

Bylaws for the College of Nursing at Florida State University

These are the bylaws for the College of Nursing at Florida State University. These bylaws were last approved on , , by a majority of the applicable voting members of the college and on by the Office of Faculty Development and Advancement.

Preamble

Florida State University College of Nursing educates clinicians, leaders, researchers, scholars, and advanced practitioners who can enhance the quality of life for people of all cultures, economic levels, and geographic locations. The College of Nursing (CON) integrates the liberal arts and sciences with the knowledge, skills, and attitudes essential for lifelong learning, personal responsibility, and sustained achievement in the nursing profession and the communities in which our graduates reside.

I. Bylaws

A. Adherence with Other Governing Documents. At all times, college policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement (if applicable to the home college), the Faculty Handbook, and the Annual Memorandum on the Promotion and Tenure Process issued by the Office of Faculty Development and Advancement.

B. Bylaws Revision. The Bylaws of the College of Nursing may be amended by two-thirds (2/3) majority vote of the voting faculty provided the amendment(s) have been circulated to the voting faculty ten (10) working days prior to the voting. The Bylaws will be reviewed at least once annually.

C. Substantive Change Statement. Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university web site <https://sacs.fsu.edu/substantive-change-policy/>

II. Membership and Voting Rights

A. Faculty Membership. The faculty of the College of Nursing shall consist of those persons holding full-time appointments as Specialized Teaching, Specialized Research Specialized Instructional and Tenured/Tenure-Track, and part-time tenured faculty appointments.

B. College Membership. In addition to the faculty defined in II.A above, the following are non-voting members of the College of Nursing (part-time non-tenured, OPS faculty, students, faculty representatives and courtesy faculty.)

C. Faculty Voting Rights. All salaried faculty, who are employed full time (12 or 9 month contract), are eligible to vote except as noted under Section II-D. Fifty-one percent (51%) of the faculty voting members must vote in the affirmative for an item to be passed. Only tenured/tenure-earning faculty may vote on matters of promotion and tenure for tenured/tenure-earning faculty and the election of the Faculty Senator. Only specialized faculty may vote on matters of promotion for specialized faculty.

D. Non-faculty Voting Rights. Non-faculty college members have no voting rights.

III. College Organization and Governance

A. Jurisdiction. The basic legislative body of the College of Nursing shall consist of the voting faculty in the college, defined as all salaried faculty who are employed part-time or more. Subject to state law, the regulations of the Florida Board of Governors, and the Constitution of FSU, this legislative body shall have full authority to develop policy and decide matters of curriculum and evaluation, program offerings (including new courses and any significant course changes requiring review by the University Curriculum Committee), admissions, grading, and any other academic matters of concern to the college. The voting faculty in the College may resolve any issue of general interest to the University or College and make recommendations to the appropriate officer or body.

B. Faculty Meetings. Meetings shall be held at least once during the fall and spring semesters. Additional meetings, either regular faculty meetings or special meetings, may be called by the Dean or at the request of 10% of the voting faculty. During the summer, if one-fourth or fewer are available to meet, the executive committee may bring matters included in section IIIA "Jurisdiction" that would be brought before the faculty for approval to the available faculty for a vote. All faculty will be provided the information and the opportunity to vote electronically.

C. Director/Other Administrator Selection. The Dean is appointed by the Provost after consulting with faculty and the University community.

D. College Leadership. The Associate Dean for Academic Affairs, the Associate Dean for Research, the Associate Dean for Student Affairs, the Associate Dean for Faculty Affairs, the Associate Dean for Practice and Innovation and the Assistant Deans for Graduate and Undergraduate Programs and Research are appointed by the Dean.

E. College Committees.

With the exception of the elected committees described in the following sections, faculty are appointed to committees by the Associate Dean of Faculty Affairs with consideration of faculty preferences and qualifications. With the exception of the elected committees described in the following sections, all faculty will serve a 3 year term when appointed to a committee.

PhD Admission, Progression, Graduation, Curriculum and Program Evaluation

1. The Chairperson shall schedule meetings of the total committee at least twice a semester in the fall and spring semesters and as needed in the summer semester.
2. Membership:
 - a. There shall be at least five (5) appointed members, all of whom have graduate faculty status, and who possess a terminal research degree (e.g. Ph.D. or equivalent). At least 3 of the committee members shall be nursing scientists.
 - b. Appointed faculty members shall be selected in collaboration with the Associate Dean for Academic Affairs and the Office of Research leadership.
 - c. The PhD Program Director, Associate Dean for Academic Affairs, Assistant Dean for Graduate Programs and Associate Dean for Research and Assistant Dean for Research may serve as ex-officio

- members.
 - d. The appointed members will elect the chair. The chair's term of service is one (1) year. A vice chair/assistant chair may also be selected but is not required.
 - e. Up to two (2) non-voting student members will attend part of the PhD committee meeting to provide ongoing student feedback on the program and student perspectives on proposed processes/initiatives. Both members should be enrolled in the PhD program. Their term will be one (1) year or until a change in student status (whichever comes first).
 - f. Student members will be selected by the committee members from a list of nominated students enrolled in the PhD program.
3. The functions of the committee shall be to:
- a. Review and present recommendations to faculty about policies for admissions and graduation for the PhD program annually.
 - b. The Committee shall meet at least once per year to evaluate and recommend students for admission into the program. Additional meetings may be convened at the discretion of the Chair or upon request by the majority of committee members.
 - c. Submit the names of candidates for degrees to the faculty for approval at a faculty meeting prior to the end of the semester
 - d. Review and evaluate student requests for exceptions regarding prerequisites and required courses.
 - e. Review and evaluate the PhD curriculum among students and faculty at least once per year.
 - i. Collaborate with the Director of Academic Assessment to develop and coordinate an overall plan of evaluation for the PhD Program in terms of the established mission, goals, standards and current health care trends.
 - ii. Report these findings to the faculty for approval.
 - f. Report approved findings to enrolled PhD students and candidates with the assistance of student committee members...
 - g. Formulate and present to the faculty recommendations for new programs and modifications of the PhD curriculum.
 - h. Review and present revised or new course syllabi and new or revised programs for faculty consideration.
 - i. After faculty approval, forward all curriculum changes to the administrative specialist, who will complete the remaining requirements and forward to the University Curriculum Committee for final approval.

Graduate Admission, Progression, and Graduation

The chairperson shall schedule meetings of the total committee at least twice per semester in the fall and spring semesters and as needed in the summer semester. a

1. Membership:
 - a. There shall be at least five (5) faculty members on the committee.
 - b. Faculty membership shall include at least one (1) faculty representative from each DNP track, one (1) faculty representative from the MSN program, and one (1) faculty representative from the PhD program. The Associate Dean for Academic Affairs, Assistant Dean for Graduate Programs, Associate Dean for Student Affairs, Director of Student Services, and Assistant Director of Student Services shall serve as ex-officio members.
 - c. There shall be one (1) non-voting graduate student member.

2. The functions of the committee shall be to:
 - a. Review and present recommendations to faculty about policies for admissions, progression and graduation for all graduate programs.
 - b. Evaluate students for admission, progression and graduation.
 - c. The Assistant Director of Student Services will use the appropriate rubric to rank order the graduate applicants. Once rank ordered, the Assistant Director of Student Services and the Assistant Dean for Graduate Programs engage in a quality assurance review of the ranked applicants and present the list to the Committee for final approval. The Committee will inform Student Services of the admission decision. The Student Services Office will notify applicants regarding admissions.
 - d. Evaluation of progression and graduation from the graduate program will be via the processes outlined in the College policy.
 - e. Submit the names of candidates for degrees to the faculty for approval at a faculty meeting prior to the end of the semester.

Undergraduate Admissions, Progression, and Graduation

1. The chairperson shall schedule meetings of the total committee at least twice per semester in the fall and spring semesters and as needed in the summer semester.
2. Membership:
 - a. There shall be at least five (5) faculty members on the committee.
 - b. The Associate Dean for Academic Affairs, Assistant Dean for Undergraduate Programs, Associate Dean for Student Affairs, Director of Student Services, Director of Assessment and Evaluation and Admission and Mapping Coordinator shall serve as ex-officio members.
 - c. There shall be two (2) non-voting undergraduate student members: one junior level and one senior level.
3. The functions of the committee shall be to:
 - a. Review and present recommendations to faculty about policies for admissions, progression, and graduation for the undergraduate program. Recommendations may be presented in person at faculty meetings or via Qualtrics.
 - b. Decisions that are not policy or procedure will be decided by the Undergraduate Admissions, Progression and Graduation Committee.
 - c. Evaluate students for admission into the undergraduate program.
 - d. The Office of Student Services will use the appropriate rubric to rank order the undergraduate applicants. Once rank ordered, the Associate Dean for Student Affairs, and Student Services staff will review the applicants, adjust, and present the list to the Committee for final approval. The Committee will inform Student Services of the admission decision. The Student Services Office will notify applicants regarding admissions.
 - e. Submit the names of candidates for degrees to the faculty for approval at a faculty meeting prior to the end of the semester.

