

**Florida State University
College of Criminology and Criminal Justice
Performance Evaluation Criteria Guidelines**

The Collective Bargaining Agreement between the Florida State University Board of Trustees and the United Faculty of Florida was ratified on December 23, 2010, and can be found at <https://hr.fsu.edu/PDF/Publications/UFFAgreement-CBA-2016-19.pdf>. Article 10, *Performance Evaluations*, Section 10.4 (pg. 34) of the agreement contains procedures including the annual evaluation process, merit evaluation, promotion and/or tenure process for tenure-track, regular faculty members, and for non-tenure-track or specialized faculty members. **This document was written by the faculty of the College of Criminology and Criminal Justice and contains both College-specific criteria and summaries of UFF Agreement criteria pertinent to the College.**

I. Annual Evaluation

a. General Criteria. The annual performance evaluation shall be based only upon assigned duties, and shall carefully consider the nature of the assignments and quality of the performance in terms, where applicable, of:

- 1. Teaching**, including effectiveness in presenting knowledge, information, and ideas by means or methods such as lecture, discussion, assignment and recitation, demonstration, practical experience, and direct consultation with students. The evaluation shall include consideration of teaching effectiveness as demonstrated by the instructor's SPOT/SUSSAI ratings, the development or revision of curriculum and course structure, and adherence to accepted standards of professional behavior in meeting responsibilities to students. The evaluation shall include consideration of class size and format and other University teaching duties. Please refer to section 2a, part 1, for specific examples.
- 2. Research**, including contribution to the discovery of new knowledge and other forms of creative activity. The evaluation shall include consideration of the faculty member's productivity, including the quality and quantity of the faculty member's research, funding applications, and other creative contributions during the period under evaluation. Please refer to section 2a, part 2 for specific examples.
- 3. Service**, including consideration of contributions to: the orderly and effective functioning of the College and/or the total University, including participation in regular College meetings; the University community, including participation in the governance processes of the institution through significant service on University committees and councils, in UFF activities, and in Faculty Senate activities; the local, state, regional, and national communities; and scholarly and professional associations, including participation workshops, service on local, state, and national governmental boards, agencies, and commissions; other assigned University duties, such as academic administration. Please refer to section 2a, part 3, for specific examples.

For regular faculty, additional examples of information to be submitted for annual evaluation can be found within the teaching, research and service paragraphs under Section 2a of this document. For specialized faculty, additional examples of information to be submitted for annual evaluation can be found within the projects, reports and applications, and presentations paragraphs under Section 2b of this document.

b. Faculty to be Evaluated, other than those on a personal leave of absence and those not being reappointed who have received a notice of non-reappointment or are not entitled to receive a notice of non-reappointment, must be evaluated annually during the Spring Semester based on assignment of responsibilities for the preceding calendar year and the Evidence of Performance report submitted by the faculty for the preceding calendar year. For faculty members who have been employed at the University less than that period, the annual evaluation shall take into account their performance since the start of employment at the University.

The faculty member's history of annual evaluations shall be considered in recommendations and final decisions on tenure, promotions, salary increases, and reappointment or non-reappointment.

c. The Evaluator will normally be the Dean of the College in which the faculty member holds an appointment at the time the evaluation is performed. Faculty members holding concurrent appointments in more than one unit shall be evaluated by the administrators of each unit in which they hold an appointment. Faculty members earning tenure in a unit in which they do not hold an appointment shall also be evaluated by the administrator of the unit in which they are earning tenure.

Each evaluator shall be familiar with the provisions of the Collective Bargaining Agreement, any applicable Florida Statutes and Board policies, and the department/unit criteria and procedures specified in the document for the annual evaluation of faculty. Those persons responsible for supervising and evaluation shall endeavor to assist the person being evaluated in correcting any performance deficiencies reflected in the evaluation.

d. Sources. In preparing the annual evaluation, the Dean, or other administrator(s), responsible for evaluating the faculty member may consider pertinent information from the following sources: immediate supervisor, Peer Merit Evaluations (see Section II), peers, students, faculty member/self, other University officials who have responsibility for supervision of the faculty member, and individuals to whom the faculty member may be responsible in the course of a service assignment.

