

# DEPARTMENT OF BIOMEDICAL SCIENCES

## FLORIDA STATE UNIVERSITY COLLEGE OF MEDICINE

These are the bylaws for the Department of Biomedical Sciences in the College of Medicine at Florida State University. These bylaws were adopted on **April 27, 2005**, and last approved on **June 4, 2025**, by a majority of the applicable voting members of the department and on June 4, 2025 by the College and the Office of Faculty Development and Advancement.

### Preamble

Departmental executive and administrative authority are vested in the Chair, appointed by the Dean of the College of Medicine. Certain executive authority, delineated herein, is delegated by the Chair to the faculty, through a system of committees and informal divisions.

### I. Bylaws

**A. Adherence with Other Governing Documents.** At all times, department 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 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.** Any three voting members may propose an amendment to these bylaws. A proposed amendment must be made available to all members at least two weeks prior to any scheduled vote on an amendment. To be adopted, an amendment must be approved by two-thirds of the eligible voting members of the Department.

**Policies:** From time to time, the members will adopt policies to govern particular facets of the life of the Department. These policies and procedures set forth the specifics delineated in the By Laws of the various standing committees of the Department. These policies and procedures differ from the Department Bylaws in that they can be adopted or modified by a simple majority of all members eligible to vote.

**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 Department of Biomedical Sciences shall consist of those persons holding full-time or part-time appointments at the rank of Teaching Faculty, Assistant in, Associate in, Research Associate, Assistant Professor, Associate Professor, Professor, Eminent Scholar, Visiting Faculty, Courtesy Faculty, and Emeritus Faculty.

**B. Department Membership.** In addition to the faculty defined in II.A above, the following are members of the Department of Biomedical Sciences: Administrative and Professional (A&P) staff members, University Service Personnel System (USPS) staff members, Departmental graduate students, graduate students from other programs whose major professor is a member of the Department, postdoctoral fellows, and postdoctoral associates.

**C. Faculty Voting Rights.** Faculty in E&G-funded lines (E&G = Educational & General funds) with full-time appointments in the Department, including those in tenured, tenure-earning, and non-tenure-earning positions (but excluding temporary appointees as defined in **b**) of II.A above) shall be the voting members of the Department (subsequently referred to as “members”).

**D. Non-faculty Voting Rights.** One member of the permanent Administrative and Professional (A&P) staff and one member of the permanent University Service Personnel System (USPS) staff may attend the Department faculty meetings as voting members. The permanent A&P and USPS staff shall select representatives to attend faculty meetings on an ad hoc basis.

### **III. Department Organization and Governance**

#### **A. Faculty Meetings.**

1. The members of the Department shall meet in regular session at least quarterly. The dates of the meetings shall be established by the Chair in consultation with the Department Executive Committee and these dates distributed to all members early in the Fall term.
2. Additional, special meetings may be called by the Chair, by a vote of three members of the Department Executive Committee, or by written request of five of the voting members of the Department.
3. The Chair shall preside at faculty meetings. In his/her absence, the Vice Chair shall preside. If both the Chair and Vice Chair are absent, then another voting member designated by the Chair shall preside.

4. The Chair shall be responsible for preparing and distributing copies of the agenda prior to each regular meeting. The agenda for special meetings shall be prepared and distributed by the person or persons who called the meeting.

5. One-half of the voting members of the Department shall constitute a quorum at any faculty meeting.

6. The Department's Program Manager, or designee of the Chair, shall serve as meeting recorder. The meeting recorder will distribute copies of the minutes to all faculty members within one week of the meeting and maintain a proper file of the minutes within the Department.

7. All voting members of the Department (Section 2, above) are expected to attend Department faculty meetings. In addition, one member of the permanent Administrative and Professional (A&P) staff and one member of the permanent University Service Personnel System (USPS) staff may attend the Department faculty meetings as voting members. The permanent A&P and USPS staff shall select representatives to attend faculty meetings on an ad hoc basis.