Bylaws

1. The chairperson shall schedule meetings of the total committee at least twice a year.

2. Membership:
 - a. There shall be at least three (3) faculty members on the committee.
 - b. The Associate Dean for Faculty Affairs and Faculty Affairs staff shall serve as ex-officio members.
3. The functions of the committee shall be to:
 - a. Review bylaws annually.
 - b. Present recommended revisions to the faculty for final approval.
 - c. Submit revised bylaws to the Office of the Vice President for Faculty Development and Advancement.

Graduate Curriculum and Evaluation

1. The chairperson shall schedule meetings of the total committee at least once per semester in the fall and spring semesters and as needed in the summer semester.
2. Membership:
 - a. There shall be at least five (5) faculty members on the committee all with graduate teaching responsibilities. The Associate Dean for Academic Affairs, the Assistant Dean for Graduate Programs and the Director of Assessment and Evaluation shall serve as ex-officio members.
3. The functions of the committee shall be to:
 - a. Review and evaluate the graduate curriculum.
 - b. Formulate and present to the faculty recommendations for new programs and modifications of the graduate curriculum.
 - c. Review and present revised or new course syllabi and new or revised programs for faculty consideration.
 - d. After faculty approval, forward all curriculum changes to the University Curriculum Committee for final approval.
 - e. Collaborate with the Director of Academic Assessment to develop and coordinate an overall plan of evaluation for the Graduate Program in terms of the established mission, goals, standards and current health care trends.
 - f. Collaborate with the Director of Assessment and Evaluation to collect evaluation data and make recommendations to appropriate committees and/or administration for changes or development of new programs.

Undergraduate Curriculum and Evaluation

1. The chairperson shall schedule meetings of the total committee at least once per semester in the fall and spring semesters and as needed in the summer semester.
2. Membership:
 - a. There shall be at least five (5) faculty members on the committee, all with teaching responsibilities in the Undergraduate Program. The Associate Dean for Academic Affairs, Director of Academic Assessment and Evaluation and the Assistant Dean for Undergraduate Programs, and one (1) undergraduate student shall serve as ex-officio members.
3. The functions of the committee shall be to:
 - a. Review and evaluate the undergraduate curriculum.

- b. Review and evaluate student requests for exceptions regarding prerequisites and required courses.
- c. Formulate and present to the faculty recommendations for new programs and modifications of the undergraduate curriculum.
- d. Review and present revised or new course syllabi and new or revised programs for faculty consideration.
- e. After faculty approval, forward all curriculum changes to the University Curriculum Committee for final approval.
- f. Collaborate with the Director of Academic Assessment to develop and coordinate an overall plan of evaluation for the Undergraduate Program in terms of the established mission, goals, standards and current health care trends.
- g. Collaborate with the Director of Assessment and Evaluation to collect evaluation data and make recommendations to appropriate committees and/or administration for changes or development of new programs.

Student Affairs

1. The chairperson shall schedule a meeting of the committee once per semester including summer.
2. Membership:
 - a. There shall be five (5) faculty members. The Associate Dean for Academic Affairs, Associate Dean for Student Affairs, Assistant Dean for Graduate Programs, Assistant Dean for Undergraduate Programs, and the Director of Student Services shall be ex-officio. Additionally, faculty advisors of Registered Student Organizations (RSO's) shall attend as needed; and
 - b. There shall be two (2) non-voting student members; one (1) graduate and one (1) undergraduate.
3. The function of the committee shall be to:
 - a. Evaluate and facilitate and monitor the engagement of students in service leadership, personal development, and growth in the Nursing discipline by coordinating student involvement in research, community activities and organizations.
 - b. Support and collaborate with students and persons from varying cultural backgrounds to promote self-awareness and respect for all persons, while embracing cultural competence and inclusion as basic tenets of the nursing profession and the University.

Scholarship

1. The chairperson shall schedule a meeting of the total committee at least once per semester in the fall and spring semesters and as needed in the summer semester.
2. Membership:
 - a. There shall be at least five (5) faculty members. The Associate Dean for Academic Affairs, Associate Dean for Student Affairs, Assistant Dean for Graduate Programs, Assistant Dean for Undergraduate Programs, Director of Development for the College of Nursing, Director of Student Services and the Assistant Dean for Finance and Administration shall be ex-officio.

3. The function of the committee shall be to:
 - a. Communicate scholarship application information to students.
 - b. Oversee the scholarship application process.
 - c. Review scholarship applications and select recipients of scholarships awarded by the College of Nursing.

Faculty Search

1. The committee elects a chairperson who shall lead meetings of the total committee as needed.
2. Membership:
 - a. There shall be at least five (5) faculty members on the committee; three (3) tenured/tenure-earning and two (2) specialized.
3. The function of the committee shall be to:
 - a. Review applications and determine suitability for interview by the committee based on fit with the Position Announcement.
 - b. Conduct video interviews with semi-finalists. This will include providing an assessment to leadership regarding suitability for interview by the full faculty (campus visit).
 - c. Vote and provide feedback on each candidate, review faculty feedback, rank order the finalists, and if necessary, submit recommendation on employment of qualified candidate(s) to the College's executive leadership.
 - d. Faculty search process is outlined in appendix C.

Committee for Relationships, Recruitment, and Retention

1. The chairperson shall schedule meetings of the total committee at least twice per semester in the fall and spring semesters and as needed in the summer semester
2. Membership:
 - a. The committee shall consist of at least five (5) voting members to include one undergraduate student, one community representative, one graduate student, and one representative from Student Services. The Associate Dean for Academic Affairs and the Director of Assessment and Evaluation will serve as ex officio members.
3. The function of the committee shall be to:
 - a. Promote and increase awareness of recruitment, retention, facilitate holistic relationships and positive productive relationships among faculty, staff, and students by identifying and scheduling training, workshops, and presentations for the faculty, staff, and students. These concepts will also be interwoven within the curriculum.
 - b. Seek opportunities for the College of Nursing to gain exposure and collaborate with other organizations that mirror the values of the committee by actively engaging within various communities.
 - c. Provide strategies for holistic recruitment and retention of faculty, staff, and students within the College of Nursing by collaborating with Student

Services/Admissions and the Search Committees.

- d. Provide strategies for assessing the climate (e.g., civility, belongingness, workplace satisfaction, communication) within the College of Nursing among faculty, staff, and students. Data from the strategies will be analyzed and disseminated among faculty, staff, and students to implement any necessary changes.
- e. Establish resources for faculty, staff, and students by developing an online repository of credible websites, books, journals, and other content for enhancing learning regarding recruitment, retention, among faculty, staff, students, and positive relationships among other professionals and members in the community.

Promotion and Tenure

1. The chairperson shall schedule meetings of the total committee at least once per semester in the fall and spring semesters and as needed in the summer semester.
2. Membership:
 - a. The committee shall consist of six non-administrative faculty members to include five tenured faculty members and one non-voting, tenure track, non-tenured faculty member. Among the five tenured faculty members, a minimum of three faculty must hold a degree in nursing.
 - b. From the six non-administrative faculty members, the committee will elect a Chair, Vice Chair and University Representative in the fall.
 - c. Annually, the tenured and tenure track faculty members will elect, by secret ballot, the non-voting tenure track representative to the committee. The tenure track committee member will represent the concerns of the tenure track faculty in committee interactions and deliberations, as well as participate in promotion and tenure binder reviews and discussion. The tenure track representative will serve in a non-voting capacity.
 - d. The Associate Dean for Faculty Affairs shall be ex-officio.
3. The function of the committee shall be to:
 - a. Ensure University policies and procedures for promotion and tenure are followed. (See Appendix A);
 - b. Assist in identifying and participating in activities that provide the basis for university promotion and tenure.
 - c. Guide and counsel tenure-earning faculty regarding documentation for the process of review, third year reviews and promotion and tenure.
 - d. Validate, with the Dean, time in rank of all faculty members to determine eligibility of candidates for university promotion and/or tenure.
 - e. Review promotion and tenure binders each year and submit written documentation to the Dean regarding the faculty members' progress toward promotion and/or tenure.
 - f. Receive and review all e-binders of prospective candidates, vote by secret ballot, and place the results in the e-binder.
 - g. Identify problems, develop tools, and recommend policies for promotion and tenure; and
 - h. Develop and recommend policy and criteria for promotion and tenure for the College of Nursing to be approved by the faculty.

