



FLORIDA STATE UNIVERSITY

BOARD OF TRUSTEES

*Academic Affairs Committee*



FLORIDA STATE UNIVERSITY  
BOARD OF TRUSTEES  
*Academic Affairs Committee*

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MEETING AGENDA

Thursday, June 15, 2023

1:30 – 2:30 PM

Zoom Meeting

*The agenda will be followed in subsequent order and items may be heard earlier than the scheduled time.*

- I. Call to Order and Welcome**  
*Trustee Vivian de las Cuevas-Diaz, Chair*
- II. Approval of Minutes**  
*February 23, 2023, Meeting Minutes*
- III. Academic Affairs Update**  
*Dr. James Clark, Provost & Executive Vice President for Academic Affairs*
- IV. Information Items**
  - a. Report on Tenure**  
*Dr. Janet Kistner, Vice President for Faculty Development & Advancement*
- V. Action Items**
  - a. Request for Approval:** 2024-2025 Academic Calendar
  - b. Request for Approval:** FSU-5.100 Confidentiality and Management of Examination and Assessment Materials
  - c. Request for Approval:** FSU-4.073 Post-Tenure Faculty Review Regulation
- VI. Open Forum for Board of Trustees**
- VII. Adjournment**



FLORIDA STATE UNIVERSITY  
BOARD OF TRUSTEES  
*Academic Affairs Committee*

# MEETING MINUTES

## February 23, 2023



# FLORIDA STATE UNIVERSITY

BOARD OF TRUSTEES  
*Academic Affairs Committee*

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## MEETING MINUTES

Thursday, February 23, 2023  
3:30 - 4:30 pm  
Jim Moran Building  
111 S Monroe St  
Tallahassee, FL 32301  
Main Floor

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**In person attendees:** Eric Chicken, Justin Roth, Deborah Sargeant, and James Clark

**Attended via Zoom:** Committee Chair Vivian de las Cuevas-Diaz (Zoom), Kathryn Ballard (Zoom)

**Absent:** None.

### I. CALL TO ORDER AND WELCOME

Vivian de las Cuevas-Diaz, Committee Chair

Trustee de las Cuevas-Diaz called the meeting to order at 3:35 p.m.

### II. APPROVAL OF MINUTES

Minutes from November 17, 2022 meeting - Trustee Chicken moved to approve. Trustee Sargeant seconded the motion. The committee voted and was unanimously approved.

### III. ITEMS FOR INFORMATION

#### a) Visitor Center Operations

Mr. John Barnhill, Associate Vice President for Enrollment Management, provided the committee with an overview of the visitor center operations. This presentation included information on how campus tours are designed and evaluated, FSU ambassador training, feedback from recent visitors and potential changes to improve the on-campus experience for potential students and their families.

IV. ITEMS FOR APPROVAL

- a) Request approval of the Historical Evaluation and Review Summaries for Centers and Institutes.

Dr. Jarrett Terry, Assistant Vice President for Academic Affairs Centers and Institutes presented the review summaries for approval per Board Regulation 10.015. Trustee Chicken moved to approve. Trustee Sargeant seconded the motion. The committee voted and the review summaries were unanimously approved.

- b) 2023-2027 FSU Strategic Plan

It was noted that the 2023-2027 FSU Strategic Plan would be a full board action item at the general meeting on February 24, 2023 and would be voted on at that time. The committee, having been apprised on the Strategic Plan, had the opportunity to ask any remaining questions of Dr. Rick Burnette. No questions were asked.

V. ADJOURNMENT

Meeting was adjourned at 4:31 p.m.

DRAFT



FLORIDA STATE UNIVERSITY  
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# INFORMATION ITEM



FLORIDA STATE UNIVERSITY  
OFFICE OF THE PROVOST

**TO:** President Richard McCullough

**FROM:** Provost Jim Clark

**DATE:** June 15, 2023

**SUBJECT:** Report on Tenure  
**Informational Item**

The Promotion and Tenure process for 2022-2023 is complete. Tenure was granted to 50 faculty members effective Fall Semester 2023. Tenure was also granted to 15 new faculty members effective upon the date of their initial appointment. More detailed information is attached.

