

**Department of Nutrition, Food and Exercise Sciences**  
**Bylaws**  
**Approved 8-25-16**

**Mission Statement**

Florida State University's programs in the Department of Nutrition, Food and Exercise Sciences (NFES) prepare scholars and practitioners to excel in professions, which enhance physical well-being, health and human performance. We accomplish this by providing a firm foundation in essential scientific and technical knowledge and practical skills through teaching, research, publication and service.

**Vision Statement**

The Department is in a unique position nationwide to provide graduate training at both M.S. and Ph.D. levels with research opportunities in human nutrition, food science, sports science and exercise physiology. The combination of these respective areas of concentration within a single department facilitates integrative studies involving the quality and safety of food, the functional properties of food, food intake, and physical activity in the promotion and/or maintenance of human health and the optimization of physical performance.

**Article I. Purpose and Implementation**

**Section A.** These Bylaws are created to assist in the effective governance of the Department of Nutrition, Food and Exercise Sciences at Florida State University (FSU). They are subject to the higher authority of regulations adopted by Florida State University, the Faculty Senate, the FSU Board of Trustees, and statutes adopted by the Florida Legislature. They must be in accord with the Bylaws of the College of Human Sciences and the Collective Bargaining Agreement with the FSU Board of Trustees and the United Faculty of Florida.

**Section B.** These Bylaws must be endorsed by majority vote of the Faculty of the Department and approved by the Dean of the College of Human Sciences.

**Section C.** In every year ending in 0 or 5 the Departmental Faculty shall elect a special committee to review and update these Bylaws. Amendments to the Bylaws will be made in accordance with Article XV.

**Section D.** Faculty and staff members are expected to be familiar with and follow the FSU Substantive Change Policy, as found on the University web site <http://provost.fsu.edu/sacs/>.

## **Article II. Voting Membership**

**Section A.** Voting members of the Department shall include all faculty members holding the rank of Specialized Teaching Faculty I, II, and III, Assistant Professor, Associate Professor, or Professor in the Department. Faculty on adjunct, affiliate, visiting or courtesy (joint) appointments shall have the right to participate in all deliberations but not to vote.

## **Article III. Faculty Meetings**

**Section A.** The Department will meet at least once in each semester and may meet on special call during the summer. Date and time of meetings will be established by the Chair with appropriate notice.

**Section B.** Special meetings may be called by the Chair or on the written request of three voting members of the Department.

**Section C.** The Chair of the Department will be the presiding officer and prepare and distribute the agenda at least three days in advance of the meetings. In the absence of the Chair, he/she will assign another senior faculty member of the Department to preside.

**Section D.** A majority of the voting members of the Department will constitute a quorum at any regular or special meeting of the faculty. Any faculty member who cannot be reasonably expected to attend will be provided the opportunity to vote by proxy on any item of business scheduled for the regular or special meeting. This proxy authorization must be in writing, dated, signed by the absent member, and limited to a specified meeting. Proxies will not be included in the calculation of members present for a quorum.

**Section E.** All meetings will be conducted in accordance with *Robert's Rules of Order Newly Revised*, except as otherwise provided by these Bylaws.

**Section F.** Summer faculty meetings may be held for purposes of discussion. Action must be deferred until the new academic year begins.

**Section G.** Minutes will be taken and kept on file in the Department office and will be distributed to all members of the faculty in the Department within ten business days.

**Section H.** Prior to any action of relevance to the Department (e.g., recommendation for a new hire) the Chair will hold a faculty meeting or meetings to discuss the proposed action(s) to give opportunities for full discussions with the faculty. Voting may take place during these meetings or may be deferred to a pre-set time in order to provide faculty with more time to consider the actions in question. Votes will be submitted in hard copy and will remain on file in the Department office. Results will be announced immediately following the tallying of votes and may be disseminated electronically. Any faculty member who is unable to attend the scheduled meeting(s) must submit his/her vote in writing to the Chair.