The faculty member, if assigned teaching duties, shall be notified at least two weeks in advance of the date, time, and place of any direct classroom observation or visitation made in connection with the faculty member's annual evaluation. If the faculty member determines that this date is not appropriate, the faculty member and the person(s) responsible for performing the observation or visitation will mutually agree upon an alternate date. Upon request, a faculty member is entitled to an evaluation of teaching based on direct observation or visitation by one or more peers. Whenever a person conducts a classroom visit for the purpose of evaluation, a report of their observations must be submitted to the faculty member within ten working days of the observation. Otherwise, nothing from the visit may be used in

the evaluation process. The report must suggest corrective actions for any shortcoming that is identified. No corrective actions that impinge upon academic freedom may be suggested. The faculty member may reply to the report and have the reply attached to the report.

e. Evidence of Performance. The Dean, or other administrator, responsible for the annual evaluation, shall request each member of the faculty to submit to them, annually, a report of Evidence of Performance (EOP) in teaching, research or creative activities, service and other University duties where appropriate. This report shall be submitted after the end of each calendar year and shall cover the preceding calendar year. The report shall also include any interpretive comments or supporting data that the faculty member deems appropriate in evaluating their performance. Any materials required for the EOP report that depend on the University administration shall be provided to the faculty member no less than 14 days prior to the date upon which the report is due.

For regular faculty, examples of information to be submitted in the EOP report can be found within the teaching, research and service paragraphs under Section 2a of this document. For specialized faculty, examples of information to be submitted in the EOP report can be found within the projects, reports and applications, and presentations paragraphs under Section 2b of this document.

f. Annual Evaluation Summary Form. Please refer to the Collective Bargaining Agreement, Appendix F, page 134, for a copy of the Annual Evaluation Summary Form. The categories for this evaluation are: 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, and Not Observed.

g. Discussion. After completion of the Annual Faculty Evaluation Summary Form, the evaluator will meet with and discuss the Summary with the faculty member concerned. The faculty member may attach to the Summary any statement he/she desires. In the case of an evaluation rating below "Meets FSU's High Expectations," the evaluator shall fully document the less-than-satisfactory performance prior to discussion with the faculty member. The evaluator shall propose to the faculty member in writing specific recommendations to assist the faculty member in achieving at least a "Meets FSU's High Expectations" rating, and provide assistance and appropriate support for the implementation of the plan.

h. Performance Improvement Plan. A Performance Improvement Plan (PIP) is required when a non-tenured faculty member receives a "Does Not Meet FSU's High Expectations" rating. Tenured faculty members may be given a PIP if they receive an overall performance rating of "Does Not Meet FSU's High Expectations" on three or more of the previous six performance evaluations. The PIP shall be developed by the faculty member, in concert with their supervisor, and include specific performance targets and a time period for achieving the targets. The University shall provide for an appeals process to accommodate instances when the faculty member and the supervisor cannot agree upon the elements to be included in the PIP. In the event that the faculty member and their supervisor cannot agree upon the elements to be included in the PIP, the faculty member may appeal to the Provost and Executive Vice President for Academic Affairs. The PIP shall be approved by the President or representative.

Specific resources identified in an approved PIP shall be provided by the University. The supervisor shall meet periodically with the faculty member to review progress toward meeting the performance targets. It is the responsibility of the faculty member to attain the performance targets specified in the PIP.

i. Provision for Appeal. If a faculty member is dissatisfied with the Faculty Evaluation Summary, the faculty member may register their disagreement in writing. For additional details on appeal process, please see Section 10.7 (pg. 38) of the UFF Agreement.

