL OF AND AMENDMENTS TO THIS DOCUMENT

This document and any future amendments to it may be approved by a two-thirds (2/3) majority vote of the faculty provided it has been circulated at least two weeks prior to the meeting at which voting will occur. A quorum (simple majority) of the faculty must be present, and votes will be taken via secret ballot. Voting members with regard to faculty issues in the Division will include the Dean of Undergraduate Studies, faculty administrators, and all in-unit faculty. Faculty meetings will be convened and led by the Dean or designee.

This document will be reviewed and renewed at least once every ten years. If it is not reaffirmed or revised within ten years of the approval date below, this document will expire in 2024.

Approved By:

Undergraduate Studies Faculty via secret ballot on December 16, 2014

A handwritten signature in cursive script, appearing to read "Karen L. Laughlin", written in dark ink.

Karen L. Laughlin, Dean of Undergraduate Studies