## **Article IV. Departmental Chair**

**Section A.** The Department Chair is appointed as an out of unit faculty line and serves at the pleasure of the Dean. The Chair will be the chief administrative officer of the Department responsible for: providing overall leadership and vision; effectively managing and stewarding the programs and resources; evaluating Departmental priorities and goals for teaching, research, and service; developing synergy within the disciplinary areas; fostering cross-disciplinary and interdepartmental collaborations; and promoting effective working relationships among faculty and staff.

**Section B.** The Chair, after consultation with the Department Executive Committee (DEC), will establish committees for the conduct of Departmental affairs.

**Section C.** The Chair will consult with the appropriate committees on such matters as curriculum, appointments, course offerings and scheduling, recruitment of faculty and other professionals, promotion and tenure recommendations, merit recommendations, assignment of teaching and research assistants, preparing Departmental budget and general questions concerning allocation of Departmental resources. The Chair, with advice from the appropriate committees of the Department, will coordinate all segments of the academic program, such as degree requirements, curricular offerings, catalog announcements, and scheduling of classes. The Chair will assign faculty responsibilities, conduct annual evaluations, facilitate and coordinate curriculum planning and student recruiting and counseling; manage intradepartmental communication, record keeping, Departmental correspondence, and office staff; allocate resources; delegate committee responsibilities and interface with committees; and build the Departmental image.

**Section D.** The Chair will be, ex officio, a non-voting member of all Departmental committees.

**Section E.** The Chair will conduct an independent review of all candidates for promotion and tenure and forward to the Dean for review.

**Section F.** The Chair will make decisions on merit salary increases, considering Departmental recommendations, and forward to the Dean for final approval.

**Section G.** The Chair will provide administrative review and approval of Departmental policies and procedures, including promotion and tenure and evaluation/merit criteria and forward to the Dean for review and approval.

**Section H.** The Chair and/or his/her designee will serve as liaison officer and Departmental representative to officers and bodies outside the Department where not otherwise specified by the College, University, or Board of Trustees.

**Section I.** An evaluation of the Chair's performance will be conducted by the Dean for each calendar year. The evaluation will include input from the eligible voting faculty

members in the Department through a formal survey. The survey will be distributed and collected by the Dean, who will subsequently meet with the Department faculty to discuss the results. Only the summarized results and comments will be provided to the Chair.

**Section J.** The responsibility of Chair will be reflected in the Assignment of Responsibilities.

**Section K.** Whenever the office of Chair becomes vacant, or will soon become vacant, the faculty will request the Dean to appoint a Search Committee that represents the faculty of the Department. During this time if the Chair position becomes vacant the Dean will appoint an interim Chair.

#### **Article V. Director of Graduate Studies**

**Section A.** The Department Chair will appoint a Director of Graduate Studies for a three-year term. Re-appointment is possible.

**Section B.** The Director of Graduate Studies will serve as Chair of the Graduate Policy and Curriculum Committee, be responsible for implementing the policies of the Department with respect to the graduate program, recruitment effort, processing admission requests and procedures, and advising and counseling graduate students. The Director of Graduate Studies will serve on the College Graduate Policy and Curriculum Committee.

**Section C.** This responsibility of the Director of Graduate Studies will be reflected in the Assignment of Responsibilities.

#### **Article VI. Director of Undergraduate Studies**

**Section A.** The Department Chair will appoint a Director of Undergraduate Studies for a three-year term. Re-appointment is possible. The Director of Undergraduate Studies will be responsible for implementing the policies of the Department with respect to the undergraduate program, coordinate undergraduate course mapping procedures and advising, and make recommendations to the Chair regarding the undergraduate course offerings. The Director of Undergraduate Studies will serve on the College Undergraduate Policy and Curriculum Committee.

**Section B.** The responsibility of the Director of Undergraduate Studies will be reflected in the Assignment of Responsibilities.

#### **Article VII. Coordinator of Science of Nutrition (HUN 1201)**

**Section A.** The Department Chair will appoint a Coordinator of Science of Nutrition (HUN 1201) for a three-year term. Re-appointment is possible.

**Section B.** The Coordinator of Science of Nutrition (HUN 1201) will supervise the HUN 1201 Teaching Assistants, coordinate Departmental exams, update objectives, select texts and other resources.

