Department of Mental Health Law and Policy
Louis de la Parte Florida Mental Health Institute
University of South Florida

Governance Charter and By-Laws of the
Department of Mental Health Law and Policy

Purpose of this Document

This document is intended to describe key governance structures and functions for the Department of Mental Health Law and Policy (MHLP) at the Louis de la Parte Florida Mental Health Institute (FMHI). FMHI also has a governance document, and the Departmental governance document is not intended to address areas covered within the FMHI document. The FMHI governance document will supersede any part of the Departmental governance document that is inconsistent or contradictory with the FMHI document.

Consistent with its role as a part of the University community, MHLP faculty and staff conduct teaching, research and service activities. As with the other departments at FMHI, MHLP is somewhat distinctive from traditional academic departments at USF relative to its size, involvement in training and dissemination activities, inclusion of several large centers and consortiums, and a diverse constituent base that includes local, state, and federal agencies; service providers, consumers, and legislators and other policy makers. The governance structure of MHLP reflects these differences, and emphasizes features to enhance flexibility and responsiveness in decision-making and policy development, and to provide ongoing staff involvement in key policy decisions. These policy decisions include those occurring within the Department, and those made by FMHI that directly affect the Department.

In general, the Department would like to encourage an environment in which faculty and staff is comfortable in providing informal and ongoing input to policy decisions, through collegial contact with the Chair, Associate Chair, other Department administrators, and the Governance Council. Regular faculty/staff meetings are convened to promote information sharing and discussion of key issues and policy decisions. Members of the Department are also encouraged, as needed, to contact the Chair, Associate Chair, other Department administrators, and the Governance Council to identify issues and problems that need to be addressed at the Departmental level. Although members of the Department are encouraged to address issues with Department administrators and the Governance Council, they are also able to consult with the FMHI Dean as needed; for example, if there are issues of Institute-wide importance, or problems that are not resolved satisfactorily at the Departmental level.

This governance document provides a more formal structure to promote ongoing involvement of members of the Department in decision-making and policy development.

This document is also intended to provide members of the Department who are unable to satisfactorily address issues through informal means with mechanisms for remedy or relief, and to provide a vehicle for addressing Departmental issues that require more intensive review and deliberation. In general, the document is designed to provide a structured process for advising and providing input to the Chair and other Departmental administrators, and to ensure that members of the Department are involved in major decisions and development of policies that affect the Department. The document provides key governance structures and activities and also describes procedures for evaluation, promotion, and tenure of faculty within the Department.

Departmental Mission Statement

Mission

The mission of the department of Mental Health Law and Policy (MHLP) is to promote the health and quality of life of people with mental and substance abuse disorders by creating, evaluating, disseminating and translating state-of-the art knowledge to support effective practice across behavioral health and criminal justice systems.

What We Do

- Conduct research on state-of-the-art behavioral health practices.
- Disseminate findings through diverse mediums.
- Translate new knowledge and test models for real world application.
- Strengthen, design, and build recovery-oriented healthy communities.
- Analyze policy issues related to funding, service delivery, and outcomes of services.
- Provide expert support in mental health and substance use issues to the criminal justice system.
- Work in partnership with professional colleagues, communities, consumers, and family members.
- Collaborate at local, state, national and international levels.

Vision Statements

MHLP supports good citizenship and the free exchange of ideas by maintaining a collegial atmosphere defined by mutual respect and a quest for excellence in the following areas:

Research:

Research is a powerful instrument for improving the human condition. It is essential for increasing the knowledge base and thereby addressing the unmet behavioral health needs of underserved populations.

MHLP supports a range of research activities to increase the knowledge base related to behavioral health and criminal justice issues, particularly those that identify evidence-

based practices and improve services, processes, and outcomes for people with mental health and substance abuse problems.

Academic Programs:

MHLP promotes academic excellence within FMHI and with other university colleges by providing leadership and opportunities that enhance workforce development as well as personal growth in a fully engaged learner-centered environment.

MHLP educates students to be intellectually and ethically informed individuals with well-defined skills and knowledge who are capable leaders, creative thinkers, and contributing participants in the realm of behavioral health.

Training and Dissemination:

MHLP uses advanced methods of training, technical assistance, and knowledge dissemination to promote transfer of knowledge and application of research findings related to behavioral health and criminal justice issues.