II. Merit Evaluation Criteria for Regular and Specialized Faculty

Peer Merit Evaluations are conducted each Spring semester based upon the prior calendar year in conjunction with the Performance Evaluation Criteria Guidelines created by the College faculty. This evaluation determines meritorious performance of all faculty members for the distribution of funds allocated for merit-based salary increases. The regular ranked faculty as a whole shall assess materials submitted by regular ranked faculty for merit salary increases. Specialized faculty as a whole shall assess materials submitted by specialized faculty for merit salary increases.

a. Merit for Regular 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 following information shall be used in assessing performance, whenever relevant.

1. Teaching. Development of new courses; writing of course guides; supervising of Directed Independent Study projects, honors theses, area papers, master's theses, and doctoral dissertations; serving as a member of master's and doctoral committees; teaching innovations, including computer and distance learning innovations; extra time spent on course work with students; ratings on SUSSAI forms or similar evaluative documents; reputation and informal assessment by students; and evidence concerning other teaching-related activities.

2. Research. Authored book, not a textbook, published by a major publisher of scholarly work; authored book, not a textbook, published by a non-major publisher of scholarly work; article published in a major refereed journal; research grant received from a national, international agency or private foundation; research grant received from state or local agency; textbook, first edition; textbook, revised edition; article published in a non-major refereed journal; national award for scholarship; book chapter or article published in a proceeding; editing of a book; limited circulation monograph; article in a non-refereed scholarly journal; articles accepted for publication; articles granted a revise-and-resubmit; editing of an issue of a scholarly journal; report to a granting agency; paper presented at a scholarly conference, national or international; paper presented at a scholarly conference, regional, state, or local; reprinted paper; limited circulation paper; book review; conference presentation that did not involve a paper; award or recognition by the academic or professional community. **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.

3. Service. Advising of students other than course-related consultation; service as chair or member of College, University, or professional association committees and other similar activity; service as an officer of a criminology/criminal justice-related professional association; service as faculty advisor to student organizations; service as editor, referee, or editorial consultant to professional journals or publishers; service as grants consultant to granting agencies; service as a chair or discussant for panels at professional meetings; service organizing conferences; reviewing promotion/tenure applications outside the University; consultation with governmental bodies; public testimony before legislative bodies; activities educating the public, such as public speeches, articles in the popular press, and print, television or radio interviews; unpaid assistance on crime- and criminal justice-related matters to community groups; and evidence concerning other service-related activities.

b. Merit for Specialized 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.

1. Teaching. Preparation and/or participation in presentations, meetings, trainings and/or conferences; committee work; courses taught; guest lectures; other assignments.

2. Research. Annual reports; project reports; project applications; project work; journal articles; other external publications or documents; book publications; data analyses; data management; survey development; other assignments.

3. Service. Committee work; service as a chair or discussant for panels at professional meetings; service organizing conferences; administrative duties; supervisory responsibilities; consultation with governmental bodies; public testimony before legislative bodies; activities educating the public, such as public speeches, articles in the popular press, and print, television or radio interviews; other assignments.

c. Material to be Submitted. Each faculty member shall submit to the Dean the following material covering the evaluative period: a completed Evidence of Performance 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.

d. 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 2014 Annual Evaluation categories) in each of the three areas listed above:

- 4 = Substantially Exceeds FSU's High Expectations
- 3 = Exceeds FSU's High Expectations
- 2 = Meets FSU's High Expectations
- 1 = Official Concern
- 0 = Does Not Meet FSU's High Expectations

The ratings shall be averaged over faculty members submitting assessments, yielding an average score in each of the three areas. To determine each faculty member's merit score, the average score in the research category is multiplied by four, the average score in the teaching category is multiplied by three, and these two products are added to the average score in the service category (i.e. weights of 4, 3, and 1 respectively, for research, teaching, and service). 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.

f. 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 2014, activities shall be relevant to evaluation if they date to the calendar year 2013. 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.

g. Notification and Appeals. The Dean shall, no later than 14 days after the last day of classes of the Spring semester, notify by mail each faculty member as to their recommended share of the merit increase money, and the three ratings that went into the recommendation. If they choose, faculty members may then submit to the Dean a written appeal that states their reasons for believing their merit increase was unfair, and requesting reconsideration. The appeal must be filed no later than 10 days after the date the notification was mailed. The Dean and the faculty shall consider the appeal, meet with the appellant, and inform them of the decision no later than 21 days after the date the original notification was mailed.