Name	Department	College	Hire Date	Degree and Institution	Bio
<b>Promotion to Associate Professor with Tenure</b>					
Bao, Feng	Mathematics	College of Arts & Sciences	Fall 2018	Ph.D. in Mathematics Auburn University	Expert in computational techniques for large data sets; strong record of federal funding; excellent teacher
Beatty, Cameron C	Educational Leadership & Policy Studies	College of Education	Fall 2018	Ph.D. in Higher Education Administration - Iowa State University	Well published scholar of social justice education; award-winning teacher, several major honorific awards
Benavidez, Justin	Music	College of Music	Fall 2017	DMA in Music Performance - Tuba University of Michigan	Performances with premier national symphonies; created two CDs; award-winning teacher and mentor;
Cecil, Elizabeth Ann	Religion	College of Arts & Sciences	Fall 2018	Ph.D. in Religious Studies Brown University	Leading scholar of medieval Southeast Asia and ancient languages; awarded prestigious fellowships; excellent student evaluations of teaching
Chakraborty, Shayok	Computer Science	College of Arts & Sciences	Fall 2017	Ph.D. in Computer Science Arizona State University	Rising star in data science; strong record of federal funding; highly effective teacher
De Cock, Stijn J W	Music	College of Music	Fall 2017	DMA in Piano Performance University of Michigan	Invited performances at prestigious international venues; highly regarded teacher
Deibel, Geoffrey Scott	Music	College of Music	Fall 2018	DMA in Musical Performance - Saxophone Michigan State University	National reputation as master saxophone teacher; impressive performances in classical and jazz music
Dobbs, Sean A	Physics	College of Arts & Sciences	Fall 2017	Ph.D. in Physics and Astronomy Northwestern University	Specializes in hadronic physics; strong publication record, strong record of federal research funding
Dougal, Casey	Finance	College of Business	Fall 2019	Ph.D. in Finance University of North Carolina at Chapel Hill	Expert in preferences and biases on financial markets; won multiple awards; excellent teacher.
Eastman, Evan Mark	Risk Management / Insurance, Real Estate & Legal Studies	College of Business	Fall 2017	Ph.D. in Risk Management and Insurance - University of Georgia	Highly regarded risk and insurance researcher; strong contributor to the discipline and the college
Eckert, Lindsey J	English	College of Arts & Sciences	Fall 2018	Ph.D. in English - Book History and Print Culture University of Toronto	British romantic literature scholar; expertise as print historian; strong contributions to teaching and service
Ekren, Ibrahim	Mathematics	College of Arts & Sciences	Fall 2018	Ph.D. in Mathematics University of Southern California	Applied mathematician with expertise in machine learning; excellent federal funding; strong record of teaching and mentoring
Fang, Li	Urban & Regional Planning	College of Social Sciences & Public Policy	Fall 2018	Ph.D. in Urban and Regional Planning and Design - University of Maryland, College Park	Expert in economic development with an excellent publication record; outstanding teacher
Gordon, Bradley S	Nutrition & Integrative Physiology	College of Health & Human Sciences	Fall 2017	Ph.D. in Exercise Science University of South Carolina	Top-tier publications; NIH grant; international research award; excellent student evaluations of teaching
Halligan, Jessi J	Anthropology	College of Arts & Sciences	Spring 2016	Ph.D. in Anthropology Texas A&M University	Archaeologist; scholar of early Indigenous peoples; expert field researcher; NSF funding; outstanding teacher
Hauer III, Mathew Earl	Sociology	College of Social Sciences & Public Policy	Fall 2018	Ph.D. in Geography University of Georgia	Highly productive scholar focused on climate change-induced migration with NSF funding; outstanding teacher
Hicks, Anasa Samantha	History	College of Arts & Sciences	Fall 2017	Ph.D. in History New York University	Expert in Latin American history; impressive teacher and mentor



