

# **Office of Distance Learning Faculty Bylaws**

## **Annual Faculty Performance Evaluations, Merit Pay Increase, and Promotion Criteria and Process for Specialized Faculty**

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FLORIDA STATE UNIVERSITY  
OFFICE OF DISTANCE LEARNING

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## I. Annual Faculty Performance Evaluations

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### Criteria

Faculty Performance Evaluations are based upon assigned duties and responsibilities, taking into consideration the nature of the assignments and quality of performance. When evaluating a faculty member's performance, the following elements are considered, if applicable to the assigned individual's duties and responsibilities:

- Effectiveness in providing professional services to FSU Faculty, Teaching Assistants, and the public and private sectors of the community, state, and nation.
- Contributions in the area of service to the Office of Distance Learning and the University.
- Ability to teach and/or develop course content in an effective manner through oral and written instruction.
- Contributions to research and other creative activity.
- Other University duties, contributions, and/or effectiveness as appropriate to the assignment.

### Procedures

1. **Evidence of Performance.** This document is written by the faculty member and provides a summary of activities completed during the annual evaluation period. It should be comprehensive but *brief*, with like activities summarized and presented as one. Faculty members are expected to report measurable indicators, when possible, to document their accomplishments.
  - a. The only *suggested* additional documents are unsolicited emails from clients regarding performance.
  - b. Employees may include any interpretive comments or supportive data.
2. **Performance Goals.** This document is written by the faculty member and provides a measurable summary of activities to be completed during the coming annual evaluation period and will form the basis of the next year's evaluation. Each goal should be linked to an item in the organizational strategic plan.
3. **Annual Faculty Performance Evaluation Summary.** This is a required FSU form for faculty completed by each individual's immediate supervisor, with input from the ODL Director based on the faculty member's assignment of responsibilities. The Annual Faculty Performance Evaluation shall provide for an assessment of performance for each faculty member using the following ratings:
  - a. Substantially Exceeds FSU's High Expectations
  - b. Exceeds FSU's High Expectations
  - c. Meets FSU's High Expectations
  - d. Official Concern
  - e. Does Not Meet FSU's High Expectations

4. **Progress toward Promotion.** The “progress toward promotion” letters will be completed by each individual’s immediate supervisor and will be included with the annual evaluation for faculty in applicable positions.
5. **Assignment of Responsibilities.** This is a required written document provided to faculty describing the expectations for the next evaluation period. It is completed by the faculty member's immediate supervisor and approved by the ODL Director.

## **II. Faculty Merit Pay Increase Criteria and Procedures**

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The Office of Distance Learning is not an academic department. The majority of faculty members within ODL are full-time, 12-month employees and provide specialized services to the University, community, and public and/or private entities. Typically, they have assignments in limited areas.

### **Criteria**

Recommendations for merit increases and promotion are determined by the quality of performance and are noted by all supervisors of the faculty members during the evaluation period. The eligibility for faculty members’ pay increase based upon merit is established during the annual evaluation process, which occurs during the spring semester each year. Faculty members provide Evidence of Performance, which supports their assigned duties and presents the basis for the performance rating on the Annual Faculty Performance Evaluation Summary.

Meritorious performance is defined as “performance that meets or exceeds the expectations for the position classification and department/unit.” A faculty member’s performance will be deemed meritorious if it meets or exceeds expectations with regard to the following criteria:

- Effectiveness in providing professional services to FSU Faculty, Teaching Assistants, and the public and private sectors of the community, state, and nation.
- Contributions in the area of service to the Office of Distance Learning and the University.
- Ability to teach and/or develop course content in an effective manner through oral and written instruction.
- Contributions to research and other creative activity.
- Other University duties, contributions, and/or effectiveness as appropriate to the assignment.

### **Procedures**

Recommendations for merit increases are made by the Faculty Merit and Promotion Recommendation Committee (FMPRC) and must be approved and submitted by the immediate supervisor to the ODL Director for review, determination of funding availability, and consideration for approval and subsequent submission to the Vice President for Faculty Development and Advancement.

The FMPRC will be selected annually, and members will include three in-unit faculty peers randomly drawn. Each member must have a minimum of one year of ODL in-unit faculty service, and no member shall serve more than two consecutive years.

The FMPRC will develop merit recommendations based on the criteria in this section as well as faculty evaluation criteria and procedures described in Section I. The FMPRC will review all submitted documents and compile recommendations for distribution of merit pay increases for faculty that satisfy

the relevant criteria. Eighty (80) percent of the merit pay will be distributed equally among all in-unit faculty who meet the criteria for meritorious performance as determined by the FMPRC, which will also establish merit rankings for distribution of the remaining twenty (20) percent. The Associate Director for Instructional Development will determine the actual division of the remaining 20 percent based on these rankings and submit the recommendations to the ODL Director for review. After approval, the appropriate paperwork will be submitted to implement pay increases as specified in guidelines provided by the Office of the Vice President for Faculty Development and Advancement and/or Budget and Analysis.