MHLP seeks to strengthen design, and build recovery-oriented healthy communities in partnership with professional colleagues, consumers, family members, and organizations at the local, state, and national levels.

Definitions

For purposes of this document, Departmental "staff" are defined as those individuals who are in Faculty, Administrative (formerly A&P) and Staff (formerly USPS) personnel categories. Consistent with the FMHI Governance document, the "Faculty" in the Department of Mental Health Law and Policy shall include all individuals holding the titles of Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, and Psychologist as well as individuals in the Faculty pay plan holding the titles of Associate In___, Assistant In___, Coordinator, Research Associate, Program Director, Counselor/Advisor, and Instructional Specialist. Faculty members also include those who hold titles with "Research", "Clinical", and "Visiting" modifiers, and individuals serving as Post-Doctoral Fellows, regardless of their formal appointment title. Additional titles may be added, at the discretion of the Governance Council. All employees holding these titles are included as "Faculty" regardless of the level of FTE assignment. Individuals with "Courtesy" appointments and Graduate Assistants are not considered to be "Faculty" of the Department. Specifically excluded from formal activities described in this document are those who are classified as OPS (Other Personnel Services) hourly and salaried employees, and part-time student employees. Although excluded from formal governance and promotion processes, these employees are encouraged to participate in Departmental meetings and to initiate contact with Departmental administrators and the Governance Council, as needed. All personnel associated with projects or centers housed within the Department are subject to the provisions of this document.

Administrative Structure and Roles Within the Department

Department Chair.   The Chair is the Executive Officer of the Department and is charged with implementing University and Institute policies and procedures as delegated by the President, Provost, and Dean. The Chair shall meet all qualifications to become a faculty member, and shall have academic as well as administrative responsibilities. The Chair's administrative responsibilities and duties include, but are not limited to:

*   Departmental Management
  - Prepare and implement the Department budget
  - Maintain essential Departmental records
  - Supervise the Associate Chair, the Assistant Director, and other administrative staff
  - Provides Departmental leadership in the development of the strategic planning and implementation of research, academic programs, training/consultation, and dissemination.
  - In consultation with members of the Department and the FMHI Dean, may establish Departmental divisions/units, and research centers.
  - Provides leadership in the recruitment, retention, and promotion of employees
  - Arbitrate and resolve Department conflicts
  - Communicate information in a timely manner about issues that impact members of the Department
  - Perform personnel activities with Department members in a respectful and humane manner

*   Linkage with FMHI, USF, and the Community
  - Communicate Department needs to the FMHI Dean
  - Serve as advocate for the Department by protecting and improving the Departmental image and reputation
  - Attend extra-departmental, University, and civic meetings

*   Academic Program Development
  - Facilitates the development of degree granting or other academic programs, and oversees existing programs
  - Facilitate the preparation of training and research grants that serve to enhance program goals
  - Prepare annual reports of Department activities for the Dean

*   Faculty Personnel Supervision and Management
  - Consult with faculty regarding the annual assignment of duties
  - Provide resources to support teaching and research activities
  - Stimulate and support faculty scholarly activity
  - Evaluate faculty performance
  - Engages in faculty mentoring

* Provides oversight for centers housed within the Department, consortia, data/research units, and other Departmental units and projects
  - Liaison and planning with directors of Departmental centers and other large projects or units
  - Coordination of various functional units and other related support mechanisms for the Department

* Coordinate Faculty/Staff Meetings
- Assist in coordinating faculty/staff meetings
- Appoint standing and ad hoc committees in consultation with the Governance Council
- Inform faculty about Institute and University activities and policies
- Convene other meetings with members of the Department, as needed

Associate Chair. The Department Chair may appoint a member of the faculty to serve as Associate Chair upon consultation with the Governance Council. The duties of the Associate Chair shall be defined by the Chair, and at the discretion of the Chair, the Associate Chair may assume any of the Chair's duties.

Research Director. The Department Chair may appoint a faculty member as the Research Director upon consultation with the Governance Council. Duties associated with this position include coordinating the internal review of research proposals in preparation for IRB review, and the acquisition and management of graduate research assistantship positions. The Research Director serves at the discretion of the Chair.

Associate Director. The Department Chair may appoint an Associate Director of the Department upon consultation with the Governance Council. The Associate Director oversees all administrative and financial aspects of the Department's operation. The Associate Director serves at the discretion of the Chair.