Holmes, Tisha Terrienne Joseph	Urban & Regional Planning	College of Social Sciences & Public Policy	Fall 2015	Ph.D. in Urban Planning University of California, Los Angeles	Expert in climate resilience and planning; strong record of publications; external research funding; outstanding teaching and service
Homan, Patricia A	Sociology	College of Social Sciences & Public Policy	Fall 2018	Ph.D. in Sociology Duke University	Rising star in public health research; award-winning teacher; directs FSU's program in Public Health
Ishangi, Kehinde	School of Dance	College of Fine Arts	Fall 2017	MFA in Dance Florida State University	Well known scholar of movement and gesture development; created an evidence-based codified exercise system; strong teaching and service
Joos, Vincent	Modern Languages & Linguistics	College of Arts & Sciences	Fall 2017	Ph.D. in Anthropology University of North Carolina at Chapel Hill	Cultural anthropologist with expertise in ethnography and immigration; strong teaching and service record
Lantz, Brendan Gregg	Criminology & Criminal Justice	College of Criminology & Criminal Justice	Fall 2017	Ph.D. in Criminology The Pennsylvania State University	Violent crime and victimization researcher; strong record of publications and federal grants; award-winning teacher and scholar.
Lee, Sanghyun	Mathematics	College of Arts & Sciences	Fall 2017	Ph.D. in Mathematics Texas A&M University	Expert in fluid dynamics and environmental effects of fracking; NSF funding; excels in teaching, mentoring and service
Mathias, John Mark	Social Work	College of Social Work	Fall 2017	Ph.D. in Social Work and Anthropology University of Michigan	National leader in the study of environmental justice; superb teacher with a strong record of service
Maurette, Pablo	English	College of Arts & Sciences	Fall 2019	Ph.D. in Comparative Literature University of North Carolina at Chapel Hill	16-18th century comparative literature scholar; highly effective and engaged teacher and mentor; strong record of service
McCreary, Tyler	Geography	College of Social Sciences & Public Policy	Fall 2016	Ph.D. in Geography York University, Toronto, Canada	Expert in governance and land policy; excellent record of high quality publications; effective teacher and mentor
Mityakov, Sergey Vladimirovich	Finance	College of Business	Fall 2018	Ph.D. in Economics University of Chicago	Leading scholar of corporate finance and banking in Russia; strong record of teaching and service
Ozok Gundogan, Nilay	History	College of Arts & Sciences	Fall 2017	Ph.D. in History Binghamton University	Ottoman Empire and Turkish history scholar; strong record of publications; excellent teacher and mentor
Piatkowska, Sylwia	Criminology & Criminal Justice	College of Criminology & Criminal Justice	Fall 2019	Ph.D. in Sociology University at Albany, State University of New York	Highly published scholar of hate crimes; NSF funding; excels in teaching and service
Rankin, Yolanda Alysia	School of Information	College of Communication & Information	Fall 2017	Ph.D. in Computer Science Northwestern University	International expert in interventions to increase diversity in computing; recipient of multiple prestigious awards; strong record of NSF funding
Renfro, Paul Mokrzycki	History	College of Arts & Sciences	Fall 2019	Ph.D. in History The University of Iowa	Scholar of the history of cultural and political movements; excellent teacher, stellar student evaluations; very engaged in service
Reznikov, Aleksandr B	Mathematics	College of Arts & Sciences	Fall 2017	Ph.D. in Mathematics Michigan State University	Pure mathematician with impact on physics; strong record of publications; NSF funded; excels in teaching/service
Rhynard, Tiffany L	School of Dance	College of Fine Arts	Fall 2017	MFA in Fine Arts - Choreography and Digital Media The Ohio State University	National awards for creative works in dance, film, and choreography; excels as teacher and mentor;

Romano, Mollie Kathleen	School of Communication Science and Disorders	College of Communication & Information	Fall 2018	Ph.D. in Communication Science and Disorders - Florida State University	Prolific scholar of early interventions for communication disorders;excellent external funding; directs FSU's Early Intervention program; excellent teaching evaluations.
Shoele, Kourosh	Mechanical Engineering	College of Engineering	Fall 2017	Ph.D. in Structural Engineering University of California, San Diego	Studies fluid dynamics; outside letters highlight his impact on the field; strong record of federal funding; excels in teaching
Sickler, Stephanie M	Interior Architecture & Design	College of Fine Arts	Fall 2018	MFA in Interior Design Florida State University	Expert in textiles and design; received several national awards for her scholarship; excels in teaching and service
Singh, Prashant	Nutrition & Integrative Physiology	College of Health & Human Sciences	Fall 2017	Ph.D. in Food Sciences University of Missouri-Columbia	Highly published researcher with strong impact on the food safety industry; excellent record of external funding; several patents pending; excels in teaching/service
Stagg, Anne Howard	Art	College of Fine Arts	Fall 2017	MFA in Painting University of Illinois Urbana-Champaign	Nationally recognized for her creative works in painting and wall sculptures; strong teaching and service record
Stonikas, Marcy Lynne	Music	College of Music	Fall 2017	Master of Music in Vocal Performance Chicago College of Performing Arts	Impressive record of performances with top opera companies; stellar teaching and mentoring
Therrien, Michelle C Stephen	School of Communication Science and Disorders	College of Communication & Information	Fall 2016	Ph.D. in Communication Science and Disorders - The Pennsylvania State University	Expert in alternative/augmentative communication; external funding for her research; makes critical contributions to teaching and service
Timpone, Sahoko Sato	Music	College of Music	Fall 2017	DMA in Music - Voice Performance Rutgers University, Mason Gross School for the Arts	Performs at high-profile national and international venues; impressive teaching and strong service to the college
Ward, Amber	Art Education	College of Fine Arts	Fall 2019	Ph.D. in Art Education University of Missouri	Nationally recognized scholar of arts-based inquiry for teaching; major contributions in teaching, directs the online masters program
Wendorf Muhamad, Jessica	School of Communication	College of Communication & Information	Fall 2017	Ph.D. in Communication Studies University of Miami	Leading scholar in health communication; awarded prestigious Fulbright Fellowship; excellent teaching and service
Wright II, James Edward	School of Public Administration	College of Social Sciences & Public Policy	Fall 2018	Ph.D. in Administration and Policy American University	Expert in public policy, race, and community policing; excellent publication record; strong teaching and service
Xue, Hanhan	Sport Management	College of Education	Fall 2016	Ph.D. in Physical Education and Recreation - University of Alberta, Canada	Studies E-sports from an international perspective; impressive publication record with external research funding; excellent teaching/service
Yaghoobian, Neda	Mechanical Engineering	College of Engineering	Fall 2017	Ph.D., Mechanical and Aerospace Engineering - University of California, San Diego	Expert in thermal fluid sciences (e.g., fires); prestigious NSF-CAREER award; strong publication record; excels in teaching
Yin, Qian	Biological Science	College of Arts & Sciences	Fall 2016	Ph.D. in Biochemistry Cornell University	Studies molecular mechanisms, expert in cryo-EM; strong record of NIH funding; excellent teacher and mentor
<b>Tenure Only</b>					
Howren, Matthew Bryant	Behavioral Science and Social Medicine	College of Medicine	Fall 2019	Ph.D. in Psychology The University of Iowa	Director of the Rural Health Research & Policy Center; strong record of publishing; externally funded