### **III. Faculty Promotion Criteria and Procedures**

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Specialized faculty positions generally have assignments in limited areas. 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. Overall performance is reviewed in the annual evaluation process, which determines recommendations for promotion as well as salary actions and retention. All promotion of specialized faculty must comply with the terms and conditions established by FSU and in the [Collective Bargaining Agreement](#).

#### **Criteria**

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

- Promotion to the second rank in each track shall be based on recognition of demonstrated effectiveness in the areas of assigned duties.
- Promotion to the third rank in each track shall be based on recognition of superior performance in the areas of assigned duties.

The following elements will be considered when recommending a specialized faculty member for promotion. These elements are in no particular order and will be applied as appropriate based on the duties, responsibilities, and expectations of the position. These elements include, but are not limited to, the following:

- Effectiveness in the performance of teaching, consulting, or development duties.
- Demonstrated expertise in the area of research, creative activity, or field of specialty.
- Relevant years of experience.
- Publication of books, brochures, chapters in books, articles in refereed and un-refereed journals and/or professional publications.
- Features and/or citations in professional magazines, newsletters, or on professional websites.
- Presentations at meetings, workshops, or conferences of professional societies.
- Organization of workshops, seminars, professional conferences, and meetings.
- Development of instructional support materials for the University community.
- Collection and analysis of data.
- Membership and/or positions of responsibility in professional organizations.
- Professional honors, awards, and other recognitions.

- Service to ODL and the University through committee and subcommittee activity related to instruction, research, creative activity, etc.
- Service in providing professional services to the public and private sectors of the community, state, and nation.
- Other professional accomplishments and service, including administrative assignments, as appropriate.

## **Procedures**

The Office of Distance Learning will accept recommendations for promotion every year in February for submission in March. When eligible for promotion (see criteria), the faculty member will submit a binder to the immediate supervisor and the FMPRC for review. The ODL Director will then review the binder and submit a letter of recommendation to the appropriate officials.

Documentation should be organized in a binder or folder as follows:

- Letter/memo of recommendation from the ODL Director
- Vita
- Faculty member's annual assignments and annual evaluations, including faculty member's written promotion appraisal(s)
- Evidence of contributions in support of instruction, as attested by internal faculty members at FSU
- Other related activities, such as instructional innovation, involvement in curriculum development, authorship of educational materials, and participation in professional organizations related to the assignment of responsibilities

The steps in the promotion procedure are as follows:

1. The faculty member requests consideration for promotion from his or her immediate supervisor.
2. The immediate supervisor may not withhold a faculty member's materials from review should the faculty member wish to be considered.
3. Specialized faculty members 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 or research.
4. All faculty members are informed of their prospective candidacy. If they wish to proceed, they will have an opportunity to prepare their binder for review. The faculty member assembles the binder, and the supervisor may add elements. The faculty member shall have the right to review the contents added to the binder and may attach a brief response to any material therein.
5. The FMPRC reviews the binders of all prospective candidates for promotion, recommends action on the promotion of each candidate by secret vote, and prepares a report of the committee's recommendations. Once the FMPRC has reviewed a binder, no material may be added to it or deleted from it except under the conditions specified in the Collective Bargaining Agreement under Articles 14 and 15.
6. In addition to the FMPRC, the faculty member's immediate supervisor independently reviews the binders of all prospective candidates and recommends action on the nomination of each candidate by submitting to the ODL Director a report of the committee recommendations and the immediate supervisor's recommendations on all submitted binders.

7. Prospective candidates will be informed of the results of the recommendations at each level of review. A candidate may withdraw his or her file from consideration within five working days of being informed of the results of the consideration at a given level. If a candidate chooses to withdraw, he or she must notify in writing, through the immediate supervisor and ODL Director, the Office of the Vice President for Faculty Development and Advancement.
8. Once the FMPRC and the immediate supervisor have reviewed the binder, the ODL Director considers the recommendations, independently reviews the binders, and then submits his or her advice regarding whether the candidate meets the appropriate promotion criteria to the Office of the Vice President for Faculty Development and Advancement.
9. The ODL Director may place a letter of evaluation on the record of achievement as reflected in the binder.
10. The Office of the Vice President for Faculty Development and Advancement confirms that the candidate meets the eligibility requirements and then forwards its recommendation to the Provost or Vice President for Research.
11. The Provost or Vice President for Research considers the previous recommendations, independently reviews the binders, and then forwards his or her recommendation to the President for a final decision.
12. The ODL Director will be notified of the President's action(s) and will subsequently notify the supervisor and faculty member(s).

Typically, the promotional increase is defined by the [Collective Bargaining Agreement](#) and will become effective along with the title change the first day of the next academic year. Faculty members on contracts and grants or auxiliary funding will receive salary increases equivalent to faculty members on E&G funding, provided that such salary increases are permitted by the terms of the contract or grant and adequate funds are available.