**Section C.** This responsibility of Coordinator of Science of Nutrition (HUN 1201) will be reflected in the Assignment of Responsibilities.

### **Article VIII. Departmental Executive Committee (DEC)**

**Section A.** Composition. The DEC will include the Department Chair serving as an *ex officio* non-voting member of the Committee and three representatives of the faculty are elected by secret ballot. Term of office will be three years, with one member rotating off each year. The third year member of the Committee will serve as Chair. All members of the DEC will be full-time faculty members in the Department. Directors of the Graduate and Undergraduate Studies Committees will serve on the DEC as *ex officio* members.

**Section B. Responsibilities.** The DEC will act as a liaison between faculty and the Chair in order to maintain a balance between needs and demands. The Chair will seek the advice of the DEC on the following matters:

- Annual budget and allocation of financial resources
- Development of Departmental programs
- Hires of faculty and other professionals
- Grievance Committee for faculty
- Faculty merit evaluations

The DEC will solicit faculty input on these matters.

**Section C.** Meetings. Meetings of the DEC may be called at any time by the Chair or by any member of the Committee. All members of the Department will be informed of all DEC meetings and may attend any meeting in a non-voting capacity. Minutes will be recorded for all meetings and disseminated to faculty in a timely manner. A simple majority of those voting members present carries a motion at any scheduled meeting of the DEC, provided all voting members are present.

**Section D.** Election. Any faculty member holding the rank of Assistant Professor or above in the Department will be eligible for election to the Committee provided that he/she will have been a member of the Department for at least one academic year when assuming office. Nominations will be taken in a Department faculty meeting in the spring semester and election will be by secret ballot of those nominated. Elected members will serve three-year staggered terms and take office beginning with the new academic year. Re-election is possible for one additional term.

## **Article IX. Faculty Senator**

The Department will nominate faculty senators and official alternates at such times as specified by the constitution of the faculty senate. The College faculty will then vote on the nominated faculty. The faculty with the highest number of votes will serve as the Faculty Senator. The faculty Senator is responsible for attending faculty senate meetings and keeping the Department apprised of developments affecting the Department or its members.

## **Article X. Standing and Ad Hoc Committees**

**Section A.** All voting faculty and students where specified are eligible for committee memberships. No faculty member will be required to serve on more than three standing committees identified in this document at any one time.

**Section B.** Standing committees of the Department are: the Promotion and Tenure Committee, the Specialized Faculty Promotion Committee, the Undergraduate Policy and Curriculum Committee, the Graduate Policy and Curriculum Committee, the Department Scholarship Committee, and Master's Admission Committee. The Ad Hoc Committees are: Space Committee and the Grievance Committee.

The Promotion and Tenure Committee will facilitate procedures, review and take action on promotion and tenure binders. The Committee will be composed of all full-time tenured faculty in the Department of higher rank than the faculty going up for promotion and/or tenure. Specifically, assistant professors will be evaluated for promotion and tenure by associate and full professors; and associate professors will be evaluated for promotion by full professors. The Chair will be elected by the members of this Committee. The Committee will adhere to the policies defined by the Department (Appendix A), the College, and the University.

The Specialized Faculty Promotion Committee will be composed of all specialized faculty members of higher rank than the specialized faculty being promoted and the tenured faculty. Specifically, Teaching Faculty I will be evaluated for promotion to Teaching Faculty II by Teaching Faculty II and III, associate professors, and full professors. Teaching Faculty II will be evaluated for promotion to Teaching Faculty III by Teaching Faculty III, associate professors, and full professors. The Chair will be elected by the members of this Committee. This Committee is charged with the responsibility of reviewing the records of all prospective candidates for promotion and recommending action on the nomination of each candidate. The Committee will adhere to the policies defined by the Department (Appendix B), the College and the University.

The Undergraduate Policy and Curriculum Committee will be responsible for making recommendations to the faculty on policy, curricula, programs, and implementing procedures for undergraduate study. The Committee will be composed of at least four, full-time faculty members.