Kametani, Fumitake	Mechanical Engineering	College of Engineering	Fall 2016	Dr. Eng. in Material Science Kyoto University	National leader in applied and materials superconductivity; strong record of external funding; excellence in teaching and mentoring
Pickett, Scott M	Behavioral Science and Social Medicine	College of Medicine	Fall 2018	Ph.D. in Psychology Northern Illinois University	Director of the Sleep, Trauma, and Emotional Processes Program at the Center for Translational Behavioral Science; strong record of publications; excels in clinical and interdisciplinary research and practice
<b>Tenure Upon Appointment</b>					
Atkins, Danielle	Askew School of Public Administration	Social Sciences & Public Policy	Fall 2022	Ph.D. in Public Administration and Policy University of Georgia	Prolific health policy scholar; external research funding; award-winning teacher
Augustyn, Megan		Criminology & Criminal Justice	Spring 2023	Ph.D. in Criminology & Criminal Justice University of Maryland	Leading researcher of delinquency, with expertise in data analytics; significant funding from the National Institute of Justice; strong teaching and service record
Budhwani, Henna		Nursing	Fall 2022	Ph.D. in Medical Sociology University of Alabama at Birmingham	Highly published scientist of health equity with outstanding record of federal research funding
Dorsey, Rodney		Music	Fall 2023	D.M. in Conducting Northwestern University	National leader in band conducting; strong contributions to teaching and service at prior institutions
Hightow-Weidman, Lisa		Nursing	Fall 2022	M.D. - University of Virginia School of Medicine	Internationally renowned researcher in digital health; outstanding record of NIH funding; dedicated teacher and mentor
Kellison, Rosemary	Religion	Arts & Sciences	Fall 2023	Ph.D. in Religion Florida State University	Scholar of religious ethics; strong record of publications; excellent teacher and grad mentor
Kellison, Timothy	Sport Management	Education	Fall 2023	Ph.D. in Sport Management Florida State University	Expert in sport management; well-published with impressive record of external research funding
MacDonell, Karen	Behavioral Sciences and Social Medicine	Medicine	Fall 2022	Ph.D. in Developmental Psychology Loyola University Chicago	Prolific behavioral health outcome researcher with data analytics expertise; excellent record of NIH funding
Marengo, Massimo	Physics	Arts & Sciences	Fall 2022	Ph.D. in Astrophysics International School for Advanced Studies, Trieste, Italy	Internationally renowned astrophysicist; award-winning teacher and mentor
Muessig, Kathryn		Nursing	Fall 2022	Ph.D. in Health, Behavior and Society Johns Hopkins Bloomberg School of Public Health	Outstanding scholar of health interventions; strong record of NIH funding; excellent teacher and mentor
Okonkwo, Chris	English	Arts & Sciences	Summer 2022	Ph.D. English Florida State University	Scholar of African literature; stellar teaching, strong record of scholarship.
Pericolo, Lorenzo	Art History	Fine Arts	Fall 2022	Ph.D. in History of Art École Pratique des Hautes Études	Hired as chair of FSU's Art History Dept.; excellent record of scholarship and teaching; prior success in leadership roles
Ramamoorthy, Ayyalusamy	Chemical & Biomedical Engineering	Engineering	Fall 2023	Ph.D. in Chemistry Indian Institute of Technology, Kanpur, India	Preeminent scholar of solid-state nuclear magnetic resonance; outstanding publication record with major NIH funding; excellent teacher/mentor
Sanchez, Mayly	Physics	Arts & Sciences	Fall 2022	Ph.D. in Physics Tufts University	Internationally renowned expert in neutrino physics; collaborates with the major international research labs in her field; appointed the Wyatt-Green Chair

