



Annual Faculty Performance Evaluations, Merit Pay Increase, And Promotion Criteria & Process For Non-Tenure-Track Faculty

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I. ANNUAL FACULTY PERFORMANCE EVALUATIONS

Criteria

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 individual's duties and responsibilities:

- Ability to teach and/or develop course content in an effective manner through oral and written instruction.
- 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 FSU Faculty, Teaching Assistants, the public and private sectors of the community, state, and nation.
- Contributions in the area of service to CAPD and the University.
- Other University duties, contributions, and/or effectiveness as appropriate to the assignment.

Procedures

1. The Evidence of Performance document is written by the faculty member and provides a summary of activities completed during the annual evaluation period. It should be comprehensive but brief, with like activities summarized and presented as one. Faculty members are expected to report measurable indicators, when possible, to document their accomplishments.
 - a. The only required additional documents are SPOT results for faculty teaching during the evaluation period and/or workshop evaluations (both serving as measures of performance by our clients).
 - b. The only suggested additional documents are unsolicited emails from clients regarding performance.
 - c. Employees may include any interpretive comments or supportive data.
2. The Performance Goals document, likewise, is written by the staff member and provides a measurable summary of activities to be completed during the coming annual evaluation period and will form the basis of the next year's evaluation. Each goal should be linked to an organizational Institutional Effectiveness goal. One goal should reference a specific development effort or instructional technology.

The Annual Faculty Evaluation Summary is a required FSU form for Faculty completed by each individual's supervisor, with input from the CAPD Associate and Assistant Directors based on the faculty member's assignment of responsibilities. "Progress Toward Promotion" letters will be included with the annual evaluation for faculty in applicable positions.

3. The Assignment of Responsibilities is a required written document provided to faculty describing the expectations for the next evaluation period. It is completed by the faculty member's immediate supervisor and approved by the Associate Director.

II. FACULTY DEVELOPMENTAL FEEDBACK PROCEDURES

Feedback is essential to facilitating performance improvements and allows faculty to use our strengths to our advantage and identify what changes or improvements may be needed. The Developmental Feedback process incorporates feedback from multiple perspectives and a variety of sources: peers, subordinates, self and supervisor. The evaluation process will remain confidential, and the results will only be shared with the faculty member, their immediate supervisor and their Assistant Director. As approval authorities, the Director and Associate Director have access to this information in order to make informed approval decisions.

Ratings will be compiled, shared with the faculty member and the source of the individual ratings will not be discernable or divulged.

The feedback form, as well as the process and the timing of the Developmental Feedback, was determined by vote within each CAPD Unit. The Dean of Faculties has approved the use of this process for developmental purposes. This information will not become part of a personnel file or used in the recommendations for merit increases.

III. FACULTY MERIT PAY INCREASE CRITERIA & PROCEDURES

Center for Academic and Professional Development is not an academic department. The majority of faculty members within CAPD are full-time, 12 month employees and provide specialized services to the University, community, public and/or private entities. Typically, they have assignments in limited areas.

Recommendations for merit increases and promotion are determined by the quality of performance and are noted by all supervisors of the faculty members during the evaluation period. Recommendations for merit increases are made by the Faculty Merit Recommendation Committee and must be approved and submitted by the immediate supervisor to the Associate Director and Director for review, determination of funding availability and consideration for approval and subsequent submission to the Dean of the Faculties.

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 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.
- Knowledge and skills in the field of specialty or area of special assignment.
- Recognition as an authority in the field of specialty.
- Contributions to research and other creative activity, including effectiveness at securing external funding and timely completion of contractual responsibilities.
- Ability to teach in an effective manner through oral and written instruction.

Procedures

The Faculty Merit Recommendation Committee (FMRC) will be selected annually. Members will include each CAPD Assistant Director, the CAPD Associate Director and each Unit will elect at least one additional Faculty representative proportional to their faculty staff. The Committee will develop merit recommendations, for submission through the immediate supervisor(s) to the CAPD Directors. The recommendations will be based upon the criteria in this section and each Unit's faculty evaluation criteria and procedures. The FMRC will compile recommendations for distribution of merit pay increases for faculty that satisfy the relevant criteria and will submit that document to CAPD Directors for consideration. After approval, the appropriate paperwork will be submitted to implement pay increases as specified in guidelines provided by the Office of the Dean of the Faculties and/or Budget and Analysis.