III. Promotion and/or Tenure Criteria and Procedures

a. Promotion and/or Tenure for Regular Faculty. Promotion and/or tenure in tenured and tenure-earning ranks is attained through meritorious performance in teaching, research and other scholarly or creative activities, and service. When first employed, each faculty member shall be apprised of what is expected of them, generally, in terms of teaching, research and other creative activities, and service, and if there are specific requirements and/or other duties involved. If and when these expectations change during the period of service of a faculty member, that faculty member shall be apprised of the change.

The College shall have an elected faculty Promotion and Tenure Committee with seven tenured faculty members. The Committee shall be charged with the responsibility of receiving and reviewing the records of all prospective candidates in the College and of recommending action on the nomination of each candidate. The Dean is not eligible to be on the College Promotion and Tenure Committee provided that there are at least seven members of the faculty who are tenured and therefore eligible to be on the College Committee. The Committee is to consider all faculty members below the rank of tenured full professor for promotion or tenure, or both, if applicable, each year. Faculty members do not apply for promotion or tenure.

Each faculty member shall be informed of their prospective candidacy, have an opportunity to assist in preparing the folder and add any relevant information prior to review by the departmental committee, and be informed in writing of the results of the secret ballot vote at each level of review. For each eligible candidate, the Dean prepares a nomination binder for promotion or tenure with the participation of the faculty member unless the candidate withdraws from consideration. There shall be only one binder if a faculty member is being recommended for both promotion and tenure. The Dean has the responsibility to see that the promotion and tenure binders are prepared in compliance with established requirements and the material in the binders organized according to the detailed instructions from the University Promotion and Tenure Committee indicated in the annual memorandum on the promotion and tenure process from the Dean of the Faculties. Any binders not meeting established requirements shall be returned to the Dean; the Dean and the candidate shall have five days to comply with established procedure.

The promotion and/or tenure binder shall include: professional vita; assigned duties; courses taught; evidence of teaching effectiveness, scholarly activity, and service; annual evaluations; and letters of recommendation. A detailed description of materials shall be provided in the instructions for preparing binders from the University Promotion and Tenure Committee. These instructions shall be contained in the annual memorandum on the promotion and tenure process from the Dean of the Faculties, such as that issued in the Spring of 2006. Appropriate materials may be selected or abstracted from the faculty member's one evaluation file for purposes of promotion and tenure, as long as the affected faculty member is informed of the selection for the promotion and tenure file. Any evaluation of a faculty member placed in the promotion and tenure file shall become a part of the faculty member's one evaluation file.

The College Committee's work should be so timed that all recommendations with accompanying binders are submitted to the Dean of the Faculties for the University

Promotion and Tenure Committee by the date specified in the annual memorandum on the promotion and tenure process from the Dean of the Faculties. Once the College committee has reviewed a binder, no material may be added to or deleted from the binder except under the conditions specified in Articles 14 and 15 of the UFF Agreement. This means that after the binder leaves the College Committee it is complete and no materials can be added to it under normal circumstances, except that the Dean may place a letter of evaluation on the record of achievement as reflected in the binder. The Dean shall submit the binders of all candidates, except those withdrawn by a candidate, to the University Promotion and Tenure Committee through the Office of the Dean of the Faculties with a report of the College Committee's recommendations and their recommendations.