Specialized Faculty Promotion

1. The chairperson shall schedule meetings of the total committee at least once per semester in the fall and spring semesters and as needed in the summer semester.
2. Membership:
 - a. The committee shall consist of five (5) non-administrative Specialized Faculty members; and
 - b. Members shall be elected by secret ballot at the beginning of the spring semester to serve the following academic year. ,
 - c. The Associate Dean for Faculty Affairs shall be ex-officio
3. The function of the committee shall be to:
 - a. Ensure the University and College of Nursing policies and procedures for promotion are followed. (See Appendix B).
 - b. Review and evaluate the cumulative evidence of progress toward promotion as documented in the binder submitted for promotion and vote by secret ballot to support or not support promotion based on the criteria in Appendix C.
 - c. Communicate the outcome of the committee's vote in a letter to the Associate Dean for Academic Affairs and copied to the faculty member.

Faculty Evaluation and Merit

1. The chairperson shall schedule meetings of the total committee at least twice per year.
2. Membership:
 - a. There shall be at least three (3) members, two (2) of which shall be tenured/tenure- track faculty; and
 - b. Members shall be elected by secret ballot at the beginning of the spring semester to serve a three (3) year term, to be implemented the following academic year (beginning in the fall semester).
 - c. The Associate Dean for Faculty Affairs shall be ex-officio.
3. The function of the committee shall be to:
 - a. Review and revise merit criteria.
 - b. Review faculty merit scores and submit to the Dean.

Ad Hoc Committees

1. Ad Hoc committees are appointed by the Dean based on specific needs of the College. These committees can be dissolved by the Dean once they have served their purpose or they can be converted to standing committees should the Dean so choose.

F. Faculty Senators. Procedure for the election of Faculty Senate Representative(s) and alternate(s) shall be:

1. The election of the Faculty Senator(s) shall take place upon notification from the Administrative Specialist to the University Faculty Senate, who notifies the College of the number to be elected.
2. The ballot for each vacant seat shall be prepared and include the names of all eligible

faculty members.

3. A separate ballot for each vacancy shall be distributed to each voting faculty member.
4. Completed ballots shall be given to the recording secretary, who shall hold them unopened until the specified date of return.
5. The recording secretary shall count the votes and render a written report of the results to the faculty.
6. The candidate receiving the highest number of votes shall be declared elected.
7. In the case of a tie, there shall be a run-off election held between or among the persons having the highest number of votes.
8. The alternate shall be the person with the second highest number of votes.

G. Faculty Recruitment. The Faculty Search Committee as listed in section III E supervises the search process for faculty.

H. Unit Reorganization. Input will be solicited from the faculty that will be reviewed and taken into consideration, but which is not binding or determinative.

IV. Curriculum and Degree Approval

A. Curriculum Review. The process for curriculum review is described in III E in the Graduate Curriculum and Evaluation Committee and the Undergraduate Curriculum and Evaluation Committee guidelines.

B. Degree Approval. This process is described in III E of the Graduate Admissions, Progression and Graduation Committee and Undergraduate Admissions, Progression and Graduation Committee

V. Annual Evaluation of Faculty on Performance and Merit

A. Peer Involvement in Annual Performance and Merit Evaluation. Each faculty member's performance will be evaluated relative to his or her assigned duties. Each faculty member's performance will be rated annually using the following university rating scale:

Exceeds Expectations
Meets Expectations
Official Concern
Does Not Meet Expectations

1. Peer Annual Evaluation: The performance of all faculty members, except for 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 through peer review during the Spring Semester. Specific Procedures for Peer Review: Each faculty member will be evaluated by their peers within their respective category .

The peer review will use the criteria established by faculty performance evaluations and conducted in accordance with a format and procedures described in College policy. Peer review will be conducted by a College-appointed reviewer and a reviewer chosen by the faculty member. Tenured and Tenure Track faculty will be reviewed in teaching, research, and service. Specialized faculty will be reviewed in teaching and service or research and service according to their rank. Peer evaluation observations will be compared to expected performance (Assignment of Responsibilities). The faculty member, if assigned teaching duties shall be notified at least two (2) weeks in advance of the date, time and place of any direct classroom observation (including visitation or monitoring of a course website) made in connection with the faculty member's annual evaluation. If the faculty member determines that this date is not appropriate because of scheduled class activities, the faculty member and the peer reviewer will mutually agree upon an alternative date.

- a. A report of the observations/assessment will be provided to the faculty member within 10 days of the observation and forwarded to the supervisor for inclusion in the annual review process. Individual faculty member responses to this evaluation can be communicated to the supervisor during the annual review. The Peer Review Checklist form is described in Appendix A
2. Merit Evaluation Criteria for Regular and Specialized Faculty: Meritorious performance is defined as performance that meets or exceeds the expectations for the position classification and assignment of responsibilities. Peer Merit Evaluations are conducted each Spring semester based upon activities from the prior calendar year. This evaluation determines meritorious performance of all faculty members for the distribution of funds allocated for merit-based salary increases. The tenured/tenure-track faculty shall assess materials submitted by all other tenured/tenure-track ranked faculty for merit salary increases. Specialized faculty shall assess materials submitted by all other specialized faculty for merit salary increases.
- a. **Merit for Specialized and Tenured/Tenure-Track Faculty** shall be judged according to performance in three major areas of faculty activity, teaching, research, and service, taking into account both quantity and quality of work. The University requires that all faculty members shall be reviewed for merit. The following information shall be used in assessing performance, whenever relevant.
 - i. **Teaching (some examples may include)**
 - a) Supervising Directed Individual Studies
 - b) Serving as a Chair or committee member, doctoral dissertation, master's thesis or undergraduate honors thesis
 - c) Supervising an Undergraduate Research Opportunity Project (UROP)
 - d) Receiving a college, university, or other noteworthy recognition for teaching or advising
 - e) Guest lecture for outside college, department, university or professional audience
 - ii. **Research (some examples may include)**
 - a) Publishing or submitting scholarly, peer-reviewed journal articles beyond those required on the AOR
 - b) Securing external grant funding in order to conduct

- research that contributes to the College of Nursing
- c) Serving as a reviewer or editor of a scholarly, peer-reviewed journal
- d) Receiving a scientific or scholarly award

(Note: consideration includes whether the faculty member was sole author, the number in each category, as well as the quality or prestige of the publication outlet.)

iii. Service. (some examples may include)

- a) Serving in a leadership role on a local, state, or national committee relating to the profession or nursing or area of expertise
 - b) Serving as the chair of a College of Nursing committee
 - c) Serving on additional College of Nursing committees beyond those required on the AOR
 - d) Serving as a faculty advisor to a student organization
 - e) Serving as a leader or member on a university committee
- b. **Material to be Submitted.** Each faculty member shall submit the following material covering the evaluative period: a completed Peer Evaluation Form; summary of teaching, research and service activities as specified above; and any other material candidates feel is relevant to assessing their performance. Typically, little more would be involved than providing a second photocopy of materials submitted to the Dean for purposes of the Annual Evaluation.
- c. **Rating and Determining Merit Distribution.** Each faculty member, regular and specialized, shall assign ratings to each faculty member within the same grouping, except themselves, in the areas described in sections a and b. Each rating faculty member shall assign one of the following ratings (adapted from the Annual Evaluation categories) in each of the three areas listed above:
- 3 = Exceeds Expectations
 - 2 = Meets Expectations
 - 1 = Official Concern
 - 0 = Does Not Meet Expectations

The ratings shall be averaged over faculty members submitting assessments, yielding an average score in each of the three areas. The average scores for each area are summed for the faculty member's total score. To determine each faculty member's share of any merit increase funds made available that year, the merit scores for all faculty applying for merit salary increases are then summed, and each faculty member's share of merit funds is computed as their merit score divided by the sum of the individual faculty merit scores. This determines the recommended share of the pool of merit money available for the next year's salaries. The Dean shall then multiply these recommended shares times the available pool of merit money (if any is allocated that year) to determine actual dollar amounts of merit raises.

- d. **Evaluation Period.** Merit ratings shall apply only to activities performed during the immediately preceding calendar year and scholarly publications and manuscripts with publication dates within this time period. For example, for merit

evaluations carried out in spring 2025, activities shall be relevant to evaluation if they date to the calendar year 2024. The single exception for this rule shall be in connection with published authored books. Because they represent so substantial an investment of time, they may be considered in merit evaluations for two additional years beyond the year of their original publication, i.e. for three years total.

- e. **Notification.** The faculty evaluation and merit committee shall, no later than 14 days after the last day of spring classes of the Spring semester, notify by mail each faculty member as to the ratings that went into the recommendation.

B. Criteria for Evaluation of Tenure-track Faculty. The performance of all faculty members, except for 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 by their supervisor. Faculty members receive notification that the annual evaluation will be conducted in the Spring Semester. The faculty member's Summary of Accomplishments report from FEAS, Assignment of Responsibilities and SPCI reports provide the basis for the performance rating.