Faculty Members. Members of the faculty of MHLP will have responsibility for assisting to develop or for originating policy in the following areas, consistent with the language and principles outlined by the USF Faculty Senate in 2003:

- ➢ Academic policy, including initial authorization and direction of all courses, curricula, and degrees offered
- ➢ Scholastic policy, including scholastic standards for admission, grading, continuation, graduation, and honors, as applicable; and
- ➢ Academic ethics, including development of policies and procedures
- ➢ Research

The faculty shall participate with Department administrators to make recommendations in the areas of:

- Policies and procedures for faculty appointment, promotion and tenure review, reward systems; discipline and termination
- Student conduct and activities, as applicable
- Budgetary review and strategic planning
- Selection and review of academic administrators

Additional responsibilities of faculty members within the Department include:

- Participation in Departmental meetings
- Involvement in committee work, as requested or assigned
- Involvement in MHLP governance activities, as requested
- Participation in Departmental surveys and annual evaluations of the Chair

Staff Members. Consistent with the role of faculty members, staff members in the Department are expected to

- Participate in Departmental meetings
- Participate in committee work, as requested or assigned
- Respond to requests for involvement in MHLP governance activities, as requested
- Participate in Departmental surveys and annual evaluations of the Chair.

Coordination of Departmental Units. Coordinators of Departmental units may be named by the Chair to supervise operations related to dissemination (e.g., training, conferences, web page development), grant and contract support, academic programs, and other areas, as needed. Ordinarily, a faculty member will be identified to coordinate these Departmental units.

Departmental Centers, Projects and Workgroups.

Consistent with Department's research and training mission, different centers, projects or workgroups may be established. Current examples are described below.

Policy and Services Research Data Center (PSRDC). The PSRDC informs public policy and program development through the timely compilation, integration, and analysis of administrative and other data. The Chair of the Department may appoint a faculty member to direct - the Policy and Services Research Data Center.   The Director of the PSRDC serves at the discretion of the Chair.

Partnership for Training Consortium. Responsibilities include the training and certification of child welfare trainers, and the administration of the State of Florida's Child Protection Professional Certification Program.

Center for HIV Education and Research. Serving health care professionals throughout Florida by providing education and information on the transmission, control, treatment, and prevention of HIV and AIDS and by conducting related research and community outreach.

An organizational chart is being developed for MHLP and, once completed and approved, will be appended to this document.

Governance Structure and Activities

Governance Council.

Membership

The Department will assemble a Governance Council to assist the Chair and Associate Chair in reviewing key policies and decisions affecting the Department, including budgetary issues and long-term strategic planning. This Council will be comprised of four faculty and two staff members in the following categories, including representatives from each of the faculty career paths: Ranked/Tenured (2), Ranked/Non-Tenured and Non-Ranked/Non-Tenured (2), Administrative (1), and Staff (1), for a total of six members. In addition, composition of the Governance Council will attempt to have the broadest diversity of race and gender. It will be incumbent upon the members of the Governance Council to solicit opinions and input, both formally and informally, from the Departmental faculty/staff members that they represent.

Self-nominations, across career path and personnel categories, will be solicited for positions on the Governance Council. After an initial staggered assignment period, terms on the Council will be two years in length. Individuals within the Department may also nominate their peers for election to the Department Governance Council. Council members may self-nominate for additional terms of service. Invitations to participate on the Governance Council will be sent to all Department personnel in August of each year, and duties will begin on September 1st of that year. Council members will discuss and elect a Chair who will help facilitate meetings and a Recorder to record and distribute meeting minutes. Minutes drafted in the Governance Council meetings will also be posted to the Departmental website.

Persons in the Staff personnel category must consult with their direct supervisor before self-nominating, to insure that their participation on the Council is consistent with their workload obligations. A vote of members of the Department will be conducted by web-based survey for all those seeking a position on the Council. Positions on the Governance Council will be filled, within career path or personnel category, by the individual who receives a simple majority of votes within a specified period. In the case of the R/T faculty, a minimum of two candidates will be proposed and the two candidates receiving the most votes will be elected to the Council. Should no nominations within a faculty career path or personnel category be forthcoming, the Department Chair, in consultation with the Council Chair will make nominations for

group membership. The initial election will be conducted by the MHLP Governance Workgroup. The Department Chair and/or Council Chair may invite other Departmental or Institute personnel to participate in Council meetings, as needed. However, any additional participation should be designed to clarify or contribute to the substantive discussions to assist the Council and Department Chair in their deliberations.