The Graduate Policy and Curriculum Committee will be responsible for making recommendations to the faculty on policy and curricula and implementing procedures for graduate study. The Committee will be composed of at least three full-time faculty members.

The Department Scholarship Committee meets in early spring to evaluate applicants for the different scholarship awards, which are dependent on the money that has accrued in the endowed fellowships. The Committee will be composed of a total of five faculty members representing each of the Departmental programs. The Chair will be selected by the Committee. The membership on the Committee is for a two-year period.

The Space Committee will be composed of a total of five faculty members representing each of the Departmental programs. Faculty will serve on this Committee for a three-year period. The Chair will be selected by the Committee.

The Grievance Committee will handle grievances that may come up between graduate and undergraduate students and faculty. The Committee will be composed of three faculty members and a graduate or undergraduate student that will be picked up the Department Chair. The Chair of the Committee will be the Director of Graduate Studies for Graduate students and the Director of Undergraduate Studies for undergraduate students.

Master's Admissions Committee will be composed of at least three faculty members with one member each from Sport Sciences, Exercise Physiology, and Nutrition Sciences/Dietetics/Sports Nutrition. The faculty will serve a three-year rotating term with the Chair of the committee serving in the third year.

**Section C.** The Department Chair may establish such ad hoc committees as deemed necessary to assist in the operation of the Department. Guidelines in Article X, Section A will be followed.

**Section D.** It will be the responsibility of the faculty members to implement and abide by the decisions of these committees.

## **Article XI. Faculty Evaluation**

The faculty annual evaluation process, which is effective beginning on January 1, 2013, requires faculty performance to be assessed using the following ratings (Appendix C):

- Substantially Exceeds FSU's High Expectations
- Exceeds FSU's High Expectations
- Meets FSU's High Expectations
- Official Concern
- Does Not Meet FSU's High Expectations

No evaluation process will require a forced distribution of evaluation ratings. Criteria and procedures must be detailed enough that any reasonable faculty member can understand what performance is required to earn each performance evaluation rating. “Substantially Exceeds FSU’s High Expectations” is defined as “Performance that meets or exceeds the expectations for the position classification and Department.” Merit Evaluations require that all faculty members shall be reviewed for merit. Merit criteria may not mandate a merit pay award for all members of the Department. Merit criteria must reflect distinctive levels of merit reflecting the differences in performance.

For the annual and merit evaluations an announcement will be made for faculty to put together a packet containing the faculty’s AOR, Summary of Activity (SOA), CV, and Student Perception of Course and Instruction (SPCI) evaluations. A narrative describing the faculty’s evaluation materials may also be included. All annual and merit evaluations will be turned in to the Chair of the Department.

## **Article XII. Summer Teaching Appointments**

All faculty can request the option to teach in the summer. Approval of summer teaching will be based on funding provided to the College. The following outlines the criteria for consideration in making summer teaching assignments.

1. The Chair will solicit emails of interest in summer teaching from faculty by the 4<sup>th</sup> week of the preceding spring semester.
2. Faculty interested in teaching during the respective summer will send replies to the chair via email within 2 weeks of receipt of the solicitation. Faculty should note which classes are likely to be offered in the summer and are interested in teaching.
3. Faculty should be given priority over graduate students and postdoctoral fellows.
4. Faculty carrying full-time teaching loads during regular terms (fall and spring) should be given priority over faculty who teach less than full time during regular terms.
5. History of teaching courses offered and other considerations such as course coordination of multiple session courses should also be taken into consideration.
6. If criteria 1 through 5 are met and there is more than one faculty member interested in teaching the same course, then the assignment decision should be guided by principles of equity using a rotating schedule and budget allocations.

