

PROMOTION CRITERIA FOR SPECIALIZED FACULTY

ADOPTED: JUNE, 1996
LAST REVISED: September 2016

Because the National High Magnetic Field Laboratory (NHMFL) is not a traditional academic department, most faculty members are full-time research faculty or provide specialized support for users or other services that further the mission of the NHMFL. Included in this group are the Research Faculty and Assistant in Research series. The initial promotional criteria for these positions are meeting the time-in-grade and degree requirements established by the university and the MagLab specific criteria. In all cases, the NHMFL follows the Florida State University Faculty Promotion Guidelines for all Specialized Faculty promotion (found at: <http://fda.fsu.edu/Faculty-Development>).

Beyond that, assessment is in terms of performance of assigned duties and responsibilities and other contributions to the enhancement of the NHMFL in the scientific and user communities.

PROCEDURES

The NHMFL will accept nominations for promotions each fall from the faculty members' supervisor. Nominations will include recommendations by the individual's supervisor and/or department head.

The **NHMFL Promotions Committee** will be appointed by the NHMFL Director in consultation with the appropriate FSU NHMFL Staff and will include a broad spectrum of faculty at various positions and levels drawn from groups across the MagLab. In accordance with FSU Faculty Collective Bargaining Agreement, the promotion committee will then be elected by a secret ballot of MagLab voting faculty with members elected by a simple majority of those voting.

The Human Resources Manager will solicit appropriate documents for each NHMFL faculty member nominated for promotion consistent with guidelines provided by NHMFL to create a promotions binder for each faculty member.



For faculty members in the **Research track**, the binder shall include:

- a) Professional vita, AOR reports from date of hire or last promotion, progress towards promotion letters, research statement, etc.
- b) At least three letters of recommendation from tenured faculty members of higher rank outside the University that attest to the quality of the candidate's research and/or other creative activities and her/his recognition in the field.
- c) Description of the contracts and grants for which the candidate has served as Principal Investigator (PI) or co-PI since the last promotion or initial appointment, as appropriate, including: the title of the project; the funding agency; the list of PI and co-PIs; any other institutions involved; the FSU share and amount of funding.

In addition, for faculty members in the **Research Support track**, the binder shall include:

- (a) Evidence of contributions in support of research
- (b) Two or three letters from faculty members, besides the department/unit chair, who have reviewed the faculty member's service in support of research.
- (c) If the duty's assignments over the period since last promotion included a research component, the binder shall also include evidence of the quality of the research.

The NHMFL Promotions Committee will consider each binder carefully and vote on promotion for each nominated faculty member with a secret ballot. The committee's vote will then be passed forward to the NHMFL Director for action. Actions that may be taken on a binder are as follows:

Candidate.....May withdraw binder if negative vote is received.

NHMFL Director.....Forward recommendation to Vice President for Research with additional comments.

Vice President for Research.....Forward recommendation to President via Office of VP for Research with additional comments.

IMPLEMENTATION

If approved by the President, promotions and corresponding salary increases will be implemented as specified in guidelines provided by the Office of the VP for Faculty Development and Advancement. Promotional title changes become effective in August, the beginning of the following academic year.



Criteria for Promotion

The following elements, which are in no particular order, will be considered when recommending an NHMFL non-tenure earning faculty member for promotion. Each element will be applied as appropriate based on the duties, responsibilities, and expectations of the position.

1. PROFESSIONAL ACCOMPLISHMENT. For example, but not limited to:

- Relevant years of experience
- Increased effectiveness in the performance of duties
- Demonstrated expertise in the field of specialty
- Contributions to instrument, technique and applications development
- Chapters in books, articles and citations in refereed and non-refereed professional journals and publications
- Presentations at professional meetings and conferences
- Features in professional magazines, newsletters, journal covers, professional web sites
- Scholarly or creative accomplishments of high quality, appropriate to the field, in the form of books and peer-reviewed scholarly publications.

2. PROFESSIONAL RECOGNITION. For example, but not limited to:

- Increased recognition as an authority in the field of specialization
- Invited talks at meetings and universities
- Membership and/or positions of responsibility in professional organizations
- Reviewer for professional publications and funding agencies
- Organization of professional conferences, local seminars, workshops
- Professional awards and other recognitions
- External Funding

3. PROFESSIONAL SERVICE. For example, but not limited to:

- Service to NHMFL – Participation in NHMFL Open House, hosting visitors, mentoring K-12 school students and teachers
- Service to NHMFL Users – Number of Users supported, subsequent publications, maintenance and development of improved of User capability
- Service to University, Community, Profession – Direction of undergraduate and graduate research, community and professional service in support of the NHMFL mission.



4. LETTERS OF RECOMMENDATION. Solicit five to seven letters of recommendation (at least three (3) must be received):

In order to objectively evaluate the contributions and quality of the nominee's standing in their field, letters of recommendation should be solicited from experts who know the candidate's qualifications and performance. Letters requesting evaluations should be written impartially and objectively, emphasizing that the request is for an objective assessment of the candidate's standing in the field and an evaluation of the quality of the candidate's contributions to this field, as well as any comments concerning research and service if known to the evaluator. To the extent that evaluators are familiar with all aspects of the nominee's work, the assessments should address each of the areas addressed in the "Criteria for Promotion". The candidate should have some role in selecting evaluators of his or her work.

Senior colleagues from within the NHMFL can be solicited to write letters of recommendation. However, letters from outside of the NHMFL should be requested. For the Scholar/Scientist series, two of the three letters should be from the outside. For the Research Associate series, one of the three letters should be from the outside.

POSITIONS ELIGIBLE FOR PROMOTION

The National High Magnetic Field Laboratory utilizes the following non-tenure faculty titles that have been established by the State University System:

- Assistant in Research
- Associate in Research
- Senior Research Associate
- Research Faculty I
- Research Faculty II
- Research Faculty III

The four promotional opportunities for non-tenure faculty at NHMFL are:

- Assistant in Research to Associate in Research*
- Associate in Research to Senior Research Associate*
- Research Faculty I to Research Faculty II*
- Research Faculty II to Research Faculty III*



NOTE: Generally no individual will be eligible for promotion until they have served a minimum of one year in an NHMFL appointment.

Job Classification Codes and Descriptions are maintained by NHMFL Human Resources in compliance with FSU Human Resources.

RESPONSIBILITY

At the time of initial hire, the appointee will be informed of his/her classification, as set forth by the above guidelines, which will then determine the path of promotional opportunity that is available to the appointee.

The amount of non-FSU relevant experience and qualifying experience or training (in lieu of a degree) to be credited for promotion will be determined by a committee at the time of promotion.