Meetings and Duties.

The Governance Council is required to meet on a regular basis to originate, review, provide input on and, as needed, vote to endorse Departmental policies and procedures. The Governance Council will also convene at least quarterly with the Chair and Associate Chair in attendance, ideally in the week preceding the scheduled Departmental faculty/staff meetings. Items for the agenda of the scheduled quarterly meetings of the Governance Council will be solicited at least a week before the scheduled meeting date. Members of the Department are encouraged to meet with members of the Governance Council, the Department Chair or Associate Chair at any time to address issues of Departmental concern. The Council will identify agenda items for the Departmental staff meetings, review nominations for membership on the Council, and may draft Departmental policies and/or operational recommendations. Key areas to be addressed by the Council may include the following:

- Strategic planning
- Consultation on the implementation of new systems affecting the Department
- Budget, financial accounts, hiring/layoffs
- Functional units or other organizational support structures
- Space and resource allocation, and
- Other matters relevant to faculty and staff.

A quorum of a simple majority will be required to conduct Governance Council meetings. Similarly, if votes are conducted within the Governance Council, a simple majority is needed for an affirmative action. In some instances, matters affecting faculty members may be voted upon exclusively by faculty representatives on the Governance Council.

Departmental Committees and Work Groups

Departmental committees may be created to provide ongoing oversight of and input to Department-related administrative functions, while additional Departmental work groups may be assembled to address focused and time-limited issues. In addition to the Governance Council, other committees may be assembled to assist Departmental centers or other large-scale projects or initiatives. Department members also sit on a number of Institute-wide standing committees. Committees and work groups may be formed as deemed necessary by the Department Chair in consultation with the Governance Council. As committees are formed, they will be announced to members of the Department. All committees should keep brief minutes and have them posted to the Department website in a timely manner. The Governance Council and Department-level

Tenure and Promotion Committees are proposed as standing committees in this document.

To the extent that it is possible and desirable, Departmental committees will be comprised of faculty and personnel from the Administrative and Staff categories. The Department Chair, in consultation with the Governance Council, will determine the composition of committees. Self-nominations for committee membership may be solicited, as needed. The Department Chair, in collaboration with the Council Chair, will select a Coordinator for each Committee that is established. Ordinarily, Committee Coordinators will serve for a period of two years, and this term may be renewable for additional periods. Each committee may elect additional officers, and may consult with the Department Chair and the Governance Council to determine changes in committee composition or leadership. Email solicitations will be sent to all members of the Department when committee vacancies arise, and members may self nominate for consecutive terms.

Members of each Departmental committee will determine how often the committee will meet, and all meetings will be announced within the Department and are open to the public. Committee meetings will generally be held at least twice per year. Any Department member may suggest an agenda item for the meetings by emailing the Committee Coordinator in advance of the meeting. A quorum of a simple majority will be required to conduct Departmental committee meetings. Similarly, if votes are conducted within Departmental committees, a simple majority is needed for an affirmative action.

Search committees are a special type of committee, and the Office of Equal Opportunity has rules regarding their composition. The Coordinator of a faculty search committee will be a faculty member with expertise in the substantive area related to the position to be hired. In the case of faculty searches, in any career path category, at least one member of the Departmental Governance Council will be assigned as a member of the search committee.

Departmental Faculty / Staff Meetings

Faculty/staff meetings will ordinarily be held on a quarterly basis, and will be facilitated by the Department Chair, Associate Chair, and/or the Chair of the Governance Council. Additional meetings may be convened as needed. Standing agenda items will include Department, Institute, and University news; and updates on Departmental policies and procedures. Other key areas to be addressed at Departmental faculty/staff meetings include issues related to strategic planning, review of policy changes, hiring/vacancies, lay-offs, space allocation, and the Departmental and Institute budget. Faculty members have the right to request limited additional information regarding the state of the Department's budget. During each meeting, at least 15 minutes shall be reserved for open discussion or new business from the floor.

In general, dates and times of faculty/staff meetings will be announced at the beginning of each calendar year, and reminders will be sent via email at least two weeks prior to meetings. Members of the Department can request a specific item of interest to be included in the Department faculty/staff meeting agenda by contacting the Chair or Associate Chair in advance of the meeting. Informality is desired at all Department meetings. However, if members of the Department wish to make a motion on information being presented or actions being discussed, *Robert's Rules of Order* shall apply. The Governance Council may request that the Department Chair call additional meetings of the Department on special topics, should they deem it necessary.