1. Teaching: With consideration of annual AOR and faculty rank (Associate Professor or Professor), teaching is evaluated considering SPCI reports and other criteria:
 - a. Depth of knowledge related to teaching assignments (e.g. SPCI, peer evaluations).
 - b. Demonstration of the professional role model with students in the clinical and classroom setting. (e.g. clinical practice, national and specialty certifications, etc.).
 - c. Leadership and creativity in the preparation and revision of course and curriculum materials related to teaching assignments and web development.
 - d. Creative and innovative teaching as demonstrated by a variety of strategies (e.g. learning activities, grading rubrics, etc.).
 - e. Demonstration of skill in managing the learning environment (e.g. syllabus, learning activities, peer evaluation, teaching plan).
 - f. Invited guest lectures and professional consultation outside the university
 - g. Mentoring of junior faculty

2. Research and Scholarship: With consideration of annual AOR and faculty rank (Associate Professor or Professor), research is evaluated based upon:
 - a. Publications – Research articles that present original scholarly research are the highest form of scholarship. An average of ten publications over the five-year PTR period is expected and can include (the following not ranked according to importance):
 - i. Authoring or co-authoring of refereed research, clinical or policy-based articles that represent national or international outlets for scientifically based scholarship.
 - ii. Articles based upon research methods or statistical techniques
 - iii. Author in an edited book and/or book chapters.
 - iv. Other published reports and/or professional contributions.

- b. Presentations – At least ten presentations over the five-year PTR period are expected for faculty holding rank of Professor and five for Associate Professors and can include (the following not ranked according to importance):
 - i. Refereed podium presentations
 - ii. Presentations that reflect the faculty member's scientific findings as a component of the program of research.
 - iii. Presentations that reflect statistical research methods, clinical practice or policy issues.
 - iv. Refereed poster presentation
 - v. Invited presentation
 - c. Grants – Attempts to gain funding as PI, Co-PI, and Co-I over the five-year PTR period are expected. Grant activity will be evaluated based upon and can include (the following not ranked according to importance):
 - i. Extent of funding (funding agency, funding amount, years of funding)
 - ii. Faculty member's role on the grant
 - iii. Source of funds (external vs. internal).
 - iv. Serving on an editorial review committee.
 - v. Serving on scientific and grant review panels.
3. Service to the College, the University, and the Profession: With consideration of annual AOR and faculty rank (Associate Professor or Professor), service is evaluated based on:
- a. University service activities can include the following examples (not ranked according to importance):
 - i. Chairperson of a University committee.
 - ii. Member of a University committee or service as the CON faculty senator.
 - iii. Chairperson of a College of Nursing committee.
 - iv. Member of a College of Nursing committee.
 - v. Mentoring of junior faculty related to teaching, research, and service.
 - b. Professional service activities can include the following examples (not ranked according to importance):
 - i. Leadership in a national professional organization.
 - ii. Leadership on a committee in a national professional organization.
 - iii. Regional and/or state leadership in a professional organization.
 - iv. Active participation as a member of a professional organization.
 - v. Professional consultation (e.g. CCNE site visitor).
 - vi. Service as an editor or reviewer to a journal: International; National; State; and, Local.
 - c. Community service activities can include the following examples (not ranked according to importance):
 - i. Provision of clinical or administrative service to an agency in

- the community.
- ii. Presentations to the public.
- iii. Professional consultation to agencies within the community.

C. Criteria for Evaluation of Specialized Faculty. The performance of all faculty members, except for 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 by their supervisor. Faculty members receive notification that the annual evaluation will be conducted in the Spring Semester. The faculty member's Summary of Accomplishments report from FEAS, Assignment of Responsibilities and SPCI reports provide the basis for the performance rating.

1. **Teaching (some examples include)**
 - a. Supervising Directed Individual Studies
 - b. Serving as a Chair or committee member, doctoral dissertation, master's thesis or undergraduate honors thesis
 - c. Supervising an Undergraduate Research Opportunity Project (UROP)
 - d. Receiving a college, university, or other noteworthy recognition for teaching or advising
 - e. Guest lecture for outside college, department, university or professional audience
2. **Scholarship/Research (some examples include)**
 - a. Publishing or submitting scholarly, peer-reviewed journal articles beyond those required on the AOR
 - b. Securing external grant funding in order to conduct research that contributes to the College of Nursing
 - c. Serving as a reviewer or editor of a scholarly, peer-reviewed journal
 - d. Receiving a scientific or scholarly award
3. **Service (some examples include)**
 - a. Serving in a leadership role on a local, state, or national committee relating to the profession or nursing or area of expertise
 - b. Serving as the chair of a College of Nursing committee
 - c. Serving on additional College of Nursing committees beyond those required on the AOR
 - d. Serving as a faculty advisor to a student organization
 - e. Serving as a leader or member on a university committee

VI. Promotion and Tenure

A. Progress Toward Promotion Letter. Each year, every faculty member who is not yet at the highest rank for their position will receive a letter that outlines progress toward promotion and/or tenure.

B. Third Year Review for Tenure-track Faculty. Tenure-track faculty in their third year of service will receive an evaluation of their progress in meeting the college's expectations for promotion and tenure.

C. Peer Involvement in Evaluation of Promotion and Tenure of Faculty. Peer involvement in the evaluation of promotion and tenure of faculty is described in Appendices B and C.

D. Criteria for Promotion and Tenure of Tenure-track Faculty. The criteria for evaluation of faculty promotion and/or tenure is described in Appendix B (Promotion and Tenure Criteria for Tenured/Tenure-Earning Faculty).

E. Criteria for Promotion of Specialized Faculty. The process for evaluation of Specialized faculty is described in Appendix C (Promotion Criteria for Specialized Facult

Appendix A
College of Nursing
Promotion and Tenure Criteria Tenured/Tenure-Earning Faculty

PROMOTION AND TENURE

Faculty hired at the rank of Assistant Professor or above may be considered for promotion and tenure each year. By rule, the rank of Assistant Professor is ineligible for tenure until promotion to Associate Professor, which can occur simultaneously with tenure. The period of time in the rank of Assistant Professor is normally five (5) years with the binder submitted in the fall of the sixth year. With sufficient justification, faculty may be considered for tenure and promotion early after four (4) years. In this case, the binder would be submitted in the fall of the fifth year. Demonstrated merit, not years in the rank, is the guiding factor. Faculty may also request a delay in consideration for promotion and tenure until the end of the sixth year. In this case, the binder would be submitted in the fall of the seventh year on the tenure track. It is important to note, however, that faculty must be tenured within seven (7) years from the time of their initial employment. Failure to achieve tenure by year seven will result in contract non-renewal.

The *Florida Statutes*, Section 240.245, the *Florida Administrative Code (FAC)*, 6C-5.113 and 6C-5.225, the *FSU Constitution*, Article VI (6C2-1.004(6), FAC) and the *BOR/UFF Collective Bargaining Agreement*, Article 14 and 15, contain provisions which apply to promotion and tenure or both. The *Florida Administrative Code*, 6C-5.221 (BOR policy) and 6C2-4.034 (FSU policy), and Article 10 of the *BOR/UFF Agreement* contain provision on evaluation of faculty. A compilation of these policies is found in the *University Faculty Handbook*, <https://facultyhandbook.fsu.edu/handbook-sections>.

WORKSHOP ON PROMOTION AND TENURE

On behalf of the University Promotion and Tenure Committee, the Office of the Vice President for Faculty Development and Advancement will conduct an official workshop on binder preparation for faculty members who are potential candidates for promotion and tenure.

RECOMMENDATIONS FOR PROMOTION AND TENURE

Faculty in tenure earning positions should have assignments in the areas of teaching, research, and service. These assignments should reflect the needed emphasis for each faculty member to successfully meet the University criteria for promotion and/or tenure. Each year, a written evaluation of progress toward promotion and/or tenure will be provided by the CON Promotion and Tenure Committee and forwarded to the Dean by March 20th for inclusion in the progress toward promotion and/or tenure and discussion at the faculty member's annual evaluation.

Assistant Professors hired July 1, 2019 or later shall receive a tenure review in their third year. Assistant Professors hired before July 1, 2019 and who have not yet had a 2nd year review may choose between a 2nd and 4th year set of reviews or a 3rd year review. Assistant Professors hired before July 1, 2019 and who have already had a 2nd year review shall have a 4th year review.

These reviews are mentoring opportunities during which the College's Promotion and Tenure Committee shall provide specific feedback and advice reflecting expectations for tenure and how the faculty member is progressing toward meeting those expectations. The faculty member shall meet with the Dean to discuss the report. Tenure Review Report(s) shall be included in the tenure binder. Assistant Professors hired with credit toward tenure shall have credited years included in the determination of the timing of the third-year review unless an alternative schedule is mutually agreed upon by the faculty member and his or her supervisor.

