

THE GRADUATE SCHOOL
FACULTY PERFORMANCE EVALUATIONS, MERIT PAY INCREASE, AND
PROMOTION CRITERIA & PROCESS FOR NON-TENURE-TRACK-FACULTY

January 2009

I. ANNUAL FACULTY PERFORMANCE EVALUATIONS:

Criteria:

The performance of all faculty members, with the exception of those on personal leave of absence and/or those not being reappointed who have either received or are not entitled to receive a notice of non-reappointment, is evaluated annually during the Spring Semester. 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 for the preceding calendar year. The Evidence of Performance memo/report provides the basis for the performance rating on the Annual Faculty Evaluation Summary form and might include supporting 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, 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 administrative duties related to the mission of the Graduate School
- Contributions in the area of general service to the University
- Ability to teach in an effective manner through oral and written instruction
- Contributions to research and other creative activity
- Other University duties, contributions, and/or effectiveness as appropriate to the assignment

Procedures:

Each faculty member will be evaluated by the Dean of the Graduate School.

After the faculty member and Dean meet, discuss the evaluation, and both parties sign, the evaluation form and attachments, if applicable, are retained in the Graduate School. The faculty member receives a copy of the evaluation and the original is placed in the faculty member's confidential evaluation file. As part of this process, all faculty members eligible for promotion are apprised in writing of their progress towards promotion. The performance evaluation process is implemented as specified by guidelines provided by the Office of the Dean of the Faculties.

II. FACULTY MERIT PAY INCREASE CRITERIA/PROCEDURES:

The Graduate School is not an academic department. The faculty members within the Graduate School have assignments that comprise primarily administrative responsibilities.

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 Faculty Evaluation Summary.

The following elements are considered if applicable to the assigned duties and responsibilities of the faculty member:

- Overall quality of performance – rating should be “Satisfactory” or documented improvement should be available
- Contributions to the mission of the Graduate School
 - Effectiveness in handling projects
 - Timeliness in meeting deadlines
 - Creativity, initiative
 - Effectiveness as a supervisor if appropriate
 - Effectiveness working with others and independently

Procedures:

The Dean of the Graduate School will make decisions on the allocation of merit monies based upon the criteria and the guidelines provided by the Office of the Dean of the Faculties and/or Budget and Analysis.

III. PROMOTION CRITERIA & PROCESS FOR NON-TENURE-TRACK FACULTY:

The Graduate School is an administrative unit. Non-tenure track faculty have assignments in administration. Criteria for non-tenure-track faculty promotions focus on degree, time-in-service, and performance. Overall performance is reviewed in the annual evaluation process, which determines recommendations for promotion as well as salary actions and retention.

The following elements will be considered when recommending a non-tenure-track faculty member for promotion. These elements are in no particular order, and will be applied as appropriate based on the duties, responsibilities, and expectations of the position. These elements include, but are not limited to:

PROFESSIONAL ACCOMPLISHMENT:

Effectiveness in the performance of assigned duties

Relevant years of experience

Timely completion of projects

Evidence of initiative and creativity through recommendations for improving office functions

Other professional accomplishments as appropriate

PROFESSIONAL RECOGNITION:

Recognition as an authority in the area of expertise

Invited talks

Organization of workshops at regional or national meetings as appropriate

Professional honors, awards, and other recognitions

Contract and grant funding awarded from external sources including federal, state, local, and private

Other professional recognition as appropriate

PROFESSIONAL SERVICE:

Service, including administrative assignments, as appropriate

ELIGIBILITY CRITERIA:

Assistant In/Associate In/Research Associate:

Promotional ladder is Assistant in, Associate in, and then Research Associate. An Assistant In becomes eligible for promotion from Assistant In to Associate In after 5 years in service with Bachelor's degree or after 3 years in service with Master's degree. A Research Associate must have a Ph.D. OR 10 years of training and experience at the Assistant in and/or Associate in level(s), per FSU criteria.

PROMOTION PROCESS:

The Dean of the Graduate School will consider the performance of each faculty member in February. If past evaluations and time in rank warrant promotion then documentation will be prepared and organized in a binder or folder as follows:

- Letter/memo of recommendation
- Vita
- Faculty member's annual assignments and annual evaluations including faculty member's written promotion appraisal(s) for the required time of service
- Any additional supporting documentation that would enhance and/or justify request

The Dean will forward his or her advice to the President via the Office of the Dean of the Faculties.

The Dean of the Faculties' Office will review files to ensure that the University and the Graduate School criteria are satisfied and will forward the advice to the President for final action. The Dean of the Graduate School will be notified of the President's action(s) and will subsequently notify the applicable supervisor(s) and faculty member(s).

Typically, the promotional increase is 9% or 12%, depending on the promotional level, and will become effective along with the title change the first day of the next academic year. However, the raise percentage and effective date are subject to change according to administrative decisions and collective bargaining.

Approved By: Nancy H. Marcus, Dean of the Graduate School January 23, 2009
Graduate School Faculty Members via secret ballot on _____1/23/09_____ (insert date)