Tsesis, Alexander		Law	Fall 2023	J.D. Chicago-Kent College of Law, Illinois Institute of Technology	Nationally recognized leader in freedom of speech and constitutional law; prolific scholar and impressive teaching record
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FLORIDA STATE UNIVERSITY  
BOARD OF TRUSTEES  
*Academic Affairs Committee*

# ACTION ITEM I



FLORIDA STATE UNIVERSITY  
OFFICE OF THE PROVOST

**TO:** President Richard D. McCullough  
**FROM:** Provost James C. Clark  
**DATE:** June 15, 2023  
**SUBJECT:** 2024-25 Academic Calendar  
**Request for Approval**

Board of Governors Regulation 8.001 requires each university to adopt an academic calendar. Each calendar must include the appropriate number of days of classroom instruction, the common entry periods, pre-established dates for issuing certificates, diplomas or degrees, and a summer program.

The University Calendar Committee met and approved a 2024-25 calendar that meets these requirements and aligns with the academic calendars of both Florida A&M University and Tallahassee Community College. This request is to approve the attached academic calendar with the ability to adjust as appropriate for special programs or circumstances.

# FLORIDA STATE UNIVERSITY ACADEMIC CALENDAR, 2024-2025 APPROVED

## Fall 2024

<b>Event</b>	<b>Date</b>	<b>Day</b>	<b>Notes</b>
<b>Beginning Date:</b>	August 26	Monday	
<b>Law Beginning Date</b>	August 26	Monday	
FAMU Beginning Date:	August 26	Monday	Coll. of Engineering alignment
<i>Labor Day</i>	September 2	Monday	
<i>Veteran Day</i>	November 11	Monday	
<i>Thanksgiving</i>	November 27 - 29	Wed-Friday	University closed Wednesday, Nov. 27 as part of Thanksgiving
<b>Ending Date</b>	December 13	Friday	
<b>Law Ending Date</b>	December 13	Friday	
FAMU Ending Date:	December 13	Friday	Coll. of Engineering alignment
<b>Medicine (MD)</b>	See Medicine calendar for each specific Med cohort		

Five (5) working days between the end of Fall and start of Winter Break: TBD

## Spring 2025

<b>Event</b>	<b>Date</b>	<b>Day</b>	<b>Notes</b>
<b>Beginning Date:</b>	January 6	Monday	
<b>Law Beginning Date</b>	January 6	Monday	
FAMU Beginning Date:	January 6	Monday	Coll. of Engineering alignment
<i>Martin Luther King, Jr Day</i>	January 20	Monday	
<i>Spring Break</i>	March 10	March 14	align with Leon County Schools
<b>Ending Date</b>	May 2	Friday	
<b>Law Ending Date</b>	May 2	Friday	
FAMU Ending Date:	May 2	Friday	Coll. of Engineering alignment
<b>Medicine (MD)</b>	See Medicine calendar for each specific Med cohort		

Five (5) working days between semesters.

Summer 2025

<b>Event</b>	<b>Date</b>	<b>Day</b>	<b>Notes</b>
<b>Beginning Date :</b>	May 12	Monday	
<b>Law Beginning Date</b>	May 12	Monday	May adjust if Law appt. dates change
FAMU Beginning Date:	May 12	Monday	Coll. of Engineering alignment
<i>Memorial Day</i>	May 26	Monday	
<i>Juneteenth</i>	June 19	Thursday	
<i>July 4<sup>th</sup></i>	July 4	Friday	
<b>Ending Date</b>	August 1	Friday	
<b>Law Ending Date</b>	August 8	Friday	May adjust if Law appt. dates change
FAMU Ending Date:	August 1	Friday	Coll. of Engineering alignment
<b>Medicine (MD)</b>	See Medicine calendar for each specific Med cohort		

Summer Sessions

<b>Event</b>	<b>C/ 12 week</b>	<b>A/ 6 week1</b>	<b>B/ 6 week2</b>	<b>F/ 8 Week</b>	<b>Law 8 week</b>
<b>Beginning Date :</b>	May 12	May 12	June 23	May 12	May 12
<i>Memorial Day</i>	May 26	May 26	---	May 26	May 26
<i>Juneteenth</i>	June 19	June 19	---	June 19	June 19
<i>July 4<sup>th</sup></i>	July 4	---	July 4	---	---
<b>Ending Date</b>	August 1	June 20	August 1	July 3# (THURSDAY)	July 3# (THURSDAY)

\*FAMU dates listed as of 4\_01\_2022

# **Holiday observed on Friday**





FLORIDA STATE UNIVERSITY  
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# ACTION ITEM II



FLORIDA STATE UNIVERSITY  
OFFICE OF THE PROVOST

**TO:** President Richard McCullough

**FROM:** Provost James Clark

**DATE:** May 22, 2023

**SUBJECT:** FSU-5.100 Confidentiality and management of examination and assessment materials

**Request for Approval**

Board of Governors Regulation 3.005, Examinations and Assessments, requires each university to adopt by regulation these minimum standards for access, maintenance and destruction of examination and assessment instruments and related developmental materials and workpapers.

