



**POLICY 3A-XX EMPLOYMENT POLICY FOR POSTDOCTORAL SCHOLARS
WITH TEACHING ASSIGNMENTS**

Responsible Executive: Vice President for Faculty Development and Advancement
Approving Official: Vice President for Faculty Development and Advancement
Effective Date: 08-01-2016
Revision History: New Policy

I. INTRODUCTION

This policy outlines employment criteria and performance maintenance for Postdoctoral Scholars that have teaching assignments.

II. POLICY (Including any Forms and Attachments)

Postdoctoral Scholars who have teaching duties as part of their job description at either the undergraduate or graduate level must have the following –

A. Appointment Qualifications

1. They must have a doctorate in a field of specialty commensurate with the teaching assignment.
2. Their position as instructor of record must be approved by the department chair.
3. They must have a named supervisor for their teaching assignment that can be their research or other faculty advisor.
4. They must attend the two-day Program for Instructional Excellence (PIE) or have individualized and approved departmental training in the Family Educational Rights and Privacy Act (FERPA), Discrimination-Sexual Harassment-Retaliation, Blackboard and Technology Use, FSU Academic Honor Policy, and Syllabus Formulation.
5. The Scholar must have the same proficiency for English as required by a graduate teaching assistant at FSU. Specifically, if the Scholar did not receive their doctorate at an American University or where English was the main language, they must score a 50 on the Speaking Proficiency English Assessment Kit (SPEAK) test (\$60 fee) OR earn a 90% or better in the semester long course EAP 4831 (Advanced Spoken English for ITAs)(\$2,163 tuition) OR score a minimum of 80 or greater on the internet-based Test of English as a Foreign Language (TOEFL) including a minimum of 26 on the Speaking portion of the exam OR complete the 7 week summer Center for Intensive English Study (CIES) Program (\$2,100 tuition). The language standard must be met before the Scholar enters the classroom and is appointed as the Instructor of Record.



B. Sustained Evaluation Qualifications

1. A performance evaluation as the Instructor of Record must be completed no later than three weeks after the close of each semester. Please consult, as needed, the FSU Policy on Evaluation of Instructors of Record (<http://policies.fsu.edu/>). Evidence of performance to be considered includes, for example, data from SPCI responses or supervisory classroom visitations.
2. Reappointment at an Instructor of Record is contingent upon the results of the performance evaluation (form for such, can be found here <http://fda.fsu.edu/>).

III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY

The President holds delegated authority from the Board of Trustees to establish personnel policies. Constitutional authority, state statutes, federal statutes, Florida Board of Governors regulations, and University regulations authorize the policy:

- Florida Constitutional Article IX Section 7;
- Florida Statutes Section 1001.706(6)(a);
- Florida Board of Governors Regulation 1.001(2)(e) and (5)(a); and
- Florida State Board of Trustees Regulation 4.001.

This policy shall be reviewed by the Postdoctoral Advisory Board every seven years for its effectiveness. The Postdoctoral Advisory Board shall make recommendations to the Vice President for Faculty Development and Advancement for any modification or elimination.

/s/ Janet Kistner

[Vice President for Faculty Development and Advancement]

Date