In the fall semester, faculty who are eligible to be considered for promotion and/or tenure will assist the Administrative Specialist to prepare their tenure e-binder for submission to the CON Promotion and Tenure Committee. The committee will review the e-binder, convene to discuss the e-binder, and then cast secret ballots “for” or “against” the candidate’s promotion and/or tenure. The chairperson will document the results, citing reasons for any negative votes. All tenured faculty members will also review the e-binder and submit secret ballots on the candidate’s tenure only. The final votes will be tabulated by the CON Promotion and Tenure Committee and placed in the e-binder, then forwarded to the Dean, and then to the University Promotion and Tenure Committee. This process will be completed in the fall semester in accordance with the deadlines established by the University Promotion and Tenure Committee.

In the spring semester of the second, third, or fourth (depending on date of hire) academic years of employment, tenure-earning faculty will undergo a formal evaluation process in preparation for promotion and/or tenure. The CON Promotion and Tenure Committee and the Dean of the College will evaluate the candidate’s progress toward promotion and/or tenure. The process is as follows:

With the assistance of the Administrative Specialist, the faculty member is expected to prepare the second, third, or fourth (depending on date of hire) Year Review binder in the spring semester by March 1st. This binder will contain the materials relevant for the review except for external letters.

In March of the review year, the CON Promotion and Tenure Committee will independently review the binder using the same criteria used in the promotion and tenure review process.

The committee will formulate and provide evaluative feedback regarding the faculty member’s progress toward promotion and/or tenure. If the committee makes the decision that insufficient progress is being made, the committee will provide the faculty member with specific recommendations for improvement. The Chairperson of the Promotion and Tenure Committee is responsible for providing faculty with these recommendations both verbally and in writing.

A copy of the written recommendation of the Committee is submitted to the Dean by March 20th for inclusion in the progress toward promotion and/or tenure and discussed as part of the faculty member’s annual evaluation.

STANDARDS FOR PROMOTION AND TENURE

I: Promotion to Associate Professor

Faculty members being considered for promotion to the rank of Associate Professor shall hold a master’s degree in Nursing or graduate preparation appropriate to the area of responsibility and an earned Doctorate in Nursing or related field. Promotion to Associate Professor shall be based on the following standards:

Teaching

Excellence is an important component of the Promotion and Tenure criteria. A pattern of positive SPCI reports is essential. Any pattern of negative SPCI reports should be followed by completion of a remedial course offered by the University Center for Teaching Excellence. A subsequent improvement in SPCI reports is expected.

Competence in teaching at the Baccalaureate or Graduate level is evidenced by at least one (1) of the following:

1. Depth of knowledge related to teaching assignment. (Example of documentation: peer evaluations).
2. Demonstration of the professional role model with students in the clinical and classroom setting. (Examples of documentation: clinical practice, national and specialty certifications).
3. Leadership or initiative in the preparation and revision of course and curriculum materials related to teaching assignments.
4. Creative and innovative teaching as demonstrated by a variety of strategies (e.g. learning activities, grading rubrics, etc.).
5. Demonstration of skill in managing the learning environment (e.g. syllabus, learning activities, peer evaluation, teaching plan).
6. Invited guest lectures.

Research and Scholarship

Presence of an ongoing program of research is necessary to demonstrate specialization in a focused area of nursing. The area of specialization must demonstrate scientific independence from research supervisors at the graduate level. Components of the program of research must be linked in a cogent manner to provide evidence of a sustainable program of research that could extend one's scientific efforts. Evidence of the program of research is evaluated based upon the following criteria:

1. Publications – Research articles that present original scholarly research are the highest form of scholarship, and thus show the highest degree of accomplishment and expertise by the faculty member. An average of two (2) publications per year is expected. Criteria for evaluating publications are:
 - a. Authoring or co-authoring of refereed research, clinical or policy-based articles in top tier or specialty journals is a priority. Top tier journals are listed in the Web of Knowledge Journal Citation Reports. Journals are ranked according to their impact factor. Candidates should note the impact factor and the significance of the manuscript after each journal article publication in the curriculum vitae.
 - b. Research articles in journals that are unranked, but that represent national or international outlets for scientifically based scholarship.
 - c. Books in which the faculty member is listed as sole author of the entire work.
 - d. Edited books and book chapters that represent an area of the faculty members' expertise.
 - e. Articles based upon research methods or statistical techniques that appear in journals listed in the Web of Knowledge Journal Citation Reports. Similar articles that are not listed in the Citation Reports are weighted less if they are in unranked journals.
 - f. Other published reports and/or professional contributions.
2. Presentations – Faculty member is expected to present at least one (1) professional scholarly presentation per year. Criteria for evaluating presentations are:
 - a. Refereed podium presentations are ranked in the order of: International, National, Regional, State and Local.
 - b. Presentations that reflect the faculty member's scientific findings as a component

- of the program of research.
 - c. Presentations that reflect statistical research methods, clinical practice or policy issues.
 - d. Refereed poster presentation
3. Grants – At the Associate Professor level, the candidate’s record should be characterized by sustained attempts to gain external funding. Feedback from unfunded grant submissions should reflect a competitive application. Grant activity will be evaluated based on the following criteria:
- a. Extent of funding (funding agency, funding amount, years of funding);
 - b. Faculty member’s role on the grant; and
 - c. Source of funds (external vs. internal).
 - d. Serving on an editorial review committee.
 - e. Serving on scientific and grant review panels.
 - f. Professional testimony.
 - g. Development of professional media.
 - h. Research consultation.

Service to the College, the University, and the Profession

1. **University** service activities are ranked as follows:
 - a. Chairperson of a University committee.
 - b. Member of a University committee or service as the CON faculty senator.
 - c. Chairperson of a CON committee.
 - d. Member of a CON committee.

2. **Professional** service activities are ranked as follows:
 - a. Leadership in a national professional organization.
 - b. Leadership on a committee in a national professional organization.
 - c. Regional and/or state leadership in a professional organization.
 - d. Active participation as a member of a professional organization.
 - e. Professional consultation (e.g. CCNE site visitor).
 - f. Service as an editor or reviewer to a journal. This will be ranked in the order of: International; National; State; and, Local. Additionally, the impact factor journal and the term and extent of service to the organization will be considered

3. **Community** service activities are not weighted, but include:
 - a. The provision of clinical or administrative service to an agency within the community.
 - b. Presentations to the public.
 - c. Professional consultation to agencies within the community.

II: Promotion to Professor

Faculty members being considered for promotion to the rank of Professor shall hold a Master’s Degree in Nursing or graduate preparation appropriate to the area of responsibility and an earned Doctorate in Nursing or related field. Promotion to Professor shall be based on the following standards:

Teaching

Excellence is an important component of the Promotion and Tenure criteria. A pattern of positive SPCI reports is essential and expected.

Competence in teaching at the Baccalaureate or Graduate level is evidenced by at least one (1) of the following:

1. Depth of knowledge related to teaching assignment. (Examples of documentation: SPCI and peer evaluations).
2. Demonstration of the professional role model with students in the clinical and classroom setting. (Examples of documentation: clinical practice and national and specialty certifications).
3. Leadership and creativity in the preparation and revision of course and curriculum materials related to teaching assignments and web development.
4. Creative and innovative teaching methodologies for new course development or revisions to existing courses.
5. Invited guest lecturer.
6. Professional consultant outside the University.
7. Mentoring of junior faculty.

Research and Scholarship

Presence of an ongoing program of research that demonstrates national and international recognition in a focused area of nursing science. Components of the program of research should be linked in a cogent manner in order to illustrate expertise in the area of specialization.