#### **IV. Evaluation and Assignment Timelines**

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The promotion recommendation is due to the Vice President for Faculty Development and Advancement by March 16. Six weeks prior to this date, the binder should be submitted to the immediate supervisor and the FMPRC.

1. On or before February 17: Each faculty member will complete an Evidence of Performance covering the prior calendar year and Performance Goals covering the coming calendar year and submit a copy to his or her immediate supervisor.
2. On or before February 24: The faculty member's immediate supervisor will prepare Assignments of Responsibilities covering the upcoming calendar year.
3. On or before March 3: The FMPRC will meet and prepare its recommendations. The faculty member's immediate supervisor will complete a draft Annual Faculty Performance Evaluation Summary, covering the prior calendar year, for each faculty member and discuss the ratings with the ODL Director before reviewing with the individual rated.
4. By March 10: Annual Faculty Performance Evaluation Summary and Assignments of Responsibilities are finalized. The immediate supervisor will schedule a meeting with each supervised faculty member to discuss the evaluation.
5. By March 16: Recommendations for promotion are due to the Vice President for Faculty Development and Advancement.

*Note: Dates are approximate and subject to change annually.*

Any questions or concerns about the ODL Annual Faculty Performance Evaluation or Merit Pay Increase and Promotion Process can be directed to the faculty member's immediate supervisor, the ODL Director, and/or the Office of the Vice President for Faculty Development and Advancement.

*Proviso*

In all cases, the Office of Distance Learning will adhere to FSU policy. A center or institute reporting to ODL may have additional criteria to those stated above, but must be approved by the relevant faculty of the unit and the ODL Director and be consistent with the criteria established by the University as well as those by ODL. A copy of the criteria is on file in the Office of the Vice President for Faculty Development and Advancement, is available on the ODL Intranet, and is posted on the [ODL website](#).

## **V. Voting Rights and Bylaw Revision Process**

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All ODL faculty classified as in-unit by the current Collective Bargaining Agreement are eligible to vote as described in this document and on any revisions to this document.

These bylaws may be amended from time to time by a committee of eligible faculty who will submit proposed revisions to all in-unit ODL faculty for approval. Revisions that receive majority approval by all members who vote will be forwarded to the ODL Director for formal approval.





THE FLORIDA STATE UNIVERSITY  
OFFICE OF THE VICE PRESIDENT  
FOR FACULTY DEVELOPMENT AND ADVANCEMENT

September 22, 2016

MEMORANDUM

To: Mr. Robert Fuselier  
Interim Director, Office of Distance Learning

From: Janet Kistner *JK/ad*  
Vice President for Faculty Development and Advancement

Subject: Revisions of the Office of Distance Learning Bylaws

Thank you for submitting your revised bylaws to the Office of Faculty Development and Advancement. We have checked your bylaws to ensure that they contain the elements required by the FSU Constitution and BOT-UFF Collective Bargaining Agreement. For your reference, I have attached the checklist used in the process. There were no concerns noted in that process. Please post these bylaws to your website.

cc Rebecca Peterson  
Ann DelRossi

## Bylaws Checklist for Colleges without Departments

College Name: ODL Checked By FDA: AD Date: 9/22/16

### Bylaws:

- Adheres to and is consistent with University policies found in FSU Constitution, BOT-UFF Collective Bargaining Agreement, Faculty Handbook, and annual Promotion and Tenure letter.
- Defines college faculty membership
- Defines voting rights of faculty
- Describes bylaw revision process which requires a majority vote of the faculty who participate in the voting process

### Curricular Matters:

- n/a Describes how faculty members exercise control over the development and review of curriculum
- n/a Describes process for approving candidates for the degree

### Department Organization and Operation:

- na  Provides for faculty involvement in director/other administrator selection
- Describes who may trigger a college faculty meeting and how
- Provides for faculty involvement in college reorganization

### Peer Review:

- na  Describes faculty involvement in recruitment and selection of new faculty
- na  Describes college-specific mechanisms for faculty involvement in Promotion and Tenure process (beyond University policy)
- Describes college-specific mechanisms for faculty involvement for Promotion and Tenure process for specialized faculty (beyond University policy)
- na  Describes college-specific mechanisms for faculty involvement in the merit evaluation process (beyond University policy)
- Describes college-specific mechanisms for faculty involvement in merit evaluation process for specialize faculty (beyond University policy)
- na  Describes college-specific mechanisms for faculty involvement in the sustained performance evaluation process (beyond University policy)
- Describes college-specific mechanisms for faculty involvement in the annual evaluation process for all faculty classifications (beyond University policy)

### Faculty Development Criteria:

- na  Includes college-specific criteria for evaluating tenure-track or tenured faculty
- Includes college-specific criteria for evaluating specialized faculty
- na  Includes college-specific criteria for promotion and tenure
- Includes college-specific criteria for promotion of specialized faculty
- Includes that all faculty must receive a "progress toward promotion" letter.

### Other:

- Includes Substantive Change Statement
- na  Describes process for election of representatives to the Faculty Senate