**Note:** A minimum of ten students is required to be enrolled in a graduate course or that the course will be canceled.

### **Article XIII. Procedures for Departmental and/or College Teaching Assistantship (TA) Funding**

Funding for graduate teaching assistantships is provided to the department to cover the instruction of various courses. Therefore, the overriding priority for offering TA funding to prospective students is that the student's teaching experience and/or expertise is in an area where departmental instruction by graduate students is needed. Secondary priorities for awarding graduate teaching assistantships to prospective students are based upon the following criteria associated with the faculty advisor of the prospective graduate student:

- 1) Satisfactory performance on student teaching evaluations (SPIC) for all course instruction. Teaching evaluations must be completed for every assigned lecture course;
- 2) Successful mentorship of doctoral and master's students and timely completion of degree following the submitted program of study;
- 3) Timely yearly submission of graduate students' annual academic review to the Associate Graduate Dean's office, committee members, and students;
- 4) Documented results of an active research program involving graduate students in the form of research publications and presentations at national and regional scientific meetings; and
- 5) Assistant Professors will be given priority for new TAs.

Faculty advisors seeking TA funding to support a prospective graduate student will be reviewed annually to determine how well they are meeting these criteria. Student TA funding will be for a maximum of four years. Requests for additional support time will be evaluated on a case by case basis. If the above criteria are not maintained, consideration for additional TA funding from the Department and/or College may be suspended for that faculty member.

### **Article XIV. Graduate Faculty Status (GFS)**

#### **Section A. Definition of Graduate Faculty Status (GFS)**

Membership in the Graduate faculty authorizes faculty to teach all graduate level courses, to sit on all graduate level committees, to chair all graduate student thesis or dissertation committees, and to participate fully in all components of graduate education, research, and service. Limitation or removal of any of these authorizations from individual GFS faculty is delegated to the unit level authority where such assignments are made.

#### **Section B. Nomination Criteria**

1. Completion of a doctoral degree from a recognized university or its equivalent; **and**
2. Proven expertise in the teaching and research areas:

### **Section C. Requirements for Directing Master's and Doctoral Students**

Faculty holding GFS are expected to actively engage in graduate education through teaching, mentoring and research supervision. They should show evidence of research-based scholarship and/or creative work resulting in peer-reviewed publications or equivalent work.

GFS faculty directing master's theses must have served or be currently serving on at least one active dissertation supervisory committee or thesis committee, and meet the publication criteria listed below.

GFS faculty directing doctoral dissertations must have had experience with advising master's thesis or similar experience before directing doctoral students. GFS faculty directing doctoral dissertations must also meet the publication criteria listed below.

Publication criteria: Attainment of recognized professional stature in the discipline by virtue of substantial scholarly or creative work as evidenced by one of the following within the past three years:

- Authored three (3) scholarly publications that were accepted or published in refereed journals, or
- Authored two (2) scholarly publications that were accepted or published in refereed journals and one (1) equivalent creative work such as patent.

### **Section D. Definition of Graduate Teaching Status (GTS)**

Membership in the Graduate Teaching Status authorizes members of the faculty who hold non-tenure-earning appointments to teach all graduate-level courses. Those holding GTS may also be separately appointed to sit on graduate student committees and to co-direct Master's and doctoral theses. GTS may be awarded for multiple academic degree programs with the approval of the appropriate department, college, and the Dean of the Graduate School. Names of new GTS appointees will be sent to the Dean of The Graduate School for confirmation with the advice and consent of the Graduate Policy Committee.

Under special circumstances qualified persons who are not regular members of the FSU faculty may be accorded Graduate Teaching Status on a temporary basis with the approval of the Academic Dean and the Dean of the Graduate School. Temporary graduate teaching status is course-specific and expires after one year. Renewals may be requested by the department. Persons holding appointment as adjunct faculty or Post-Doctoral Research Associates (9189) are not eligible for Graduate Teaching Status. Exceptions to this policy may be made by requesting Courtesy General Faculty status as well as GTS for such persons through the Dean of The Graduate School and the Dean of the Faculties.

## **Section E. Nomination Criteria for GTS**

1. Completion of the doctorate or its equivalent and/or
2. Proven expertise in the teaching area.

### **Article XV. Amendments.**

Proposed amendments to the Departmental Bylaws must be submitted in writing to the DEC for review 15 days prior to the faculty vote. The Committee must circulate the proposed amendments to the faculty one week before the scheduled faculty vote.