Evidence of the program of research is evaluated based upon the following criteria:

1. Publications – Research articles that present original scholarly research are the highest form of scholarship, and thus show the highest degree of accomplishment and expertise by the faculty member. An average of two (2) publications per year in competitive/impact journals is expected. Other publications should reflect work with students and colleagues. Mentoring both students and junior faculty in their research endeavors is expected and highly regarded. Types of publications are ranked below:
 - a. Authoring or co-authoring of refereed research, clinical or policy-based articles in top tier or specialty journals is a priority. Top tier journals are listed in the Web of Knowledge Journal Citation Reports. Journals are ranked according to their impact factor. Candidates should note the impact factor after each journal article publication in the curriculum vita.
 - b. Research articles in journals that are unranked, but that represent national or international outlets for scientifically based scholarship.
 - c. Books in which the faculty is listed as the sole author of the entire work.
 - d. Edited books and book chapters that represent an area of the faculty member's expertise.
 - e. Articles based upon research methods or statistical techniques that appear in journals listed in the Web of Knowledge Journal Citation Reports. Similar articles that are not listed in the Citation Reports are weighted less if they are in unranked journals.
 - f. Other published reports and/or professional contributions.
2. Presentations – Faculty member is expected to present an average of two (2) scholarly presentations per year. Criteria for evaluating presentations are:
 - a. Refereed podium presentations are ranked in the order of: International,

- National, Regional, State and Local.
 - b. Presentations that reflect the faculty member's scientific findings as a component of the program of research.
 - c. Presentations that reflect statistical research methods, clinical practice or policy issues.
 - d. Refereed poster presentations.
3. Grants – At the full professor level, the candidate's record should be characterized by a pattern of success in gaining external funding for their program of research. The candidate is expected to be a PI or Co-PI of a funded program. Grant activity will be evaluated based upon the following criteria:
- a. Extent of funding (funding amount, years of funding).
 - b. Research faculty member's role on the grant
 - c. Source of funds (internal vs. external)
4. Serving on an editorial review committee
5. Serving on scientific and grant review panels
6. Professional testimony
7. Development of professional media
8. Consultation

Service to the College, the University, and the Profession

1. **University** service activities are ranked as follows:
- a. Chairperson of a University committee.
 - b. Member of a University committee or service as the CON faculty senator.
 - c. Chairperson of a CON committee.
 - d. Member of a CON committee; and
 - e. Mentoring of junior faculty related to teaching, research, and service.
2. **Professional** service activities are ranked as follows:
- a. Leadership in a national professional organization.
 - b. Leadership on a committee in a national professional organization.
 - c. Regional and/or state leadership in a professional organization.
 - d. Active participation as a member of a professional organization.
 - e. Professional consultation (e.g. CCNE site visitor); and
 - f. Service as an editor or reviewer to a journal. This will be ranked in the order of: International; National; State; and, Local. Additionally, the term and extent of service to the organization will be considered.
3. **Community** service activities are not weighted, but include:
- a. The provision of clinical or administrative service to an agency within the community
 - b. Presentations to the public.
 - c. Professional consultation to agencies within the community.

III: TENURE

1. The standards are the same as those for promotion to the rank to which the candidate is being considered (Associate Professor or Professor) or the rank currently held by the candidate if the candidate is not being considered for promotion

2. When some credit toward tenure earned at another institution has been agreed upon in writing at the time of hire, faculty hired without tenure will be evaluated for tenure on the basis of the joint records of work at FSU and at the prior institution(s)

IV: POST TENURE REVIEW

Overview

1. Post-Tenure Review Process: The Post-Tenure Review (PTR) process at Florida State University (FSU) serves as a periodic review of tenured faculty and is designed to ensure high standards of quality and productivity among tenured faculty and recognize and reward outstanding achievement.
PTR differs from annual and other evaluations in that PTR focuses on accomplishments over a period of five years. Most importantly, the PTR process has been designed to uphold the University's fundamental principles of tenure, academic freedom, due process, and confidentiality in personnel matters.
The FSU PTR procedures are outlined by the FSU Office of Faculty Development and Advancement (<https://fda.fsu.edu/faculty-development/post-tenure-review>) in compliance with Florida Board of Governors Regulation 10.003.
The following excerpt from FSU Regulation 4.073 briefly summarizes FSU's PTR process:
 - a. The Post-Tenure Review process will initially begin in Spring Semester 2024 and encompass approximately 20% of the tenured faculty, as determined by the University, which will include those due for a Sustained Performance review. In addition, each tenured faculty member in the fifth year following their tenure award, their last promotion, or their hire date (if hired with tenure) will be subject to Post-Tenure Review.
 - b. Each Spring Semester in 2025, 2026, 2027 and 2028, approximately 20% of the tenured faculty of the University (who have not yet been subject to Post-Tenure Review) will be subject to an initial Post-Tenure Review, as determined by the University. In addition, during these semesters, each tenured faculty member in the fifth year following their tenure award, their last promotion, or their hire date (if hired with tenure) will be subject to Post-Tenure Review.
 - c. Beginning in Spring Semester 2029, each tenured faculty member will be subject to Post-Tenure Review in the fifth year following their tenure award, their last promotion, their hire date (if hired with tenure) or their last Post-Tenure Review.
 - d. A faculty member's Post-Tenure Review may be postponed, upon approval by the Provost or designee, for extenuating circumstances, including but not limited to being on approved extended leave (such as FMLA, parental leave, or leave of absence), being on a sabbatical, or actively being reviewed for promotion from Associate Professor to Professor.
2. Performance Rating Scale: "Performance Rating Scale" means a rating scale composed of the following ratings as listed in FSU Regulation 4.073:
 - Exceeds Expectations: a clear and significant level of accomplishment beyond the average performance of faculty across the faculty member's discipline and unit.

- Meets Expectations: expected level of accomplishment compared to faculty across the faculty member's discipline and unit.
 - Does Not Meet Expectations: performance falls below the normal range of annual variation in performance compared to faculty across the faculty member's discipline and unit but is capable of improvement.
 - Unsatisfactory: failure to meet expectations that reflect disregard or failure to follow previous advice or other efforts to provide correction or assistance, or performance involved incompetence or misconduct, as defined in applicable university regulation and policies.
3. Evaluation Procedures: The Florida Board of Governors Regulation Post-Tenure Faculty Review 10.003 and FSU Regulation 4.073 Post-Tenure Review outline the evaluation procedures to be undertaken by universities and colleges. In fulfilling the requirements, the Office of Faculty Development and Advancement will send a list to the Dean of the College of Nursing of all faculty who are required to go through PTR. On behalf of the Dean, the Associate Dean of Faculty Affairs at the College of Nursing shall notify faculty members required for PTR, the Associate Dean for Research, and the P& T Committee of upcoming PTR Evaluations and the due date for the evaluation file. The faculty member will submit a PTR portfolio according to the Post-Tenure Review Guidelines for Faculty issued by the FSU Office of Faculty Development and Advancement. The portfolio contains a summary of the faculty member's activities and history of professional conduct and performance of academic responsibilities to the University and its students during the entire five-year review period:
- A coversheet to be used as the first page with no additional title page (<https://fda.fsu.edu/faculty-development/post-tenure-review>).
 - Post-Tenure Review (PTR) Report
 - This report must be generated using the Faculty Expertise & Advancement System (FEAS+). It will include the 5-year CV, the Student Perceptions of Courses and Instructors (SPCI) summary report, the grade distribution report and the Assignments of Responsibilities (AOR) table.
 - information must be updated in FEAS+ before downloading the FEAS+ PTR report (https://fda.fsu.edu/sites/g/files/upcbnu636/files/Media/Files/Post-Tenure%20Review/FEAS_Download_PTR_2023-Dec.pdf).
 - A Summary of Major Accomplishments page (one-page maximum) to highlight major accomplishments during the five-year review period.
 - Other Evidence or Context (optional; three pages maximum) that includes accomplishments from the five-year review period.
 - The Office of Faculty Development and Advancement will provide any record(s) of official disciplinary action.
4. College of Nursing PTR Committee: Beginning in Fall 2025, the College of Nursing Promotion and Tenure Committee shall vote upon and appoint a PTR Committee comprised of at least three tenured faculty members serving in the current Promotion and Tenure Committee. Two of the three members will be tenured nursing faculty. When a faculty member holding the rank of Professor is being evaluated, at least one member

of the PTR Committee must hold the rank of Professor. If there is no faculty member holding the rank of Professor serving in the Promotion and Tenure Committee at the time of election, the committee will vote to elect a faculty member a) holding the rank of Professor and b) not currently serving in an administrative role.

The College of Nursing PTR Committee will review and deliberate each submitted PTR portfolio. Upon completion of the evaluation, the College of Nursing PTR Committee shall prepare a brief report summarizing the assessment of each faculty member's performance during the five-year review period. The College of Nursing PTR Committee shall deliver its evaluation reports to the Dean by the deadline date set by the college.

5. College of Nursing PTR Guidelines: The College of Nursing Promotion and Tenure Criteria Tenured/Tenure-Earning Faculty (FSU College of Nursing Bylaws: Appendix C) will serve as a guide for determining the performance rating scale for the PTR Evaluation.

PTR will encompass consideration of the various kinds of contributions made by individual faculty members during their careers, and the expectations of the FSU College of Nursing must provide flexibility in recognizing variability in faculty interests, activities, and strengths. PTR also explicitly considers the annual Assignments of Responsibility (AOR) and rank of each faculty member, and ratings will reflect consideration of the full range of assignments achieved by each tenured faculty member.