The University shall have an elected promotion and tenure committee of tenured faculty charged with the responsibility of receiving and reviewing all binders reviewed by the College Committees and of recommending action to the Vice President for Academic Affairs. Deans are not eligible for election to the University Promotion and Tenure Committee. The Vice President for Academic Affairs shall submit all binders to the President with a report of the University committee's recommendations and their recommendations.

A promotion and tenure committee at any level may withhold a recommendation if, in its judgment, there has been noncompliance with established procedure or the binder does not contain required information and materials or does not contain adequate information. If the withholding is by the College Committee, the Dean and the prospective candidate shall have five days to comply with established procedure or add requested material and documentation prior to final recommendation of the Committee. A statement of committee action and all resultant changes in the binder must be recorded on the summary cover sheet. Upon completion of review and recommendation, the promotion and tenure committee at each level should inform the appropriate official of any inadequacies in procedure and in the composition and documentation of the binders.

If any faculty member is denied promotion and/or tenure, he or she shall be notified in writing by the appropriate administrative official, as soon as possible, of that decision. Upon written request by a faculty member within 20 days of the faculty member's receipt of such decision, the University shall provide the faculty member with a written statement of the reasons that the promotion and/or tenure was denied.

i. Promotion decisions are not merely a totaling of a faculty member's annual performance evaluations. Rather, the University, through faculty and administrative review, assesses the faculty member's potential for growth and scholarly contribution, as evidenced by the faculty member's record, as well as past meritorious performance. Promotion in the tenured and tenure-earning ranks is attained through meritorious performance in teaching, research or other scholarly activities, and service. Promotion in other faculty classifications is attained through meritorious performance of duties in the faculty member's present position. Administrators who are being considered for promotion must qualify on the basis of the criteria as stated in this article rather than on the basis of their administrative duties. Although the period of time in a given rank is normally five years, demonstrated merit, not years of service, shall be the guiding factor. Promotion shall not be automatic, nor may it be regarded as guaranteed upon completion of a given term of service. Early promotion

is possible where there is sufficient justification. For promotion to Associate Professor, the expectation has been is that the candidate clearly is becoming recognized nationally (or internationally) as a scholar or creative artist in a field; for Professor it is that the candidate now has become so recognized. The promotion decision shall take into account the following: Annual evaluations; annual assignments; fulfillment of the College promotion criteria, as related to the candidate's assignments; whether, pursuant to Article 9 of the UFF Agreement, the candidate has been provided equal opportunities, in relation to other faculty in the same department, to meet the promotion criteria.

1. Promotion to the Rank of Associate Professor shall be based on recognition of demonstrated effectiveness in teaching, service, definite scholarly or creative accomplishments, and recognized standing in the discipline and profession as attested to by three letters from outstanding scholars outside the University.

2. Promotion to the Rank of Professor shall be based on recognition of superior teaching, service, scholarly or creative accomplishments of high quality and recognized standing in the discipline and profession as attested to by three letters from outstanding scholars outside the University.

ii. Tenure is one of the principal means by which the quality of the University is maintained and developed and is an indispensable element of any university of quality. Institutions of higher education are conducted for the common good. The common good depends upon the unfettered search for truth and its free exposition. Academic freedom and tenure exist in order that society may have the benefit of honest judgment and independent criticism. Tenure is a condition attained by a faculty member through exemplary teaching, research and other creative or scholarly activities, service, and contributions to the University and to society. A faculty member shall normally be considered for tenure during the sixth year of continuous service in a tenure-earning position including any prior service credit granted at the time of initial employment. With the approval of the Dean, a faculty member may be considered for tenure during their fifth year of continuous service. The criteria for tenure shall be identical to the criteria applied to faculty members who are considered in their sixth year. By the end of six years of tenure-earning service at the University, including time credited as tenure-earning service at the time of appointment, a faculty member eligible for tenure shall either be awarded tenure by the President and reported to the Board or given notice that further employment will not be offered pursuant to Article 12 of the UFF Agreement. The number of years of credit for prior service may not be more than two years for a faculty member hired as an assistant professor, not more than three years for a faculty member hired as an associate professor, and not more than four years for a faculty member hired as a professor. Where a faculty member is credited with tenure-earning service at the time of initial appointment, all or a portion of such credit may be withdrawn, one time, by the faculty member prior to such time that the faculty member becomes eligible to be