A two-thirds majority of the eligible voting faculty of the Department will be required to adopt an amendment.

In order to conform to appropriate conventions, edits non-substantive modifications may be made in the terminology of the Bylaws without submission to a vote of the Department Faculty, provided no substantive changes are affected.

## Appendix A

### Department of Nutrition, Food & Exercise Sciences Florida State University Criteria and Procedures for Promotion and Tenure

Criteria used to determine recommendations for promotion and for award of tenure for faculty members are designed to be consistent with statutory requirements. Criteria used in our evaluation and the process used to reach our decision are consistent with those stated in the University Policy and Procedures (10.4.2 University Criteria for Promotion and Tenure (P & T)).

#### 1. Procedure

##### 1.1 Faculty Evaluation File

For each faculty member there is a faculty evaluation file containing: assignments of responsibilities, summary of activities, annual faculty evaluations, and annual letters pertaining to progress toward promotion and/or tenure. There may also be additional materials, such as student and/or peer evaluations of teaching and unsolicited, signed letters pertaining to teaching, research, or service.

##### 1.2 Non-Tenured, Tenure Track Faculty

Non-tenured, tenure track faculty members must be evaluated by the College and Departmental P & T Committee at their second and fourth year of service to the Department. An evaluation report will be submitted to the Department Chair and The P & T Committee. The Department P & T Committee will review faculty's vita, teaching evaluations, and statements regarding research, teaching, and service.

##### 1.3 Recommendation for Promotion and/or Tenure (P & T)

In accordance with Department's Bylaws, the Department's P & T Committee conducts an annual review of all faculty members eligible for promotion and/or tenure and makes a preliminary determination, based on a preliminary binder, as to whether the candidate has met the university and departmental standards for promotion and/or tenure. The binder should include the vita, teaching evaluations, and statements regarding research, teaching, and service. The candidate is informed in writing of the result of this preliminary review, and may withdraw from consideration within five working days of receipt of this notification. If the candidate does not withdraw from consideration, the requisite letters from outside sources will be sought at this time and the final binder will be prepared. Matters then proceed in accordance with the *Faculty Handbook* and the annual promotion and tenure memorandum from the Dean of the Faculties.

Faculty members being appraised for promotion and/or tenure are kept informed at each step in the process and may withdraw from consideration at any level.

## **2. Criteria**

### **2.1 Departmental Criteria for Promotion to Associate Professor with Tenure**

#### **Research**

Evidence of a strong program of independent scholarly research is needed for the promotion and tenure to the Associate level. The scholarly effort should be of sufficient quality and quantity to indicate the beginning of a national reputation in the candidate's discipline and a high probability of continued growth. Research productivity will be assessed based on the following criteria.

- Research that is consistent with the University Guidelines for Promotion and Tenure (10.4.2 University Criteria for Promotion and Tenure).
- Research that is consistent with the Assignment of Responsibilities.
- Research that is consistent with the expectations of discipline-specific external letters.
- Evidence of high quality of research publications in one's field to match the comparable peer programs nationwide.
- Evidence of submitting and resubmitting grant proposals especially to federal funding sources.
- Other strong indicators include:
  - receipt of extramural grants or contracts
  - receipt of fellowships
  - invitations to write a review article or a chapter in a book and to present seminars and/or symposia at other institutions and at national and international meetings
  - direction of graduate research
  - other elements of research accomplishments appropriate to the candidate's area of expertise

The research effort should demonstrate intellectual independence from prior mentors and current collaborators. At the time of promotion, the department will consider evidence in letters from experts outside the university in the candidate's discipline, taking into account the stature and reputation of the letter writers.

#### **Teaching**

Evidence of a commitment to excellence in teaching is needed for the promotion and tenure to the Associate level. Teaching excellence will be assessed based on the following criteria.

