

HISTORY DEPARTMENT BYLAWS (Appendix E) REVISED January 2014 and approved through secret ballot by a two-thirds majority of department members as specified in Bylaws 27.3.

APPENDIX E  
TO THE BYLAWS OF THE DEPARTMENT OF HISTORY  
Specialized Faculty, Criteria for Promotion

The procedure for the promotion of specialized faculty (formerly Non-Tenure Track Faculty) will follow the procedure as outlined in Article 14 (ps. 52-56) and Appendix J (ps. 148-154) of the Collective Bargaining Agreement and Associated Memoranda of Agreement: 2013-2016

Failure to achieve promotion for Specialized Faculty does not, in itself, constitute grounds for termination.

History Department Procedures:

- (1) The candidate shall submit a current and comprehensive Promotion Binder as outlined in the University Promotion and Tenure memo revised and issued annually through the Office of the Vice President for Faculty Development and Advancement. This binder should be received by the Promotion and Tenure Committee (all tenured faculty) by February 1.
- (2) The History Department Promotion and Tenure Committee (All tenured faculty) and one or more peers (i.e. non-tenure track and/or specialized faculty) will study the binder and vote by secret ballot. The votes shall either be in favor of or against promotion.
- (3) The chair of the department will provide a written narrative that summarizes the results of the vote and assesses the candidate's strengths and weaknesses.
- (4) The chair of the department will share the findings with the Dean of the College of Arts and Sciences.

Criteria for Promotion

According to the C.B.A. Appendix J.3: "All departments/units must have written promotion criteria and procedures for all applicable Specialized Faculty available in the department/unit, posted on a single publicly accessible University Web site, and on file in the Office of the Vice President for Faculty Development and Advancement."

Herein, those criteria, as specified in the C.B.A., J.2:

Promotion in the Specialized Faculty ranks is attained through meritorious performance of assigned duties in the faculty member's present position.

(1) Promotion to the second rank in each track shall be based on recognition of demonstrated effectiveness in the areas of assigned duties.

(2) Promotion to the third rank in each track shall be based on superior performance in the areas of assigned duties.

(3) Promotion decisions shall take into account the following:

- a. annual evaluations
- b. annual assignments
- c. fulfillment of the department/unit written promotion criteria in relation to the assignment
- d. evidence of sustained effectiveness relative to opportunity and according to assignment

At Present, the History Department has two Specialized Faculty on staff. These faculty members have different assignments. Accordingly, Teaching Faculty II, whose primary responsibilities are instructional, would receive promotion consistent with those in the Teaching Faculty Rank. As described in the C.B.A. J.2.b.3.e:

for the Teaching Faculty track:

- i. evidence of well-planned and delivered courses
- ii. summaries of data from Student Perceptions of Teaching (SPOT) questionnaires
- iii. letters from faculty members who have conducted peer evaluations of the candidate's teaching
- iv. ability to teach multiple courses within a discipline/major
- v. other teaching-related activities, such as instructional innovation, involvement in curriculum development, authorship of educational materials, and participation in professional organizations related to the area of instruction."

The Director of the Reichelt Oral History Program is appointed as Teaching Faculty II. She has the additional title of Program Director. This latter title reflects her role as director of the Reichelt Oral History Program. The Director's teaching contributions will be evaluated as per C.B.A. J.2.b.3.e, described above.

The Director's Role as director of the Reichelt Oral History Program shall be evaluated according to the criteria established for Research Support Faculty, C.B.A., J.2.b.3:

“h. for Research Support Faculty

- i. evidence of contributions in support of research, as attested to by internal letters from collaborators at FSU
- ii. other research-related activities, such as those described in 10.3(c) and in J.2(b)(3)g”

### Honorific Working Titles

Specialized Faculty are also eligible for “Honorific Working Titles” containing the word “Professor.” The specific titles, relative to position codes, are described in C.B.A. Table J.5.

### Criteria for Honorific Working Titles

As per the C.B.A. J.5:

(a) Such a title may only be granted with the recommendation of a majority vote of the tenured faculty of an academic department/unit offering a degree program, in recognition of scholarly accomplishments within the granting department/unit's academic field.

(b) The criteria and procedures for awarding such an honorific working title shall be the same as for promotion or initial appointment to the corresponding tenure-track rank (History Department Bylaws, Appendix A).

(2) The expectations in research, teaching, and service shall be scaled proportionally to the assignment of duties.