College of Nursing PTR Evaluation Criteria

4. Teaching: With consideration of annual AOR and faculty rank (Associate Professor or Professor), teaching is evaluated considering SPCI reports and other criteria:
 - a. Depth of knowledge related to teaching assignments (e.g. SPCI, peer evaluations).
 - b. Demonstration of the professional role model with students in the clinical and classroom setting. (e.g. clinical practice, national and specialty certifications, etc.).
 - c. Leadership and creativity in the preparation and revision of course and curriculum materials related to teaching assignments and web development.
 - d. Creative and innovative teaching as demonstrated by a variety of strategies (e.g. learning activities, grading rubrics, etc.).
 - e. Demonstration of skill in managing the learning environment (e.g. syllabus, learning activities, peer evaluation, teaching plan).
 - f. Invited guest lectures and professional consultation outside the university
 - g. Mentoring of junior faculty
5. Research and Scholarship: With consideration of annual AOR and faculty rank (Associate Professor or Professor), research is evaluated based upon:
 - a. Publications – Research articles that present original scholarly research are the highest form of scholarship. An average of ten publications over the five-year PTR period is expected and can include (the following not ranked according to importance):
 - a. Authoring or co-authoring of refereed research, clinical or policy-based articles that represent national or international outlets for scientifically based scholarship.
 - b. Articles based upon research methods or statistical techniques

- c. Author in an edited book and/or book chapters.
 - d. Other published reports and/or professional contributions.
 - a. Presentations – At least ten presentations over the five-year PTR period are expected for faculty holding rank of Professor and five for Associate Professors and can include (the following not ranked according to importance):
 - i. Refereed podium presentations
 - ii. Presentations that reflect the faculty member’s scientific findings as a component of the program of research.
 - iii. Presentations that reflect statistical research methods, clinical practice or policy issues.
 - iv. Refereed poster presentation
 - v. Invited presentation
 - b. Grants – Attempts to gain funding as PI, Co-PI, and Co-I over the five-year PTR period are expected. Grant activity will be evaluated based upon and can include (the following not ranked according to importance):
 - i. Extent of funding (funding agency, funding amount, years of funding)
 - ii. Faculty member’s role on the grant
 - iii. Source of funds (external vs. internal).
 - iv. Serving on an editorial review committee.
 - v. Serving on scientific and grant review panels.
- 2. Service to the College, the University, and the Profession: With consideration of annual AOR and faculty rank (Associate Professor or Professor), service is evaluated based on:
 - a. University service activities can include the following examples (not ranked according to importance):
 - i. Chairperson of a University committee.
 - ii. Member of a University committee or service as the CON faculty senator.
 - iii. Chairperson of a College of Nursing committee.
 - iv. Member of a College of Nursing committee.
 - v. Mentoring of junior faculty related to teaching, research, and service.
 - b. Professional service activities can include the following examples (not ranked according to importance):
 - i. Leadership in a national professional organization.
 - ii. Leadership on a committee in a national professional organization.
 - iii. Regional and/or state leadership in a professional organization.
 - iv. Active participation as a member of a professional organization.
 - v. Professional consultation (e.g. CCNE site visitor).
 - vi. Service as an editor or reviewer to a journal: International; National; State; and, Local.
 - c. Community service activities can include the following examples (not ranked according to importance):
 - i. Provision of clinical or administrative service to an agency in the community.
 - ii. Presentations to the public.
 - iii. Professional consultation to agencies within the community.

Appendix B
College of Nursing
Promotion Criteria Specialized Faculty

PROMOTION

Faculty hired at the rank of Teaching Faculty I (Assistant Teaching Faculty), Instructional Specialist I (Assistant Instructional Specialist) or above may be considered for promotion each year.

The *BOR/UFF Collective Bargaining Agreement*, Article 14, contains provisions which apply to promotion. A compilation of these policies is found in the *University Faculty Handbook*.
<http://facultyhandbook.fsu.edu/sites/g/files/upcbnu471/files/FacultyHandbook2017.pdf>

PROMOTION COMMITTEE

The committee shall consist of five (5) Specialized Faculty members elected by ballot at the beginning of the spring semester to serve a three (3) year term.

RECOMMENDATIONS FOR PROMOTION

Faculty in specialized positions should have assignments in the areas of teaching, research, and service. These assignments should provide opportunities for the faculty member to successfully meet the University and College of Nursing criteria for promotion. Specialized Faculty who have been assigned an administrative code shall be subject to the normal promotion criteria and procedures for the applicable rank. They may not substitute performance of their administrative duties for qualifications in teaching, research, and service.

Decisions regarding promotion are made by evaluating cumulative evidence of sustained effectiveness in teaching, research, and service. Immediately following appointment, the faculty member will be assisted in preparing a specialized faculty promotion binder. This binder will house the cumulative evidence of progress toward promotion. Each year the Specialized Faculty Promotion Committee will review, as peers, the binders of all Specialized Faculty who submit one for review.

Binders are due to the committee chairperson by February 15th. Priority review of binders is given to faculty who wish to be considered for promotion in that year. Using the promotion criteria checklist based on the Vice President for Faculty Development and Advancement annual Specialized Faculty Promotion Process and College of Nursing Bylaws, the committee will identify gaps in progress toward promotion. The committee chairperson will provide a written evaluation of progress toward promotion to the faculty member with a copy to the Associate Dean for Academic Affairs. This written evaluation will be provided March 30th for discussion at the faculty member's annual evaluation. The committee chairperson will forward all reviewed binders to the Associate Dean for Academic Affairs for review. The binder will then be returned to each respective faculty with the committee's completed checklist.

The Associate Dean for Academic Affairs will provide a written letter of progress toward promotion for each faculty member. These written evaluation letters will be included in the binder from the date of hire at FSU per the *BOR/UFF Collective Bargaining Agreement*, Article 14.

If the faculty member wishes to be considered for promotion, he/she informs the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs may not withhold a faculty member's binder from review should the faculty member wish to be considered. The promotion binder is submitted for consideration to the Specialized Faculty Promotion Committee. Using the promotion criteria checklist based on the Vice President for Faculty Development and Advancement annual Specialized Faculty Promotion Process and College of Nursing Bylaws, the committee will determine promotion eligibility and/or readiness. The committee reviews the binder and votes by secret ballot to support or not support promotion with a simple majority carrying the decision. The committee chairperson communicates a narrative explanation summarizing the meeting and the vote (providing the number of affirmative, negative, and abstain votes) in a letter to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs reviews the binder and sends a letter of recommendation to the Dean. The Dean reviews the binder and sends a letter of recommendation to the Vice President for Faculty Development and Advancement on or before the date designated in the annual Specialized Faculty Promotion letter from the Vice President for Faculty Development and Advancement. To ensure transparency, the faculty member is copied on the written recommendation letters at each stage of the review. A candidate may withdraw his or her file from consideration within five (5) working days of being informed of the recommendation at a given stage.

STANDARDS FOR PROMOTION

I-A: Promotion to Teaching Faculty II

Faculty members being considered for promotion to the rank of Teaching Faculty II (Associate Teaching Faculty) must have earned a Doctorate in Nursing or related field or a Master's Degree in Nursing from an accredited institution. Although the period of time in the rank of Teaching Faculty I (Assistant Teaching Faculty) is normally five (5) years, early promotion after four (4) years is possible where there is sufficient justification. Demonstrated merit, not years in the rank, is the guiding factor. The faculty member must prepare a statement summarizing his/her cumulative accomplishments in the rank and reflecting upon his/her philosophy of teaching, scholarship of teaching, and service. Promotion to Teaching Faculty II (Associate Teaching Faculty) shall be based on the following standards:

Teaching

The faculty member must show evidence of:

1. Well-planned, well-delivered courses.
2. SPCI, (Student Perception of Courses and Instructors summaries) that at a minimum, meet the average score of the unit.
3. Having taught multiple courses simultaneously.
4. Acting as lead instructor for a course.
5. Instructional innovation.
6. Having led or assisted with the development of a new or revised course.

Scholarship of Teaching

1. The faculty member must show evidence of:
2. Authorship of educational materials and the dissemination of these materials to the appropriate audience via publications and/or presentations.
3. Authorship of research/clinical/policy materials relevant to the profession of nursing and the dissemination of these materials to the appropriate audience via publications and/or presentations.

Service

The faculty member must show evidence of:

1. Service to the College of Nursing.
2. Service to the community.
3. Service to the profession.
4. Membership in at least one (1) professional society or organization.

