

Addendum to the Bylaws of the Department of Mathematics
Florida State University
**Criteria and Procedures for Annual Evaluations
Promotion, Tenure, and Salary Adjustment
Recommendations**

As amended October 5, 2020

1 Faculty Annual Evaluations and Ratings

Faculty Annual Evaluations will occur during the spring semester of each year. The evaluator reviews all documentation/data submitted by each faculty member as well as pertinent information from other sources as applicable, including peer review, and completes the Annual Evaluation Summary Form indicating one of the five performance rating categories below. For faculty who are meeting expectations, there are three categories:

Meets FSUs High Expectations The faculty member reliably completes assigned responsibilities in a manner that is both timely and consistent with the high expectations of the University.

Exceeds FSUs High Expectations The faculty member exceeds expectations by virtue of demonstrating noted achievements in one or more of the areas of teaching, research, and service.

Substantially Exceeds FSUs High Expectations The faculty member far exceeds performance expectations and achieves an extraordinary accomplishment or recognition in one or more of the areas of teaching, research, and service.

If an individual's overall performance rating falls below Meets FSUs High Expectations, specific suggestions for improvement should be provided to the employee. 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.

Does Not Meet FSU's High Expectations This describes an individual who fails to demonstrate with consistency the knowledge, skills, or abilities required in his/her field of specialty and/or to complete assigned responsibilities.

2 Criteria for Promotion and Tenure for Tenure-Track Faculty.

To warrant promotion to Associate Professor with tenure, the Department expects the successful candidate to have established a national/international reputation in his or her research specialty with regular scholarly publications in peer-reviewed archival journals of high quality. Evidence of such a reputation should be confirmed by outside review letters written by experts invited by the Chair to evaluate the candidate's body of work while an Assistant Professor. The Department also expects the successful candidate to have

demonstrated excellence in teaching a variety of courses at both the undergraduate and graduate levels, as evidenced by peer-review of teaching (classroom visitations), student reviews, and, when appropriate, creative and timely course development. The successful candidate should have demonstrated an ability to work with graduate students and an interest in training students for the doctoral degree. The overall record of the successful candidate should instill confidence among the tenured faculty that the candidate will continue to pursue excellence in research and creative activity with the promise of gaining a national/international reputation sufficient for eventual promotion to Full Professor at the appropriate time.

The successful candidate for promotion to Full Professor should have demonstrated over his or her tenure as an Associate Professor the promise implicit in promotion to Associate Professor, having gained national/international recognition for scholarly work completed since the last promotion, continued excellence in teaching, significant work among graduate students, and significant contributions to the service needs of the Department, College, University, or discipline.

3 Criteria for Promotion of Specialized Faculty (SF).

Promotion will be attained through meritorious performance of assigned duties in the faculty member's present position. Promotion to the second rank shall be based on recognition of demonstrated effectiveness in the areas of assigned duties. Promotion to the third rank shall be based on superior performance in those areas. Promotion decisions shall take into account annual evaluations, annual assignments, and evidence of sustained effectiveness relative to opportunity and according to assignment.

For the Teaching Faculty, promotion decisions shall take into account:

1. evidence of well-planned and delivered courses, including student success rates
2. letters from faculty members who have conducted peer evaluations of the candidate's teaching
3. summaries of student course evaluation data
4. performance in assigned service roles supporting the teaching mission of the University
5. appropriate participation in, or leadership of, curriculum or course development and instructional innovation

For the Research Support Faculty, promotion decisions shall take into account evidence of research support contributions and effective service, as attested by feedback from departmental members.

4 Criteria for Merit-Based Salary Adjustments for Tenure-Track Faculty.

Merit-based salary adjustments shall be recommended by the Chair with advice from the FEC for tenure-track faculty. The Chair's recommendation shall be based on the annual peer evaluations performed by the FEC in accordance with individual Assignments of Responsibilities.

5 Criteria for Merit-Based Salary Adjustments for Specialized Faculty.

Merit-based salary adjustments shall be recommended by the Chair with advice from the FEC. The Chair's recommendation shall be based on the annual peer evaluations performed by the FEC in accordance with individual Assignments of Responsibilities.

6 Letters of Progress.

Each year, the Chair shall supply each faculty member who has not achieved the highest promotion possible a letter detailing his or her progress toward promotion and/or tenure as appropriate.

In addition to the annual evaluation, in the third year of service of a tenure-track faculty member, the Department Promotion and Tenure Committee, or a subcommittee designated by this committee, conducts an in-depth review of progress toward promotion and tenure.