First, the standards assert that the referenced documents are confidential and exempt from disclosure under section 119.07(1), Florida Statutes, and section 24(a), Article I, Florida Constitution. The following basic requirements of document management are specifically adopted:

- (a) Protecting the security and confidentiality of examination and assessment instruments from unauthorized access or disclosure.
- (b) Maintaining the security of such instruments through encrypted electronic means or secure storage, as applicable.
- (c) Requiring third-party contractors responsible for administering or proctoring examinations or assessments to comply with the university regulation.
- (d) Destruction of obsolete examination and assessment instruments and related materials pursuant to records retention schedules applicable to state universities.
- (e) Defining permissible access to, or authorized disclosure of, examination and assessment instruments to faculty, staff, and students outside of the regular examination or testing process.

This regulation is comparable to similar regulations already adopted by several of our peer SUS institutions. Additional detail, as needed will be developed in policy and procedure.

**FSU-5.100** Confidentiality and management of examination and assessment materials

- (1) This regulation governs all examination and assessment instruments, including directly related developmental materials and workpapers that are prepared, prescribed or administered by a university.
- (2) All such documents are exempt from disclosure under section 119.07(1), Florida Statutes, and section 24(a), Article I, Florida Constitution, as provided in section 1008.23, Florida Statutes.
- (3) Access, maintenance and destruction of examination and assessment instruments and related developmental materials and workpapers shall, at a minimum, be protected and managed by the university as follows:
  - (a) Protecting the security and confidentiality of examination and assessment instruments from unauthorized access or disclosure.
  - (b) Maintaining the security of such instruments through encrypted electronic means or secure storage, as applicable.
  - (c) Requiring third-party contractors responsible for administering or proctoring examinations or assessments to comply with the university regulation.
  - (d) Destruction of obsolete examination and assessment instruments and related materials pursuant to records retention schedules applicable to state universities.
  - (e) Defining permissible access to, or authorized disclosure of, examination and assessment instruments to faculty, staff and students outside of the regular examination or testing process.

Authority: BOG Regulation 3.005, s. 1008.23 F.S., BOG 1.001(3) (j) and BOG Regulation Procedure History: New \_\_\_\_\_



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# ACTION ITEM III



FLORIDA STATE UNIVERSITY  
OFFICE OF THE PROVOST

**TO:** President Richard McCullough  
**FROM:** Provost James Clark  
**DATE:** May 22, 2023  
**SUBJECT:** FSU-4.073 Post-Tenure Faculty Review

**Request for Approval**

The Regulation implements the requirements for post tenure review as established by the Board of Governors Regulation 10.003.

In 2022, the Florida Legislature amended Section 1001.706, Florida Statutes and authorized the Board of Governors to “adopt a regulation requiring tenured state university faculty members to undergo a comprehensive post tenure review every 5 years”, also providing minimum review criteria and processes.

The Board of Governors adopted BOG Regulation 10.003 Post-Tenure Faculty Review, effective March 29, 2023. The BOG regulation requires that “each board of trustees shall adopt policies requiring each tenured state university faculty member to undergo a comprehensive post-tenure review.” The proposed FSU Regulation is in response to this requirement.

The proposed FSU Post-Tenure Review Regulation aligns as closely as possible with current FSU faculty evaluation policies while also meeting the requirements specified in the BOG regulation. It consists of an examination of the faculty member’s accomplishments and performance of assigned responsibilities, like current annual evaluations, but for a five-year period. At the outset, 20% of eligible tenured faculty will receive this five year review each year over a five-year period. Subsequently, such reviews will occur five years after the most recent five-year review.

Faculty will provide evidence of accomplishments and performance of assigned responsibilities for the designated five-year period. Supervisors may request feedback from faculty advisory committees as part of their review process. Supervisors’ evaluations must include any findings of disciplinary actions based on substantiated evidence of failure to comply with relevant law and policy. The faculty’s supervisor will review and certify the submitted materials, prepare a summary document, and submit it to the appropriate Dean.

The Dean will review the submitted materials and prepare a summary report that includes recommended performance ratings of “Exceeds”, “Meets”, “Does Not Meet”, and “Unsatisfactory”. Deans will forward their reports and all submitted materials to the Provost.

The Provost will review the materials and reports received from deans and accept, reject, or modify deans’ recommended performance ratings. Faculty members who receive ratings of “Exceeds” or “Meets” expectations shall receive monetary reward. Those who received a rating of “Does Not Meets” will be placed on a Performance Improvement Plan. A rating of “Unsatisfactory” shall result in a proposal to terminate employment.