8. Copies of these bylaws shall be made available.

9. The Department Chair will call for committee nominations prior to the first meeting of the fall semester. Elections of committee members shall take place no later than one week prior to the first meeting of the fall semester. Announcement of the committee memberships will be made prior to the first meeting of the fall semester and service will begin at the end of that meeting.

10. All voting on Department matters will be by secret ballot except by unanimous agreement of the assembly.

11. When necessary, any faculty meeting may be conducted through videoconference or internet-based technology consistent with the College of Medicine and University policy. When necessary, a vote may be taken electronically. Any vote conducted through the designated internet meeting service shall be deemed a valid vote, provided the provisions of the College and University policy and quorum requirements are met.

## **B. Department Chair Selection.**

Department chair selection and procedures that provide for faculty involvement in the selection of the chair/department head are undertaken by the Dean of the College of Medicine.

### **Department Chair - Authority and Duties**

1. The Chair shall serve as the executive officer and chief administrator of the Department.
2. The Chair shall call and preside over faculty meetings and prepare agenda for such meetings.
3. The Chair shall appoint a Vice Chair and three Associate Chairs, one each for Medical Undergraduate Studies, for Graduate Studies, and for Research; all of whom serve at the assignment of the Department Chair.
4. The Chair shall appoint any other officers needed to administer Departmental affairs.
5. The Chair, in conjunction with the Department Executive Committee, described herein, shall establish committees for the conduct of Departmental affairs, as provided below.
6. The Chair shall call and preside over meetings of the Department Executive Committee on a regular basis.
7. The Chair shall regularly report to the Department Executive Committee and the faculty on actions taken in administering Departmental affairs.
8. The Chair shall be responsible for maintaining a personnel evaluation file for each full-time member of the Department.
9. As principal financial officer, the Chair shall:
  - a. Supervise receipt and expenditure of all moneys.
  - b. In conjunction with the Department Executive Committee, prepare an annual operating budget for submission to the Dean, and report to the members.
  - c. In conjunction with the Department Executive Committee, prepare an annual financial report, and report to the members.
10. The Chair, in conjunction with the Department Executive Committee and Faculty Recruitment Committee, shall supervise and coordinate the recruitment of new Faculty and staff.
11. The Chair, after receiving recommendations of the Faculty Evaluation Committee, described herein, shall make recommendations regarding annual performance to the Dean.
12. Except when provided for otherwise, the Chair or his/her designee shall serve as official liaison officer and Departmental representative outside the Department.

## **C. Department Leadership and Committees.**

### **Vice Chair**

The Vice Chair shall serve as chief advisor to the Chair, shall serve as the official designee of the Chair at events and meetings that the Chair cannot attend, and perform other Departmental functions as needed or requested.

### **Associate Chair for Medical Undergraduate Studies**

The Associate Chair for Medical Undergraduate Studies shall advise the Chair and promote the Departmental activities related to the medical student educational and instructional programs taught by members of the Department.

### **Associate Chair for Graduate Studies**

The Associate Chair for Graduate Studies shall advise the Chair and promote the Departmental activities related to the graduate student educational and instructional programs taught by members of the Department. The Associate Chair for Graduate Studies shall also serve as the Director of the Graduate Program in Biomedical Sciences.

### **Associate Chair for Research**

The Associate Chair for Research shall advise the Chair and promote the Departmental activities related to the research in the Department including the functions of the Departmental Core Labs and common resources.

### **Standing Committees:**

#### **Executive Committee**

1. The Department Executive Committee shall be the principal coordinating committee of the Department.
2. The committee shall consist of the following members:
  - a. The Chair, who shall chair the Department Executive Committee.
  - b. The Vice Chair and the Associate Chairs; should the Vice Chair also hold an Associate Chair position; the Chair may appoint another member to the Executive Committee; and



## **Faculty Mentoring Committees**

A mentoring committee of senior faculty members must be appointed for each new junior tenure-track faculty member. Chosen by the junior faculty following discussion with the Department Chair and Senior Associate Dean for Research, the committee must include three faculty members at the Associate or Professor level, with at least two from BMS. Serving on a mentoring committee is a significant time commitment and investment by the mentors and will be acknowledged as service to BMS and the College of Medicine. Requests to change the committee composition must be discussed with the Department Chair and Senior Associate Dean for Research and must be approved by the Department Chair. The committee should be designed to be of greatest benefit to the junior faculty member – scientific expertise is only one factor to consider. The Department Chair will not typically be a member of the committee unless there is a compelling reason.