- Teaching that is consistent with the University Guidelines for Promotion and Tenure (10.4.2 University Criteria for Promotion and Tenure).
- Teaching that is consistent with the Assignment of Responsibilities at both the undergraduate and graduate levels.
- Performance on standardized and other evaluation measures (peer evaluation of teaching).
- Development of high quality syllabi and examinations.
- Evidence of mentoring students at the undergraduate and graduate levels.
- Participation as a chair or member of M.S. and/or Ph.D. supervisory committees.
- Evidence of recognition or honor awards in teaching.

### **Service**

Evidence of some professional service as a member of committees at the department, the college, or the university level and/or extramural committees related to scholarly achievement or the administration of scientific societies.

## **2.2 Departmental Criteria for Promotion to Full Professor**

### **Research**

An outstanding record of research productivity is needed for the promotion from Associate to Full professor. Research productivity will be assessed based on the following criteria.

- Research that is consistent with the University Guidelines for Promotion and Tenure (10.4.2 University Criteria for Promotion and Tenure).
- Research that is consistent with the Assignment of Responsibilities.
- Research that is consistent with the expectations of discipline-specific external letters.
- Published original research that demonstrates a national and an international reputation in the candidate's specialty. A high probability must be evident of continued progress in the future.
- Evidence of extramural support and a sustained record of grant writing.

- Evidence of directing a sustained and productive doctoral program, with commitment to the professional development of graduate students and/or postdoctoral fellows according to their individual abilities.

Positive indicators beyond the peer reviewed research articles in high quality journals in the field include: 1) invitations to present research seminars at other institutions, 2) invitation to participate/conduct/organize symposia at national and international scientific meetings, 3) invitation to deliver plenary lectures at international meetings, 4) invitations to write scholarly works such as book chapters, encyclopedic articles, critical review articles, position papers, and guest editorials.

Other strong indicators of research achievements in the candidate's field may include appointments on national and international committees of professional organization(s), appointments/elections to national offices professional organizations, national/international awards in recognition of candidate's research contributions to the field, consistent federal competitive research grant support, service on federal committees, service to peer research review panels for federal competitive grant programs, service to federal panels, and other evidence as appropriate.

### **Teaching**

Evidence of originality and initiative in the development of new courses and further development of the teaching program as mentioned above for the promotion and/or tenure for the Associate professor, with evidence of responsiveness to changes in the field and use of the most up-to-date teaching methods is needed for the promotion from Associate to Full professor. Teaching excellence will be assessed based on the following criteria.

- Teaching that is consistent with the University Guidelines for Promotion and Tenure (10.4.2 University Criteria for Promotion and Tenure).
- Teaching that is consistent with the Assignment of Responsibilities at both the undergraduate and graduate levels.
- Performance on standardized and other evaluation measures (peer evaluation of teaching).
- Continued use of high quality syllabi and examinations.
- Evidence of recognition or honor awards in teaching.

## **Service**

The candidate should have served on major departmental committees and shown evidence of commitment to improvement of the administrative activities of the department. The candidate also should have served on administrative committees or in professional leadership roles at the university level or at the community, state, or national level.

### **2.3 Faculty with Credit Earned from Prior Appointments at other Institutions**

When some credit toward tenure earned at another institution has been agreed on in writing at the time of hiring, faculty hired without tenure will be evaluated for tenure on the basis of the joint record of work at FSU and at the prior institution.

## Appendix B

### Department of Nutrition, Food and Exercise Sciences Specialized Teaching Faculty Promotion Criteria

#### Teaching Faculty

All NFES specialized faculty promotions will follow the promotion procedures as listed in the University Specialized Faculty Promotion Guidelines (<http://fda.fsu.edu/Faculty-Development/Specialized-Faculty-Promotions>).

#### A. Minimum Degree, Time in Rank, and Performance Requirements for Promotion

1. Teaching Faculty I to Teaching Faculty II
  - i. Master's degree and three (3) years at the Teaching Faculty I rank, or
  - ii. A sustained record of effective teaching in the areas of assigned duties is expected
2. Teaching Faculty II to Teaching Faculty III
  - i. Ph.D. (or terminal degree) OR ten (10) years at the Teaching Faculty I and/or Teaching Faculty II ranks.
  - ii. A sustained record of effective teaching in the areas of assigned duties is expected. Evidence of mentorship and course development/improvement is expected.