In accordance with current FSU policy, the proposed regulation permits faculty to review all materials included in the review process and to appeal evaluation outcomes. The Provost will annually report the review process to the President and Board of Trustees. The Office of Audit Services will audit the process every three years. That audit will be provided to the Board of Trustees and BOG.

## **FSU-4.073 Post-Tenure Faculty Review**

- (1) Purpose. The Post-Tenure Review process for tenured faculty at Florida State University (FSU) is intended to accomplish the following:
  - (a) Ensure continued high standards of quality and productivity among the University's tenured faculty.
  - (b) Determine whether a faculty member is meeting the responsibilities and expectations associated with assigned duties in research, teaching and service.
  - (c) Recognize, honor and reward exceptional achievement and provide incentives for retention, as appropriate.
  - (d) When appropriate, refocus academic and professional efforts and take appropriate employment action.
  
- (2) Definitions: For purposes of this regulation, the following definitions apply:
  - (a) "Administrative Role" means a position or role at FSU in which a tenured faculty member is the Provost, a vice president, dean, chair, school director, institute director, center director, or otherwise has significant administrative duties and for which an annual evaluation of all assigned administrative duties, responsibilities and professional conduct is performed.
  - (b) "Eligible Faculty Member" means a tenured faculty member at the University who has been notified by the University that they are subject to Post-Tenure Review in a given year, as outlined in Board of Governors (BOG) Regulation 10.003(2) and determined by the University, who has not received an approved postponement or submitted a letter of resignation/retirement. Tenured faculty in Administrative Roles are not included in this definition. Eligible Faculty Members may include any/all tenured faculty employed at the University in all colleges, including the College of Medicine and the College of Law.
  - (c) "Materials" means an evidence of performance report prepared by an Eligible Faculty Member, and subsequently supplemented by the department chair/unit head (if applicable) and college dean, highlighting the Eligible Faculty Member's accomplishments, and demonstrating performance relative to assigned duties for the Review Period.
  - (d) "Post-Tenure Review" means a comprehensive review of performance of Eligible Faculty Members by the University for the Review Period, including consideration of: (i) the level of accomplishment and productivity relative to a faculty member's assigned duties of research, teaching and service, guided by the Assignment of Responsibility and the college/unit/or department's bylaws; (ii) history of professional conduct and performance of academic responsibilities; (iii) any findings following an official inquiry or investigation that the faculty member has failed to comply with applicable laws or regulations within the scope of their University employment; (iv) any unapproved absences from teaching assigned courses that are reported and substantiated; and (v) any disciplinary action related to a substantiated report of misconduct by a student or others following an official inquiry or investigation. Post-Tenure Review does not replace an Eligible Faculty Member's annual evaluation for that year.
  - (e) "Performance Rating Scale" means a rating scale including the following:
    1. Exceeds Expectations: a clear and significant level of accomplishment beyond the average performance of faculty across the faculty member's discipline and unit;
    2. Meets Expectations: expected level of accomplishment compared to faculty across the faculty member's discipline and unit;

3. Does Not Meet Expectations: performance falls below the normal range of annual variation in performance compared to faculty across the faculty member's discipline and unit but is capable of improvement; and
  4. Unsatisfactory: failure to meet expectations that reflect disregard or failure to follow previous advice or other efforts to provide correction or assistance, or performance involved incompetence or misconduct, as defined in applicable university regulation and policies.
- (f) "Review Period" means the five-year period prior to the semester in which Post-Tenure Review is occurring for an Eligible Faculty Member.

(3) Timing of the Initial and Subsequent Reviews.

- (a) The Post-Tenure Review process will initially begin in Spring Semester 2024 and encompass approximately 20% of the tenured faculty, as determined by the University, which will include those due for a Sustained Performance review. In addition, each tenured faculty member in the fifth year following their tenure award, their last promotion, or their hire date (if hired with tenure) will be subject to Post-Tenure Review.
- (b) Each Spring Semester in 2025, 2026, 2027 and 2028, approximately 20% of the tenured faculty of the University (who have not yet been subject to Post-Tenure Review) will be subject to an initial Post-Tenure Review, as determined by the University. In addition, during these semesters, each tenured faculty member in the fifth year following their tenure award, their last promotion, or their hire date (if hired with tenure) will be subject to Post-Tenure Review.
- (c) Beginning in Spring Semester 2029, each tenured faculty member will be subject to Post-Tenure Review in the fifth year following their tenure award, their last promotion, their hire date (if hired with tenure) or their last Post-Tenure Review.
- (d) A faculty member's Post-Tenure Review may be postponed, upon approval by the Provost or designee, for extenuating circumstances, including but not limited to being on approved extended leave (such as FMLA, parental leave, or leave of absence), being on a sabbatical, or actively being reviewed for promotion from Associate Professor to Professor.