The mentoring committee will meet with the mentee at least once a year and provide a written report to the Department Chair. The report should address the faculty member's progress towards identified goals and promotion. These annual reports will be included among the data considered by the Chair and BMS Promotions and Appointments Committee in their reviews of tenure eligible faculty. The Department Chair should discuss the committee's assessment of the mentee faculty member at his/her annual review meeting. The mentee should also be asked at this meeting whether he/she is satisfied with their mentoring committee, and if potential deficiencies are identified, a mechanism for correction should be deployed.

The mentoring committee should provide junior faculty with guidance towards achieving professional fulfillment, high-quality mentoring of trainees, and assessment of his/her progress towards promotion. The committee is a resource for junior faculty seeking general and specific advice on his/her role in their department, the larger FSU institution, and their specific field. Topics to discuss and report on will typically include grant applications and support, laboratory development, trainee mentorship, teaching, external professional duties such as study section and/or editorial service, and departmental and College of Medicine expectations for his/her academic career. The mentoring committee may also provide guidance in research, such as identifying potential collaborators, and preparation of manuscripts, grant applications, and presentations, though research mentoring may also occur independent of this committee.

To optimize productivity in the meeting, the faculty member should provide his/her committee with an updated CV (and/or yearly department activities report) at least one week prior to the meeting. The following information should be provided:

1. Current curriculum vitae that includes a list of publications

2. Brief research summary outlining research accomplishments and short-term plans
3. Funding information from both internal and external sources
4. List of invitations to give seminars and attend meetings
5. List of personnel under direct supervision of the faculty member
6. Updated teaching portfolio
7. Summary of additional/other activities such as participation on committees, collaborations
8. Summary of clinical activities (if applicable)

Mentoring committees are not required, but are still strongly encouraged, for research faculty and other nontenure-track appointments. These faculty members should be presented with the option and allowed to make the decision.

### **Faculty Evaluation Committee**

1. The Faculty Evaluation Committee shall assist the Chair in the annual evaluation of faculty. The functions and responsibilities of the committee shall include but not be limited to the following:

**a.** The committee shall annually review and evaluate each faculty member's performance. Annual performance evaluations shall be based upon the assignments of responsibility, and shall consider the proportions, duties and nature of the assignments. This evaluation and review shall be carried out in accordance with Departmental policies.

**b.** The committee shall annually provide the Chair with advisory evaluations of each faculty member's research, teaching, service, and overall performance.

**c.** The committee shall annually provide the Chair with recommendations for distribution of annual merit pay (if available) among the members of the Department.

**d.** The committee shall recommend faculty within the Department for College, University and National awards of merit based on their evaluations or recommendations from the Faculty Development Committee or by soliciting nominations from within faculty when appropriate.

2. The committee shall meet as often as needed during the academic year.

3. The committee shall consist of seven (7) members. All members shall be associate or full professors. At least four members shall be tenured members of the faculty. Three (3) members, the chair and two other members, shall be appointed by the Department Chair for two-year terms. Four members shall be elected for two-year terms by the

Department. All terms shall be staggered such that one appointed member and two elected member's terms expires each year.

### **Faculty Recruitment Committee**

1. The Faculty Recruitment Committee shall make recommendations to the Chair on matters relating to faculty recruitment.
2. The committee shall consist of a chair and three other members appointed at the discretion of the Department Chair, renewable annually, and one member elected for a one-year term by the Department from the ranks of the faculty entitled to vote.
3. The Department Chair may augment the Committee on an ad hoc basis, with members of the Office of Medical Education, faculty from other Departments, or other appropriate members, as needed.