Substantive issues that impact the direction of the Department should be discussed at faculty/staff meetings. In addition, the Department Chair, or the Governance Council may request a vote of members of the Department on issues related to hiring, strategic plans, proposed budgets, or other areas identified as of significant importance. If votes are called for, they will be conducted through web-based surveys. A simple majority of those voting will be considered evidence of a positive endorsement of the issue under consideration.

In some instances where a vote on Departmental matters is called for, only some subgroups of faculty or staff will be called on to vote. In general, voting on issues related to academic or research policy or faculty hiring will be restricted to Departmental Faculty members. When a vote is called, the Chair and Governance Council will determine the groups to be surveyed on a particular issue or topic.

Minutes of all Department faculty/staff meetings will be developed and distributed following each meeting and will be posted to the Department website.

Hiring and Retention of the Department Chair, and Faculty Hiring

Hiring and Appointment of the Department Chair. It is the responsibility of the Dean to appoint the Department Chair. The Dean will consult with Departmental faculty and Governance Council prior to making the appointment. The Chair serves at the pleasure of the Dean and is typically appointed for a fixed term that may be renewable. Upon learning that the Chair position is to be vacated, the Dean will determine if there will be an external or internal search based on consultation with the Departmental faculty and the Governance Council, and on other factors such as the strategic direction and mission of the Department, availability of funds, interest among existing faculty in serving as Chair, and other relevant factors.

In the event that an external search is conducted, members of the Department faculty will comprise the majority of those on the search committee. The search committee will screen candidates and provide feedback on perceived strengths of each finalist as well as areas of concern or those in need of further exploration. All searches will be conducted in accordance with University policies, procedures, and regulations.

In the event of an internal search and/or interim appointment, the Dean will seek input from Departmental faculty through a nomination process. Self-nominations will be accepted, as will nominations from other members of the Institute and the University, including the Dean. Those faculty members who are nominated may be contacted by the Dean to determine their interest in applying for the position. Once one or more internal candidates are identified, interviews and colloquia consistent with a national search will be conducted.

The Dean will consult with Departmental faculty regarding the final selection prior to appointment of the Chair. No full-time tenure track faculty member may be appointed without a majority favorable vote of the tenure track faculty of the Department and support of the Governance Council.

Retention of the Chair. The Dean will conduct a survey of Department faculty and staff on an annual basis to assess the Chair's performance. During the course of any year, if issues arise between the Chair, Governance Council, and/or Departmental staff that are determined to be irresolvable through ordinary channels and through informal or formal processes within the Department, the Governance Council may ask the Dean to review these issues, and, at the discretion of the Dean, to call a vote of faculty and/or all members of the Department regarding the ongoing status of the Department Chair. Should a decision be made to replace the Chair, the choice of an Interim Chair will be made by the Dean, in consultation with the Governance Council.

Faculty Hiring. The development of new faculty lines, including the conversion of existing positions to faculty lines, and hiring of new faculty will be identified as part of the annual strategic planning process and will be discussed at Departmental staff meetings and at Governance Council meetings throughout the year, with input solicited from the larger faculty body. The Coordinator of faculty search committees will be appointed by the Chair, and will be a faculty member with expertise in the substantive area related to the position to be hired. Once the Coordinator of the search committee is identified, the Chair and Coordinator will collaboratively determine the remaining committee membership. Search procedures shall follow USF Guidelines for the Recruitment and Selection of Faculty and Equal Opportunity Guidelines. The Department of Mental Health Law and Policy values and seeks to emphasize diversity in its hiring practices.

Vitae for all candidates will be made available to Department members for review, as they are received. The search committee may solicit or obtain additional input from Departmental staff related to candidates through web-based surveys. The committee will screen all candidates and present a short list of the top-rated candidates to the Department Chair. The Department Chair, in consultation with the Dean and search committee Coordinator, will arrange for candidate interviews. No staff, faculty, or prospective faculty member may be appointed to a tenure earning faculty position without a favorable vote of a simple majority of the tenure-track faculty of the Department and support of the Governance Council. The method for recording this vote will be developed and overseen by the tenured members of the Governance Council

and the Chair. The Chair will submit his/her final recommended list of candidates, along with information regarding the search committees' recommendations, to the Dean.