I-B: Promotion to Instructional Specialist II

Faculty members being considered for promotion to the rank of Instructional Specialist II (Associate Instructional Specialist) must have earned a Doctorate in Nursing or related field with a master's degree in Nursing from an accredited institution and national certification. Although the period of time in the rank of Instructional Specialist I (Assistant Instructional Specialist) is normally five (5) years, early promotion after four (4) years is possible where there is sufficient justification. Demonstrated merit, not years in the rank, is the guiding factor. The faculty member must prepare a statement summarizing his/her cumulative accomplishments in the rank and reflecting upon his/her philosophy of teaching, scholarship of teaching and service. Promotion to Instructional Specialist II (Associate Instructional Specialist) shall be based on the following standards:

Instructional Support

The faculty member must show evidence of:

1. Well organized and equipped learning environments for clinical learning.
2. Innovative evidence-based strategies in structuring student clinical learning activities.
3. Effective integration of technology in College of Nursing laboratories.
4. Efficient maintenance and upkeep of the College of Nursing laboratories and associated equipment.
5. Effective collaboration with course faculty assigned to experiences in the College of Nursing laboratories.
6. Effective management of financial, material, and human resources associated with the College of Nursing simulation and laboratory spaces.
7. Participation in course revision and/or development.

Scholarship of Teaching

The faculty member must show evidence of:

1. Authorship of educational materials and the dissemination of these materials to the appropriate audience via publications and/or presentations.
2. Authorship of materials relevant to the profession of nursing, and the dissemination of these materials to the appropriate audience via publications and/or presentations.

Service

The faculty must show evidence of:

1. Service on College of Nursing committees.
2. Service to the community.
3. Service to the profession.
4. Membership in at least one (1) professional society or organization.

I-C: Promotion to Research Faculty II

Faculty members being considered for promotion to the rank of Research Faculty II must have an earned PhD from an accredited institution. Although the period of time in the rank of Research Faculty II is normally five (5) years, early promotion after four (4) years is possible where there is sufficient justification. Demonstrated merit, not years in rank, is the guiding factor. The faculty member must prepare a statement summarizing his/her cumulative accomplishments in the rank and reflecting upon his/her research support activities.

Research Support

The faculty must show evidence of at least three examples of research support. The following list is provided as suggested activities which provide evidence of research support.

1. Application of statistical theories and methods to solve practical problems at the College of Nursing for faculty and students.
2. Through design of surveys assist College of Nursing administration in solving admission and curriculum issues which is a data drive decision.
3. Guide faculty and students in deciding on what data is needed to answer specific research and clinical questions.
4. Guide faculty and students in determining methods for finding or collecting data.
5. Guide faculty and students in designing surveys/questionnaires to collect data.

Teaching

The faculty must show evidence of:

1. Well-planned well-delivered courses.
2. Student Perception of Courses and Instructors (SPCI) summaries that exceed the average score of the unit
3. Instructional innovation.

II-A: Promotion to Teaching Faculty III

Faculty members being considered for promotion to the rank of Teaching Faculty III (Senior Teaching Faculty) must have an earned a Doctorate in Nursing or related field with a master's degree in nursing from an accredited institution. Although the period in the rank of Teaching Faculty II (Associate Teaching Faculty) is normally five (5) years, promotion is possible after four (4) years where there is sufficient justification. Demonstrated merit, not years in the rank, is the guiding factor. The faculty member must prepare a statement summarizing his/her cumulative accomplishments in the rank and reflecting upon his/her philosophy of teaching, scholarship of teaching, and service. Promotion to Teaching Faculty III (Senior Teaching Faculty) shall be based on the following standards:

Teaching

The faculty must show evidence of:

1. Evidence of well-planned well-delivered courses.
2. Student Perception of Courses and Instructors (SPCI) summaries that exceed the average score of the unit.
3. Having taught multiple courses simultaneously.
4. Having acted as lead instructor for different courses.
5. Instructional innovation.
6. Mentoring junior faculty in the development of courses, teaching and student evaluation strategies.
7. Having led or assisted with the development of a new or revised course.

Scholarship of Teaching

The faculty must show evidence of:

1. Authorship of educational materials and the dissemination of these materials to the appropriate audience via publications and/or presentations; and
2. Authorship of materials related to the profession of nursing and the dissemination of these materials to the appropriate audience via publications and/or presentations.

Service

The faculty must show evidence of:

1. Service on College of Nursing committees.
2. Service to the community.
3. Service to the profession.
4. Having served as an officer in at least one (1) professional society or organization.

II-B: Promotion to Instructional Specialist III

Faculty members being considered for promotion to the rank of Instructional Specialist III (Senior Instructional Specialist) must have earned a Doctorate in Nursing or related field with a master's degree in Nursing from an accredited institution. Although the period of time in the rank of Instructional Specialist II (Associate Instructional Specialist) is normally five (5) years, promotion is possible after four (4) years where there is sufficient justification. Demonstrated merit, not years in the rank, is the guiding factor. The faculty member must prepare a statement summarizing their cumulative accomplishments in the rank reflecting upon their philosophy of teaching, scholarship of teaching, and service. Promotion to Instructional Specialist III (Senior Instructional Specialist) shall be based on the following standards:

Instructional Support

The faculty member must show evidence of:

1. The development, presentation, evaluation and refining of learning materials utilized for innovative evidence-based strategies for clinical learning activities.
2. The evaluation of the effectiveness of the laboratory and College of Nursing policies in facilitating learning activities in the College of Nursing laboratories.
3. Effective forecasting of ongoing equipment and supply needs in order to ensure the long-

- term viability of the laboratory.
4. Collaboration with faculty, staff and students for their teaching, operational, and instructional technology needs.
 5. Establishing efficient processes designed to ensure the effective management of financial, material, and human resources associated with the laboratory.
 6. Collaboration with colleagues across campus and community related to the optimization of learning activities within the College of Nursing, and the integration of interdisciplinary activities where appropriate.

Scholarship of Teaching

The faculty member must show evidence of:

1. Authorship of educational materials and the dissemination of these materials to the appropriate audience via publications and/or presentations.
2. Authorship of materials relevant to the profession of nursing and the dissemination of these materials to the appropriate audience via publications and/or presentations.

Service

The faculty member must show evidence of:

1. Service on College of Nursing committees.
2. Service to the community.
3. Service to the profession.
4. Having served as an officer in at least one (1) professional society or organization.

II-C: Promotion to Research Faculty III

Faculty members being considered for promotion to the rank of Research Faculty III must have earned a PhD from an accredited institution. Although the period of time in the rank of Research Faculty III is normally five (5) years, early promotion after four (4) years is possible where there is sufficient justification. Demonstrated merit, not years in rank is the guiding factor. The faculty member must prepare a statement summarizing his/her cumulative accomplishments in the rank and reflecting upon his/her research support activities.

Research Support

The faculty member must show evidence of at least three examples of research support. The following list is provided as suggested activities which provide evidence of research support.

1. Identifies and acquires additional data sources, both internal and external, that can be used to enhance analyses for College of Nursing faculty and graduate students.
2. Lead the development of analytical models to drive superior research/evident-
3. based practice outcomes.
4. Develop in-depth understanding of drivers for optimization by utilizing statistics and data mining techniques.
5. Evaluate and use Data Mining Tools.
6. Continually monitor database information and future needs of the College of
7. Nursing faculty and graduate students.
8. Explore and acquire data from outside sources.

Teaching

The faculty member must show evidence of:

1. Well-planned well-delivered courses.
2. Student Perception of Courses and Instructors (SPCI) summaries that exceed
3. the average score of the unit.
4. Instructional innovation.

**Appendix C
College of Nursing
Faculty Search Process**

Teaching/Clinical Faculty I, II, III	Assistant Professor	Associate and Full Professor	Research Faculty
College Committee performs initial review of application materials and determines qualifications for committee interview.	Office of Research team reviews application and determines qualifications for next steps.	Office of Research team reviews application and determines qualifications for interview. If team approves, candidate is referred to College Committee for initial interview.	Researcher/research team identifies need for Research Faculty to support their activities.
College Committee performs interview and determines appropriateness for full faculty interview	Committee determines potential mentors, and holds a meet and greet with the mentor/s	College Committee performs interview and determines appropriateness for full faculty interview	Office of Research, or the appropriate Center or team, will designate a subcommittee of three people in the area. The Chair person of the College Committee will be kept up date on subcommittee activities.
Full Faculty Interview.	If a solid mentorship arrangement is possible, refer back to the College Committee.	Full Faculty Interview.	Subcommittee performs interviews, reviews materials and makes a hiring recommendation to the Associate Dean for Research and the Dean.
College Committee compiles committee and faculty input and makes hiring recommendation to the Dean.	College Committee performs interview and determines appropriateness for full faculty interview	College Committee compiles committee and faculty input and makes hiring recommendation to the Dean.	
	Full Faculty Interview.		
	College Committee compiles committee and faculty input and makes hiring		

	recommendation to the Dean.		
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Approved by Committee: 03/2018 08/2020 10/2024

Approved by Faculty: 03/2018 12/2020 12/2024

Approved by Dean: 03/2018 12/2020 12/2024

Approved by University Administration: 2/23/2026

Effective Date of Bylaws: 2/23/26

Semester Faculty Merit Process and Faculty Evaluation Procedures Go into Effect: Fall 2026 (reflects the same year the bylaws took effect)