### **Graduate Program Committee**

1. The Graduate Program Committee shall oversee the graduate curriculum and promote the progress of graduate degree-seeking students towards their degree.
2. The responsibilities of the Graduate Program Committee shall include, but not necessarily be limited to: (1) design of the graduate program and approval of recommended subspecialties within the program; (2) approval of required or elective courses accepted for credit in the program; (3) oversight of curriculum, evaluation, reporting, and other requirements or policies affecting graduate students, as published in the Graduate Student Handbook; (4) recommendation of faculty graduate-course teaching assignments to the Department Chair; (5) student advisement until selection of a major professor and supervisory committee; (6) monitoring of student progress; (7) assignment and monitoring of research rotations during the first year; (8) oversight of placement of first-year students with appropriate major professors; (9) assignment and monitoring of assigned teaching; and (10) evaluation of petitions for Graduate Faculty Status (GFS) from faculty in the Department and subsequent granting of GFS when appropriate.
3. The Graduate Program Committee or a subcommittee selected by it shall also serve as the admissions committee for the graduate program.
4. All members of the Graduate Program Committee must have Graduate Faculty Status (GFS).
5. The Associate Chair for Graduate Studies shall serve as the Director of the Graduate Program and shall chair the committee. The committee shall also consist of one or more

Associate Directors appointed at the discretion of the Department Chair for a term of two years with the possibility of reappointment. Three additional members shall also be appointed by the Department Chair whose terms would be renewable annually. Two members shall be elected for a two-year term by the Department from the ranks of faculty with GFS status. The two-year terms of appointed and elected members shall be staggered such that no two appointed or no two elected member's terms expire in the same year. The Department Chair and the Senior Associate Dean for Research and Graduate Studies shall serve as ex officio members of the committee.

### **Promotion and Tenure Committee**

1. The Promotion and Tenure Committee is charged with making recommendations on promotion and/or tenure for all regular, full-time, tenure-track, and tenured faculty.
2. The committee shall consist of five (5) members of the Department, four tenured and one tenure-earning member. At least two members of the committee shall be Professors. All members of the committee shall be elected by the Department from the ranks of the faculty entitled to vote.
3. A tenured Professor shall serve as chair of the committee. The committee shall elect its own chair on an annual basis.
4. Committee members shall be elected to three-year terms. Their terms shall be staggered so that the term of not more than two (2) committee member(s) expires in any given year.
5. No faculty member may serve on this committee during a year in which his/her own tenure is being considered.

### **Promotion Committee for Specialized Faculty**

1. The Promotion Committee for Specialized Faculty is charged with making recommendations on promotion for all full-time, non-tenure-earning specialized faculty.
2. The committee shall consist of two (2) members currently serving on the Departmental Promotion and Tenure Committee, including its chair, who will also chair this committee. A second member shall be elected from within the Promotions and Tenure Committee annually.
3. Additionally, three (3) non-tenure-earning, full-time faculty members of the Department shall serve on this committee. The non-tenure-earning members of this

committee shall be elected for two-year terms by the Departmental faculty, and their terms shall be staggered such that no more than two expire in any given year.

4. No faculty member may serve on this committee during a year in which his/her own promotion is being considered.

Note: In its first year of implementation one non-tenure-earning member will be elected for 1 year and the other two for 2 years so that the term-staggering scheme can come into play.

### **Bylaws and Policy Committee**

1. The Bylaws and Policy Committee shall make recommendations to the faculty members on matters of policy and governance.
2. The committee shall consist of a chair and three other members appointed at the discretion of the Department Chair, renewable annually, and one member elected for a one-year term by the Department from the ranks of the faculty entitled to vote.

### **Equipment and Core Laboratories Committee**

1. The Equipment and Core Laboratories Committee shall evaluate and oversee the Departmental core laboratories and common use facilities and shall advise the Chair on the use, maintenance, and ongoing development of these resources.
2. The committee shall consist of a chair, the Associate Chair for Research, one other member appointed at the discretion of the Department Chair, renewable annually, and one member elected for a one-year term by the Department from the ranks of the faculty entitled to vote. The Associate Director for Facilities and Operations of the College of Medicine shall be an ex officio member of this committee. The Directors of the Core Labs are not eligible to serve on this committee.
3. The committee shall meet at least quarterly to assess the status, fiscal and otherwise, of the Departmental core laboratories and shall meet, as needed, to address specific issues related to the core laboratories. Once per year the committee will hold a users' group meeting to assess the overall function of the core facilities.