In some instances, consideration may be given to convert an existing Departmental position to a tenure-earning position. The staff or faculty member in the existing position or the Chair can initiate a request to convert the position. Such a request would be reviewed by the Chair, in collaboration with the Department's Tenure and Promotion Committee, and in consultation with the Governance Council. A decision to convert an existing position to a tenure-earning faculty position would be contingent on the availability of rate, and on USF/FMHI policies and procedures. In the event that the Chair and the faculty or staff member disagree about the decision to convert an existing position to tenure-earning status, the Department member may ask for a review of the issue by the Governance Council and/or the Dean.

Courtesy Appointments: Individuals outside of MHLP who are working closely with MHLP faculty on departmental research or other projects may be offered courtesy appointments for up to two years upon nomination by the faculty member, review and recommendation by the MHLP faculty and Governance Council, and favorable decision by the Department Chair. Rank will be determined by the nominee's qualification. The following procedure will be followed. The interested faculty member sends the Department Chair a paragraph describing the project or function in which he or she and the nominee are jointly involved, the nature and value of the activities and role the nominee will perform, and the nominee's qualifications, along with the nominee's CV. The Department Chair forwards the request and CV to department faculty, who are invited to send comments jointly to the department chair and the MHLP Governance Council chair. The Council reviews the nomination and input from faculty, the latter provided either in writing or in person, at a meeting to occur not less than one week subsequent to the initial transmission of the request to the department faculty, The Council formulates a recommendation and forwards it to the department chair, who forwards it to the Dean for approval. If this decision is contrary to the predominant intent of the faculty and Council, the chair or Dean provides a rationale to the faculty. Appointments may be renewed following the same process.

Issues of Governance Specific to Faculty Members

Tenure and Promotion of Faculty

A comprehensive review of the processes involved in the tenure and promotion of ranked and nonranked faculty can be found in the Institute-level document entitled "Guidelines for Appointment, Tenure, and Promotion" (dated June 2007) which can be found on the Institute's website. Faculty members should review the approved "Guidelines" document for detailed instructions on the tenure and/or promotion process.

Included in this document are excerpted sections from that document, as well as information specific to the development and constitution of Departmental committees that oversee and will provide input into these processes.

Promotional guidelines for the persons in the Research Associate Career Path are currently under development and are not included in this document.

Review Process for Promotion and Tenure Within the Tenure-Track Career Path

Two committees will provide advice on decisions related to tenure and promotion:

> Departmental Tenure and Promotion Committee (D-TAP)
> FMHI Tenure and Promotion Committee (TAP)

The purpose of these committees is to review applications for tenure and/or promotion and to provide faculty advice to the Chair and Dean on each application.

Departmental Tenure and Promotion Committee (D-TAP) Committee

A Departmental Tenure and Promotion Committee (D-TAP) will coordinate, on an annual basis, a review of any applications for tenure and/or promotion for faculty in tenure-track positions and will make recommendations to the Department Chair and the FMHI TAP Committee.

Where possible, Department representatives serving on the FMHI TAP Committee should not serve on the D-TAP. In cases where a faculty member serves on both the TAP and D-TAP, the faculty member may vote on an application only once, i.e., either at the D-TAP or the TAP meeting. As per University guidelines, individuals serving on more than one committee should vote at the department level, i.e., D-TAP, but may participate in the discussion of the candidate during the meeting of the TAP Committee,

The D-TAP committee shall select the D-TAP Chairperson who shall be responsible for writing the evaluation of the majority opinion of the D-TAP committee, entering the vote of the committee into the tenure/promotion application, noting the evaluations made by the D-TAP Committee (e.g., Outstanding, Strong, etc.) and signing the application on behalf of the D-TAP.

The D-TAP must consist of a minimum of three members. If the department does not have a sufficient number (n = 3) of eligible faculty to compose the D-TAP, the membership of the committee may be supplemented with tenured faculty from other departments at FMHI or within the University.

The D-TAP Committee will consist of no less than three and not more than five tenured faculty members who are at the same rank or higher than the candidate. The size of the committee may be larger at the discretion of the Department Chair in collaboration with the Governance Council. If there is not a sufficient number of eligible faculty to

compose the D-TAP, the membership of the committee may be supplemented with tenured faculty from other departments at FMHI or within the University. The Department Chair and the Governance Council will solicit committee nominees to eligible tenured faculty. Nominees to the D-TAP committee must have held a faculty appointment for a minimum of two years. Final composition of the D-TAP committee will be documented through a recorded vote of the Governance Council.