#### B. All Teaching Faculty promotion decisions shall take into account:

1. Annual evaluations.
2. Annual assignments of responsibility (AORs).
3. Fulfillment of the department written promotion criteria in relation to the assignment in the supervisor's letter.
4. Evidence of sustained effectiveness relative to opportunity and according to assignment.
5. Evidence of well-planned and delivered courses.
6. Summaries of data from Student Perceptions of Teaching (SPOT) or Student Perception of Courses and Instructors (SPCI).
7. Two letters from faculty members who have conducted peer evaluations of the candidate's teaching.
8. Proven ability to teach multiple courses within a discipline/major
9. Other teaching-related activities, such as instructional innovation, involvement in curriculum development, authorship of educational materials, and participation in professional organizations related to the area of instruction.

### C. Teaching (95% effort)

Candidates for promotion should demonstrate their accomplishments as teachers and their continual efforts to improve their teaching. Effective college teaching is based on competence in subject areas taught, pedagogical practices, a commitment to student learning, and skill in promoting a productive learning environment. Candidates should contribute to improving educational outcomes of students in the department and the profession. It is incumbent upon the candidate to provide evidence of distinction.

Teaching excellence will be based on the following criteria:

1. Teaching that is consistent with the University Guidelines (10.4.2 University Criteria for Promotion and Tenure).
2. Teaching that is consistent with the Assignment of Responsibilities.
3. Well-planned and well-delivered courses as evidenced by continued use of high-quality syllabi, evaluations, and teaching materials.
4. Satisfactory peer evaluations
5. Course development and improvement.
6. Evidence of mentoring students.

All evidence will be considered within the context of the Assignment of Responsibilities. Evaluation of teaching effectiveness is not necessarily limited to these measures. Supportive evidence of student achievements and performance shall be considered.

In addition to those materials listed on the University's Specialized Faculty Promotion Binder Checklist for Teaching, candidates **may** provide the following as partial evidence of the above:

1. A statement of teaching philosophy
2. Course syllabi
3. A list of students mentored
4. Other evidence of effective teaching and student success

### D. Service/Administrative (5% effort)

1. Evidence of service to the department, college, or university
2. Evidence of service to the community
3. Evidence of service to the profession

In addition to those materials listed on the University's Specialized Faculty Promotion Binder Checklist for Teaching, candidates **may** provide the following as partial evidence of the above:

1. A list of committees and leadership positions in department, college, or university committees
2. Membership and/or leadership in professional organizations
3. Other evidence of service

**APPENDIX C**

***ANNUAL EVALUATION SUMMARY FORM***

PERIOD OF REPORT (if other than annual)

FROM:

TO:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
RANK AND POSITION

\_\_\_\_\_  
COLLEGE / UNIT

DEPARTMENT / UNIT

PERFORMANCE OF

DUTIES

Indicate evaluation by placing an “x” in the appropriate column for each category below. In the “Overall Performance” section, rate the employee’s overall performance in fulfilling his or her responsibilities to the University. Average AOR percentage is based on the annual assignment of responsibilities (9-month assignment for 9-month faculty). The annual evaluation shall include evaluation of summer activities for 9-month faculty if there is a summer assignment.

Category	Average AOR Percentage	Substantially Exceeds FSU's High Expectations	Exceeds FSU's High Expectations	Meets FSU's High Expectations	Official Concern	Does Not Meet FSU's High Expectations	Not Observed
Teaching							
Research and Other Creative Activity							
Service							
Other							
Spoken English Competency*							
Overall Performance**							

The evaluator's narrative explanation of overall performance must be attached. The evaluator should receive input from both students and faculty in preparing this report. If for any reason such input is unavailable, the report should indicate why and what alternative methods have been used.

Has this rating been discussed with this employee? ( ) Yes ( ) No (attach explanation)

Signature of Evaluator \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Date: \_\_\_\_\_

Number of pages attached to report \_\_\_\_\_

Signature of Academic Dean/Director \_\_\_\_\_

Date: \_\_\_\_\_