IV. PROMOTION CRITERIA & PROCESS FOR NON-TENURE-TRACK FACULTY

Non-tenure-earning faculty positions generally have assignments in limited areas. 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 teaching, consulting or development duties.
- Relevant years of experience.
- Submission of contract and grant proposals for external funding.
- Timely completion of contractual and grant obligations.
- Publication of books, brochures, chapters in books, articles in refereed and un-refereed journals and/or professional publications.
- Features and/or citations in professional magazines, newsletters, or on professional websites.
- Demonstrated expertise in the area of research, creative activity, or field of specialty.
- Presentations at meetings, workshops, or conferences of professional societies.
- Other professional accomplishments as appropriate.

Professional Recognition

- Recognition as an authority in the area of research, creative activity, or field of specialty.
- Invited talks at meetings, workshops, conferences or within the University community.
- Organization of workshops, seminars, professional conferences, and meetings.
- Membership and/or positions of responsibility in professional organizations.
- 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 to CAPD and the University directing/supervising undergraduate and graduate research as well as committee and sub-committee activity related to instruction, research, creative activity, etc..
- Service in providing professional services to the public and private sectors of the community, state, and nation.
- Other 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.

In all cases, Center for Academic and Professional Development will adhere to Florida State University policy. A center or institute reporting to CAPD may have additional criteria to those stated above, but must be approved by the relevant faculty of the unit and the Director/Dean of CAPD, and be consistent with the criteria established by the University as well as those by CAPD. A copy of the criteria is on file in the Office of the Dean of the Faculties and is also available in the CAPD/CTL content collection.

Promotion Process

Center for Academic and Professional Development will accept recommendations for promotion every year in March. When eligible for promotion (see eligibility criteria), the faculty member will request a review of performance from his or her immediate supervisor and the FMRC established for Merit procedures above

Documentation should be 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 CAPD Director will review all documentation and forward his or her advice to the President via the Office of the Dean of the Faculties. Promotion recommendations to the Associate in and/or Research Associate level(s) must also be reviewed by the Vice President for Research prior to forwarding to the Office of the Dean of the Faculties. (this is a DOF requirement)

The Dean of the Faculties' Office will review files to ensure that the University and CAPD criteria are satisfied, as well as any additional criteria of the specific unit and will forward the advice to the President for final action. The CAPD Director/Dean 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% 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. Faculty members on contracts and grants or auxiliary funding will receive salary increases equivalent to faculty members on E&G funding, provided that such salary increases are permitted by the terms of the contract or grant and adequate funds are available.

Any questions or concerns about the CAPD Annual Faculty Performance Evaluation, Merit Pay Increase and Promotion Process can be directed to the faculty member's immediate supervisor, the CAPD Directors and/or the Office of the Dean of the Faculties.

EVALUATION AND ASSIGNMENT TIMELINES

1. On or before February 10: Procedures for participating in the Annual Faculty Developmental Evaluation are distributed.
2. On or before February 17: Each staff member will complete an Evidence of Performance covering the prior calendar year and Performance Goals covering the coming calendar year and submit a copy to his or her immediate supervisor.
3. On or before February 24: The Associate and Assistant Directors will prepare Assignments of Responsibility covering the prior calendar year.
4. On or before March 3: Faculty Merit Recommendation Committee (FMRC) will meet and prepare their recommendations. The supervisor will complete a draft Annual Faculty Evaluation Summary, covering the prior calendar year, for each of their faculty members and discuss their ratings with the appropriate Assistant Director and the Associate Director of CAPD before reviewing with the individual rated.
5. By March 10: Annual Faculty Evaluation Summary and Assignments of Responsibilities are finalized. The supervisor will schedule a meeting with each supervised faculty member to discuss the results and the developmental evaluation.
6. By March 16: Recommendations for promotion are due to DOF.

Note: Dates are approximate and subject to change annually.