considered by the College Promotion and Tenure Committee. A faculty member may request an extension of the tenure-earning period for one year with the approval of the Dean, due to qualifying personal circumstances, before being considered for tenure. Personal circumstances include, but are not limited to: childbirth or adoption; personal injury or illness; care of ill or injured dependents; elder care; or death of a closely related family member resulting in the need for extended dependent care. One year of tenure-earning service shall mean employment during at least 39 weeks of any 12 month period, beginning with the Fall term. Employment for one semester, or its equivalent, shall count as one-half year of tenure earning service. Part-time service of a faculty member employed at least one semester in any 12 month period shall be accumulated. For example, two semesters of half-time service shall be considered one-half year of service toward the period of tenure-earning service. Contingent upon a written agreement between the faculty member and the Board, time spent by a faculty member under joint appointment or exchange on a duly established personnel exchange program of the University, or on a special assignment for the benefit of the University, shall be counted toward the fulfillment of eligibility for tenure. The decision to award tenure to a faculty member shall be a result of meritorious performance of assigned duties and responsibilities and shall be based on established criteria specified in writing by the University. Those assignments should be made with full knowledge of the applicable promotion and tenure criteria. The decision shall take into account the following: annual evaluations; annual assignments; the needs of the College and University; the contributions of the faculty member to the College; and the contributions the faculty member is expected to make to the institution. Tenure decisions shall be based on the faculty member's performance. Faculty members with the rank of Associate Professor and Professor shall be eligible for tenure. Already-tenured faculty members in other positions, if any, shall continue to hold tenure. Non-tenured faculty members in the ranks of Assistant Professor, Associate Professor, and Professor shall be tenure-earning. Tenure shall be in an academic department/unit and shall not extend to administrative appointments. For a faculty member appointed to a tenure-earning position, the number of years of credit for prior tenure-earning service that will count toward the faculty member's eligibility for tenure shall be agreed upon in writing at the time of employment. Faculty members are normally considered for tenure during the sixth year of service in a tenure-earning position, including any prior service credit granted at the time of initial employment or any visiting time agreed to count as tenure-earning. A faculty member may be considered for early tenure during the fifth year of tenure-earning service provided she or he has submitted a written request and obtained the Dean's approval for consideration, which will be placed in the promotion and tenure binder. The criteria for awarding tenure shall be the same as those for promotion to the rank to which the candidate is being considered for promotion or the rank held by the candidate if the candidate is not being considered for promotion. Tenure, however, is guaranteed neither by promotion nor by previous attainment of the rank of Associate or Full Professor. Nominations for tenure shall include the results of a secret ballot poll of the tenured faculty in the College. The secret ballot is taken at a meeting of the tenured faculty of the College after the College committee has its recommendation

regarding whether the faculty member should be awarded tenure. A faculty member who has been granted tenure shall have the status of a permanent member of the faculty and remain in the employment of the University, guaranteed annual reappointment for the academic year, until the faculty member: voluntarily resigns; voluntarily retires; is terminated for just cause in accordance with the provisions of Article 16 of the Collective Bargaining Agreement; or is laid off pursuant to the provisions of Article 13 of the Collective Bargaining Agreement.

iii. Withdrawal from Consideration. A faculty member being considered for promotion and/or tenure may withdraw from consideration at any level without prejudice within five working days of being informed of the results of the secret ballot vote.

iv. Transfer of Tenure. When a tenured faculty member is transferred to another department/unit within the University, the faculty member's tenure shall be transferred to the new department/unit. Such transfer shall be subject to the approval of the tenured faculty in the new department/unit.