### **Other Committees**

The Chair, with the advice of the Department Executive Committee, may establish additional committees as needed to conduct the affairs of the Department. The

functions and membership of each committee shall be made known to Department members expeditiously upon creation.

#### **D. Faculty Senators.**

The allocation of College of Medicine representation in the University Faculty Senate is in accordance with current University policy. Senators serve for a term of two years and must be elected prior to the regularly scheduled April meeting of the Senate. The Secretary of the Senate provides a list of the eligible faculty members in each college or school to the respective Deans by February 15 of each year.

Procedure for Electing Senators:

a) Nominations: The Faculty Council receives from the Dean the list of persons eligible for election and sends this list to the eligible voting members of the faculty with an invitation for nominations; b) Nominations are returned to the chair of the Faculty Council at least three days before the date of the final ballot; c) Ballots for the election are prepared by the Faculty Council and distributed to all voting members of the College, who then vote anonymously, via electronic methods, for the persons to be elected; d) The nominees receiving the largest number of votes in this ballot are declared elected. Additional balloting takes place only in the event of a tie. The nominee (among those not elected) who receives the most votes will be the college alternate representative to serve whenever illness, professional travel, or other obligations make it impossible for the designated Senator or Senators to be present. A faculty member thus representing a unit shall have the full privileges of Senate membership.

#### **E. Faculty Recruitment.**

The process for recruiting and selecting new faculty and how current faculty are involved are outlined under the duties of the **Faculty Recruitment Committee**, listed in section **C** above.

#### **F. Unit Reorganization.**

Unit reorganization is undertaken and approved by the **Executive Committee** (*listed in section C above*) and the changes recommended are then incorporated into the department bylaws by the **Bylaws Committee** (*listed in section C above*). Amending the bylaws requires a two-thirds majority vote of the eligible voting members of the department.

### **IV. Curriculum**

Faculty members in the department exercise control over the development and review of curriculum through the **Graduate Program Committee**, listed in section **C** above.

## **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:

- 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

Department-specific mechanisms for faculty involvement in the annual evaluation process and in the merit evaluation process for all faculty classifications (beyond university policy) are outlined under duties of the **Faculty Evaluation Committee**, listed in section **C** above.

### **B. Criteria for Evaluation of Tenure-track Faculty.**

Department-specific criteria for evaluation of tenure-track faculty in the areas of Teaching, Scholarship/Research and Service are outlined under duties of the:

- 1) Faculty Development Committee**
- 2) Faculty Mentoring Committee**
- 3) Faculty Evaluation Committee**

listed in section **C** above.

### **C. Criteria for Evaluation of Specialized Faculty.**

Department-specific criteria for evaluation of specialized faculty in the position-relevant areas of Teaching, Scholarship/Research and Service are outlined under duties of the:

- 1) Faculty Development Committee**
- 2) Faculty Mentoring Committee**
- 3) Faculty Evaluation Committee**

listed in section **C** above.

## **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 department's expectations for promotion and tenure.

**C. Peer Involvement in Evaluation of Promotion and Tenure of Faculty.**

Department-specific mechanisms for faculty involvement in the evaluation process for promotion and tenure of tenure-track faculty and for promotion of specialized faculty (beyond university policy) are outlined under duties of the:

- 1) **Promotion Committee**
- 2) **Tenure Committee**

listed in section **C** above.

**D. Criteria for Promotion and Tenure of Tenure-track Faculty.**

In general, promotion and tenure are linked to the academic progress that a faculty member makes in teaching, research, and service. In addition, collegiality and good "citizenship" in all areas is an important consideration in promotion and tenure decisions. Each candidate for promotion and/or tenure will be considered on his/her own merits. The items listed below are intended as guidelines rather than a checklist. The criteria for promotion and tenure in the Department include ALL criteria as indicated by COM and University guidelines. The guidelines below are designed to provide additional details.

