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 duties and responsibilities:

- Effectiveness in developing and providing professional services to FSU Faculty, Teaching Assistants, and to the public and private sectors of the community, state and nation.
- 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.
- 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 to reflect the above criteria. 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 can include any interpretive comments or supportive data.
2. The **Performance Goals** document, likewise, is written by the faculty member and provides a measureable 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.

3. The **Annual Evaluation Summary Form** is a required FSU form for Faculty completed by each individual’s immediate supervisor with input from the CAPD Associate Director and/or Director 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.

4. 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 MERIT PAY INCREASE CRITERIA & PROCEDURES

CAPD is not an academic department. The majority of faculty members within CAPD are full-time research and/or 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 faculty member’s immediate supervisor to the Associate Director and Director for review, determination of funding availability and consideration for approval and subsequent submissions to the Vice President for Faculty Development and Advancement.

**Criteria:**

The eligibility for a faculty pay increase based upon merit is established during the annual evaluation process, which occur during the Spring Semester each year. Faculty members provide the Evidence of Performance, which supports their assigned duties and provides the basis for the performance rating on the Annual Evaluation Summary Form.
The following elements are considered, if applicable, to the assigned duties and responsibilities of the faculty member:

- Overall quality of performance—rating should be “Meets FSU’s High Expectations” or documented improvements 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 the Associate Director and at least two faculty members. The committee will develop merit recommendations for submission through the immediate supervisor(s) to the CAPD Director. The recommendations will be based upon the criteria in this section. The FMRC will compile recommendations for distribution of merit pay increases for faculty that satisfy the relevant criteria and will submit that document to the CAPD Director who may remand this recommendation back to the committee based on any noted discrepancies in the application of merit criteria. After CAPD Director approval, the appropriate paperwork will be submitted to implement pay increases as specified in guidelines provided by the Office of Faculty Development and Advancement and/or Budget and Analysis.

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

Non-tenure-earning faculty positions generally have assignments to 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 by the immediate supervisor and the FMRC established for Merit procedures above 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 as communicated to the faculty member by his or her supervisor. These elements include, but are not limited to:
Professional Accomplishment:
- Effectiveness in the performance of development, consulting or teaching 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.

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 a Bachelor’s Degree or after 3 years of service with a Master’s Degree. A Research Associate must have a Ph.D. or 10 years of training and expertise at the Assistant In and/or Associate In level(s), per FSU criteria.
In all cases, CAPD will adhere to FSU 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 CAPD Director, and be consistent with the criteria established by the University as well as those by CAPD. A copy of the criteria must be on file in the Office of the Faculty Development and Advancement and available to all relevant faculty.

**Promotion Process**

CAPD will accept recommendations for promotion every year one month prior to the VP of Faculty Development and Advancement deadline. When eligible for promotion (see eligibility criteria), the faculty member will request 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

CAPD Director will review all documentation and forward his or her advice to the President via the Office of Faculty Development and Advancement (OFDA) by the OFDA imposed deadline for that year’s promotion cycle. Promotion recommendations to the Associate In and/or Research Associate level(s) must have also been reviewed by the Vice President for Research prior to forwarding to the OFDA (this is an OFDA requirement). Regardless of outcome, written feedback will be provided to the Faculty member.

The VP of Faculty Development and Advancement’s 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 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 the 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 Director and/or the Office of Faculty Development and Advancement.

IV. EVALUATION AND ASSIGNMENT TIMELINES

1. On or before March 23: Procedures for participating in the Annual Faculty Evaluation are distributed
2. On or before March 31: Each faculty 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 March 31: The Associate and Assistant Directors will prepare Assignments of Responsibility covering the coming calendar year.
4. On or before April 5: Faculty Merit Recommendation Committee (FMRC) will have prepared 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 Associate Director of CAPD before reviewing with the individual rated.
5. By April 12: 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.

Note: Dates are approximated and subject to change annually.