<u>TAP Committee</u>

The FMHI Tenure and Promotion (TAP) Committee will function as the college-level peer review advisory committee to the Dean regarding applications for tenure and/or promotion of individuals with tenure-track appointments.

The TAP Committee will consist of five faculty members appointed by the Faculty Council in consultation with the Dean based on a list of nominees submitted by department Chairs to the Dean. Each department will submit to the Dean a minimum of three nominations of eligible faculty in the tenure-track career path. The list of nominations will be developed by the Department Chair in collaboration with the representatives of the ranked tenure-earning faculty who are members of the Governance Council.

The Dean will select five members from the list and submit the list to the Faculty Council for their review and approval. Preference for appointment will be given to tenured faculty who has held a faculty appointment at USF for at least two years. Each department of FMHI shall be represented on the committee. department Chairs are not eligible to serve on the TAP Committee. The Faculty Council will appoint one of the five members to serve as the Chair of the TAP Committee. Committee members will serve for a period of two active years, i.e., two years in which the committee is convened to review tenure and/or promotion applications, at which time they may be re-appointed for one additional term. As much as is practicable, terms of the committee members should be staggered.

Committee members shall not vote on applications for promotion to a rank higher than that which they themselves hold.

Review of Progress toward Tenure

FMHI adheres to the USF guidelines with respect to pre-tenure and annual reviews leading to tenure. It is the responsibility of the Department Chair to include a progress toward tenure review as part of the annual evaluation for all faculty in the probationary period for tenure. For those faculty appointed with the full probationary term, a more extensive pre-tenure review will be conducted during the third year. If an individual is credited with tenure earning service at the time of initial appointment, the review will be conducted at the approximate mid-point of the probationary period. If an individual is credited with tenure-earning service at the time of initial appointment, the review will be conducted at the approximate mid-point of the probationary period. The mid-point

review will be conducted by the Department's tenure and promotion committee and the Department Chairperson, the FMHI Tenure and Promotion Committee, and the FMHI Dean. Upon the request of the faculty member the review of progress toward tenure will include the Provost.

All mid-point reviews shall address the performance of annual assignments including teaching/training, research/scholarly activity, and service occurring during the preceding tenure-earning years of employment. In addition, all reviews should critically assess overall performance and contributions in light of mid-point expectations. The mid-point review will not be as extensive as the formal tenure review that occurs later but should be based on a set of documents which would include a current vita; annual evaluations; student/peer evaluation of teaching; selected examples of teaching materials and scholarship; and a brief self-evaluation by the faculty member.

The mid-point review is intended to be informative and to be encouraging to faculty who are making solid progress toward tenure, instructional to faculty who may need to improve in selected areas of performance, and cautionary to faculty where progress is significantly lacking.

Review Process for Research Professor Career Path

Department and Institute Advisory Committees

Two committees will provide advice on promotion decisions within the Research Professor career path:

> Departmental Research Professor Promotion Committee (D-RPP)
> Research Professor Promotion Committee (RPP)

The purpose of these committees is to review applications for promotion within the Research Professor career path and to provide faculty advice to the Chair and Dean on each application.

Departmental Research Professor Promotion Committee

The Department shall establish on an annual basis, as needed, a *Departmental Committee for the Research Professor Career Path* (D-RPP) to review applications of faculty and to make recommendations to the Department Chair and the FMHI RPP Committee.

Where possible, Departmental representatives serving on the FMHI RPP Committee should not serve on the D-RPP. In cases where a faculty member serves on both the RPP and D-RPP, the faculty member may vote on an application only once, i.e., either at the D-RPP or the RPP meeting. As per University guidelines, individuals serving on more than one committee should vote at the department level, i.e., D-RPP, but may

participate in the discussion of the candidate during the meeting of the D-RPP Committee.

The D-RPP committee shall select the D-RPP Chairperson who shall be responsible for writing the evaluation of the majority opinion of the D-RPP committee, entering the vote of the committee into the tenure/promotion application, noting the evaluations made by the D-RPP Committee (e.g., Outstanding, Strong, etc.) and signing the application on behalf of the D-RPP.