**For faculty on the tenure track**

**Promotion:**

The Florida State University faculty handbook states that the criteria for promotion to Associate professor include:

- 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.
- 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.
- For promotion to Associate Professor, the expectation has been that the candidate clearly is becoming recognized nationally as a scholar or creative artist in a field; for Professor, it has been that the candidate now has become so recognized.

The criteria listed below are intended to provide further advice and guidance for faculty in the Department of Biomedical Sciences. For faculty on the tenure-track the promotion to Associate Professor is generally with tenure. In some cases, promotion to Associate

Professor without tenure may be appropriate. In these cases, the concept is that the applicant is on a positive trajectory and that granting of tenure could occur in 1-2 years. In both cases, the following criteria for Teaching, Research and Service are applicable.

### **To Associate Professor**

A. Teaching: In general, it is expected that the candidate will contribute to the department, college and/or university teaching programs in a significant way.

1. Significant participation in graduate and/or medical student teaching.
2. High competence in teaching is demonstrated by College of Medicine evaluations and, where appropriate, University evaluation vehicles. Evaluations from other faculty (e.g., Course Directors, Graduate Program Director, etc.) are also considered.
3. Significant educational activities such as service on graduate student supervisory committees, designing, implementing and/or improving graduate and/or medical student courses, and supervising research training of undergraduate students, graduate students, medical students, or postdoctoral fellows.

B. Research: In general, it is expected that the candidate will establish an independent and productive research program and be clearly poised as an emerging national expert in his/her field. These expectations include:

1. Supervision of Ph.D. and M.D. students or postdoctoral fellows.
2. Acquisition of significant extramural grant support. Generally, this will be in the form of an R01 research grant from the NIH.
3. Publications in excellent refereed primary journals of quality work done at FSU.
4. Research excellence as judged by at least three external letters of evaluation from full professors.
5. Evidence of regional recognition and developing national recognition such as requests to review papers for journals, invitations to present talks at symposia, major universities, etc., requests to review grants, and invitations to submit publications, review articles or book chapters.

C. Service: Participation on Departmental, College of Medicine and/or University committees, service to the community, etc.

### **To Full Professor with tenure**

A. Teaching: It is expected that a candidate has demonstrated excellence in teaching and teaching-related activities. This should include:

1. A leadership role in graduate and/or medical student teaching.

2. Excellence in teaching is demonstrated by College of Medicine evaluations and, where appropriate, University evaluation vehicles. Evaluations from other faculty (e.g., Course Directors, Graduate Program Director, etc.) are also considered.
3. Significant educational activities such as service on graduate student supervisory committees, designing, implementing and/or improving graduate and/or medical student courses, and supervising research training of undergraduate students, graduate students, medical students, or postdoctoral fellows.

B. Research: It is expected that a candidate has a significant research program and recognition at the national and international level including:

1. Maintenance of a research program involving Ph.D. and M.D. students and/or postdoctoral fellows or research associates.
2. A record of significant and sustained extramural grant support. Generally, this is at the federal level in the form of one or more NIH R01 grants or equivalent.
3. A continuous record of high-quality publications in high impact journals, books, etc.
4. Excellence in research achievements as judged by at least three external letters of evaluation from full professors.
5. National and international recognition as shown by invitations to give seminars and symposium presentations, write book chapters and reviews, service on editorial boards and peer review grant panels etc.

C. Service:

1. Significant participation and leadership on departmental, College of Medicine and/or University committees.
2. Participation in community, state, national and international activities, and committees.
3. Mentoring of junior faculty, postdoctoral fellows, and other trainees.

### **E. Non-Tenured Faculty**

Non-tenured faculty members including specialized faculty are eligible for the process outlined herein as full-time employees in the Department of Biomedical Sciences. The Department by authority of the FSU COM faculty governance (Faculty Handbook, FSU COM) may appoint non-tenured full-time faculty members with working titles of assistant professor, associate professor, or professor. It may appoint non-tenured specialized faculty as Research Faculty (I, II or III), Research Support Faculty (Assistant in Research, Associate in Research or Senior Research Associate), Teaching Faculty (I, II or III) or Instructional Support Faculty (Instructional Specialist I, II or III) based on their professional experience. It is recognized that Research Faculty member's primary

activity is research, Teaching Faculty member's primary activity is teaching, and Research Support Faculty members support the department's research in a support capacity, usually through the core service facilities. Appointment or classification to the rank of assistant professor shall be based on recognition of demonstrated competency in research, teaching, service, and promise of scholarly development.