v. Tenure upon Appointment. Tenure may be granted to a faculty member by the President at the time of initial appointment, subject to review and recommendation by the College and a subcommittee of the University Promotion and Tenure Committee, with final approval by the President.

b. Promotion for Specialized Faculty. Specialized faculty that hold rank below the highest level in the occupied track are eligible for promotion. Although the period of time in a given level is normally five years, demonstrated merit, not years of service, shall be the guiding factor in determining eligibility. Promotion shall not be automatic, nor may it be regarded as guaranteed upon completion of a given term of service. Early promotion may be possible where there is sufficient justification. In those cases, an explanation for early promotion must be included in the Dean's letter.

The number of years of credit for prior service may not be more than two years for a faculty member hired at the first level and not more than three for a faculty member hired at the second level. No more than two years in visiting status may count towards promotion for a faculty member hired at the first level, and no more than three years in visiting status for a faculty member hired at the second level. These details should be specified at the time of hire.

i. Promotion. Promotion for specialized faculty is attained through the meritorious performance of assigned duties in the faculty member's present position.

j. Specialized Faculty with Administrative Duties. Specialized faculty who have been assigned an administrative code shall be subject to the normal promotion criteria and procedures for the applicable level. They may not substitute performance of their administrative duties for qualifications in teaching or research. The duty assignments of such employees shall accord them an opportunity to meet the criteria for promotion; however, the number of years it takes a faculty member to meet the

criteria in teaching or research and scholarly accomplishments may be lengthened due to reduced duty assignments in those areas. The number of years over which such accomplishments are spread shall not be held against the faculty member when the promotion case is evaluated.

k. Withdrawal from Consideration. The candidate may withdraw their file within five working days of being informed of the results of the secret ballot vote of each level of review, regardless of the results of the vote. If a candidate chooses to withdraw, they must notify in writing, through their supervisory chain, the Office of the Vice President for Faculty Development and Advancement.

IV. Annual Progress toward Promotion and/or Tenure Appraisals

Regular and specialized faculty members eligible for promotion and/or tenure shall be appraised annually in writing of their progress toward promotion and/or tenure by the College Promotion and Tenure Committee each Spring. The Committee may ask faculty members to facilitate its preliminary review by submitting a detailed progress toward promotion and/or tenure binder which may include but is not limited to a professional vita, reports of demonstrated effectiveness in teaching, and evidence of research progress (e.g. article reprints, articles in press, letters from editors, publishing contracts, etc.). The candidate may also submit such additional information as he or she feels would be helpful to the Committee in preparing its preliminary recommendation. The appraisal shall be included in the annual evaluation. The faculty member may request, in writing, a meeting with the Dean to discuss concerns regarding the promotion appraisal that were not resolved in previous discussions with the evaluator.

Annual letters of evaluation, including the faculty member's progress toward tenure and/or promotion (if eligible) shall be attached to the Annual Faculty Evaluation Summary Form in order to provide specific feedback to the faculty member. Beginning with the Spring 2006 evaluations, the progress toward promotion and/or tenure appraisals attached to the annual evaluations must be included in the promotion and/or tenure binders submitted. At the discretion of the candidate, prior progress toward promotion and/or tenure appraisals may be included.

VII. Effective Date

This policy statement replaces all previous College of Criminology and Criminal Justice Statements and shall be effective immediately upon approval by both the Faculty of the College of Criminology and Criminal Justice and the University President or representative. Any of the elements of the policy described herein may be amended by majority vote of the faculty if at least two thirds of the faculty votes on the proposed amendment.

ADOPTED by vote of the College of Criminology and Criminal Justice faculty in regular session on February 23, 2007.

AMENDED, by unanimous vote of the College of Criminology and Criminal Justice Faculty in regular session on February 1, 2013.

AMENDED, by unanimous vote of the College of Criminology and Criminal Justice Faculty in regular session on September 16, 2016.

AMENDED, to maintain compliance with Collective Bargaining Agreement changes
September, 2019.