(4) Participants and Their Responsibilities.

- (a) Eligible Faculty Member: An Eligible Faculty Member shall prepare and submit their Materials to the department chair/unit head (or to the dean, for colleges without departments/units) by the date and via the method specified by the University.
- (b) Department Chair/Unit Head: For colleges that have departments/units, the Eligible Faculty Member's department chair/unit head shall:
  - i. review the Materials submitted by the Eligible Faculty Member, the Eligible Faculty Member's personnel file (with attention to any disciplinary actions), and any other relevant records for the Review Period (such as records of accomplishments and awards, annual evaluations, any findings of an inquiry or investigation of non-compliance with applicable laws or regulations within the scope of their University employment, any records of substantiated unapproved absences from teaching assigned courses, and any disciplinary action issued by the University);
  - ii. prepare and add to the Materials a letter assessing the level of achievement of the Eligible Faculty Member for the Review Period (which may include input from a faculty evaluation committee, if requested by the chair/unit head) and certifying that any substantiated reports regarding professional conduct, academic responsibilities or performance for the Review Period have been included in the letter; and



- iii. forward the supplemented Materials to the Eligible Faculty Member's college dean for review by the date and via the method specified by the University.
- (c) College Dean: The Eligible Faculty Member's college dean shall:
- i. review the supplemented Materials received from the department chair/unit head (if the college has departments/unit);
  - ii. prepare and add to the Materials a letter assessing the level of achievement of the Eligible Faculty Member for the Review Period (which may include input from a college advisory committee, if requested by the dean), including any substantiated reports regarding professional conduct, academic responsibilities or performance, and using the Performance Rating Scale; and
  - iii. forward the supplemented Materials to the Provost for review by the date and via the method specified by the University.
- (d) Provost: The Provost shall:
- i. review the supplemented Materials received from the college dean, including the dean's letter and rating (which the Provost will accept, reject or modify);
  - ii. rate the Eligible Faculty Member's performance (including information about professional conduct and academic responsibilities) for the Review Period, using the Performance Rating Scale (in consultation with the President and, if requested by the Provost, with input from a University advisory committee); and
  - iii. notify the Eligible Faculty Member, their department chair/unit head and the college dean of the Eligible Faculty Member's rating and outcome.
- (e) Upon request, the Eligible Faculty Member can view the supplemental documentation added to the Materials by the department chair/unit head and/or the college dean during this process, including letters assessing the level of achievement of the Eligible Faculty Member for the Review Period.

(5) Outcomes from Post-Tenure Review

- (a) Faculty members who receive an Exceeds Expectations or Meets Expectations rating from the Provost shall receive a Post-Tenure Review monetary reward that may consist of a salary increase, a one-time bonus, or both.
- (b) Regarding faculty members who receive a Does Not Meets Expectations rating from the Provost, the relevant college dean, department chair/unit head and appropriate University offices shall propose a Performance Improvement Plan (PIP) to the Provost for each faculty member, which shall include a time period of 12 months or less for the faculty member to achieve the requirements of the PIP. In the event that any faculty member placed on a PIP does not meet the requirements of the PIP by the stated deadline, the Provost shall propose termination of such faculty member, pursuant to applicable University processes.
- (c) For any faculty member who receives an Unsatisfactory rating from the Provost, the Provost shall propose termination of such faculty member, pursuant to applicable University processes.
- (d) Outcomes from the Post-Tenure Review process may be appealed pursuant to the applicable collective bargaining agreement (CBA) or to the Faculty Senate Grievance Committee. In any arbitration hearing, the arbitrator shall review the University's decision solely for the purpose of determining whether it violates the CBA or University regulation/policy and cannot consider claims on equity or substitute the arbitrator's judgment for that of the University.

(6) Reporting.

- (a) The Provost shall report annually to the President and Board of Trustees on the outcome of the Post-Tenure Review process.
- (b) Beginning January 1, 2024 and then every three years thereafter, the University's Office of Inspector General Services shall conduct an audit on the Post-Tenure Review process for the prior fiscal year and submit to the Board of Trustees by July 1<sup>st</sup> of that year an audit report that includes: (i) the number of tenured faculty members that received each of the four ratings in the Performance Rating Scale from the Provost, (ii) the outcome in cases of each rating category, and (iii) any findings of non-compliance with applicable laws and regulations.
- (c) The Board of Trustees shall consider the audit report outlined above at its next meeting following the audit report's publication. The audit report cannot be a consent agenda item and must be presented to the Board by the Chief Audit Officer. The audit report must be provided to the BOG, as specified in BOG Regulation 10.003(6)2.b.- c.

Authority: Section 7(d), Art. IX, Fla. Const., Section 1001.706(6)(b), Florida Statutes; Board of Governors Regulation 10.003; History: New June XX, 2023.