The Department of Biomedical Sciences now recognizes existing non-tenured faculty classified as clinical assistant professor as non-tenured assistant professor, clinical associate professor as non-tenured associate professor, and clinical professor as non-tenured professor.

The full text of FSU Faculty and College of Medicine Faculty handbooks are available online at the COM website.

### **Criteria for Promotion of Non-Tenured Faculty**

Criteria for promotion shall focus on meritorious performance of assigned duties in their position. The annual evaluation process evaluates performance and makes recommendations for promotion which will consider the annual assignment, annual evaluation, fulfillment of promotion criteria related to their assignment and evidence of effectiveness in accomplishment of goals for their position. The promotion committee for non-tenured faculty will take into consideration the primary activity of the faculty as research alone, teaching alone, support alone, or any combination of the same, in evaluating performance and making recommendations for promotion.

Promotion of non-tenured faculty in the Department will follow the criteria for promotion as set forth in the FSU COM and FSU Faculty Handbooks:

1. Promotion to the rank of associate professor shall be based on recognition of demonstrated effectiveness in teaching, service, definite scholarly or creative accomplishments, demonstrated efforts in securing or securing investigator-initiated external research funding and recognized standing in the discipline and profession as attested to by a minimum of three letters from competent 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, securing investigator-initiated external research funding and recognized standing in the discipline and profession as attested to by a minimum of three letters from competent scholars outside the university.
3. Promotion in the rank of Research Faculty (II or III) shall be based on scholarly or creative accomplishment of high quality, appropriate to the field, in the form of peer-reviewed scholarly publications, books, book chapters and

reviews; sustained, demonstrated efforts in securing or securing investigator-initiated external research funding; recognized standing in the discipline and profession, as supported by letters of outstanding scholars outside the University and other research related activities.

4. Promotion in the rank of Research Support Faculty (Associate in Research or Senior Research Associate) shall be based on evidence of contributions in support of research; user lists for services provided; scholarly materials citing use of support activities; co-authorship on publications; innovative ideas contributing to research support; letters from internal FSU collaborators and other research-related activities.
5. Promotion in the rank of Teaching Faculty (II or III) shall be based on evidence of well-planned and well delivered courses; schedule of teaching activities over the evaluation period; summaries of student surveys of teaching activities; peer evaluation of the candidate's teaching in letters from faculty members and ability to teach multiple courses within a discipline or major.
6. Promotion in the rank of Instructional Support Faculty (Instructional Specialist II or III) shall be based on evidence of contributions in support of instruction, as attested to by internal letters from faculty members at FSU, other instructional support activities.

### **Minimum Time in Rank Requirements for Promotion**

Although the period in each 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 automatic upon completion of a given term of service. Early promotion is possible where there is sufficient justification.

### **Guidance for Non-Tenured, Non-Tenure-Earning and Specialized Faculty Regarding the Process for Promotion**

**There shall be an annual evaluation process of all nontenure track faculty** wherein these faculty members provide the requested information to the Promotion Committee for Non-Tenured Faculty members in the Department. Following evaluation by this committee, a report will be forwarded to the Departmental Promotions committee including any recommendations for promotion of individual candidates. The Promotion Committee shall then make recommendations through the normal process to the Chair and then to the College of Medicine Promotion Committee.

This evaluation cycle culminates in forwarding of the college recommendations for promotion to the Dean of the College of Medicine who makes the final recommendation to the FSU Office of the Vice President for Faculty Promotion and Advancement no later

than March 15 each year. This office verifies that the candidate meets the eligibility requirements and forwards the recommendation to the President's Office for final approval. The promotion of nontenure track faculty members is not evaluated by the University Promotion and Tenure Committee.