The D-RPP Committee will consist of no less than three and not more than five faculty members in the same career path. The size of the committee may be larger at the discretion of the Department Chair in collaboration with the Governance Council. If there is not a sufficient number of eligible faculty to compose the D-RPP, the membership of the committee may be supplemented with: (1) individuals from other career path groups within the Department who hold rank higher than that of the candidate, or (2) by eligible faculty in the Research Professor career path from other departments at FMHI or within the University. The Department Chair and the Governance Council will solicit committee nominees to eligible faculty. Nominees to the D-RPP committee must have held a faculty appointment for a minimum of two years. Final composition of the D-RPP committee will be documented through a recorded vote of the Governance Council.

RPP Committee

The FMHI Research Professor Promotion (RPP) Committee will function as the college-level advisory committee to the Dean regarding applications for promotion of individuals with appointments in the Research Professor career path.

The RPP Committee will consist of five faculty members appointed by the Faculty Council in consultation with the Dean based on a list of nominees submitted by Department Chairs to the Dean. Each department (where feasible based on the number of faculty in the career path) will submit to the Dean a minimum of three nominations of eligible faculty from the Research Professor career path.

The list of nominations will be developed by the Department Chair in collaboration with the representative of the ranked non-tenure earning faculty who is a member of the Governance Council.

The Dean will select five members from the lists submitted by all departments and submit the list to the Faculty Council for their review and concurrence. Preference for appointment will be given to individuals who have held a faculty appointment within the Research Professor career path at FMHI for at least two years. Each department of FMHI shall be represented on the committee unless a department does not have a faculty member who holds the minimum rank necessary for eligibility to vote. Department Chairs are not eligible to serve on the RPP Committee. The Faculty Council will appoint one of the five members to serve as the Chair of the RPP Committee.

Committee members will serve for a period of two active years, i.e., two years in which the committee is convened to review promotion applications, at which time they may be re-appointed for one additional term. As much as is practicable, terms of the committee members should be staggered.

Committee members shall not vote on applications for promotion to a rank higher than that which they themselves hold.

Evaluation of Faculty

Assignment. Assignment of faculty duties will be negotiated with individual faculty members through discussion with the Chair and/or their immediate supervisor.

Evaluation. Faculty within the Department of Mental Health Law and Policy will complete a self-evaluation and will receive a written annual evaluation from the Department Chair and/or their immediate supervisor. Untenured faculty and those in junior ranks will also receive annual feedback as part of the evaluation regarding their progress toward tenure and/or promotion. Annual evaluations will include an appraisal of research (grant seeking and acquisition, publications, dissemination of findings), teaching (including training and technical assistance), service, and when appropriate, administration. Annual evaluations will take into account the percentage of assignment to each of the formal evaluation categories including research, teaching, service, and when appropriate, administration.

Compensation. Compensation of faculty follows the formulaic procedures established by the University and UFF for across-the-board and merit-based compensation. In some years, funds are made available that may be used to address issues of compression, inversion, or applied on a merit basis. The Department Chair may have discretion to determine the assignment of these funds. Decisions regarding the assignment of discretionary funds are the prerogative of the Chair, however, the rationale for these decisions should be reviewed with the members of the Governance Council, and their endorsement sought, in an effort to establish a transparent process.

Evaluation of Administrative and Staff Personnel Categories

Assignment, evaluation, and compensation for persons in the Administrative and Staff personnel categories will follow the administrative rules established by the University of South Florida.

Non-Renewal of Contracts

Any non-renewal of contract decisions will be consistent with University policy and applicable bargaining agreements. In the case of Departmental strategic planning or required budgetary adjustments that may lead to the non-renewal of personnel contracts, the Chair will review such planning with and seek the endorsement of the Governance Council.

Conflict Resolution

Conflicts that arise during the conduction of the duties of a faculty or staff member should typically be addressed in an informal manner in consultation with the individual's direct supervisor. If a reasonable resolution is not achieved in a timely period, or if the conflict cannot be resolved with the direct supervisor, any Departmental faculty or staff member may request a review of their concerns by the Chair or the Governance Council. If called upon, the Governance Council will review any existing written policies related to the issue under review. If it is determined that no specific policy or procedure exists that addresses the concern raised, Council members will attempt to mediate a satisfactory resolution. Council members will also determine whether a written policy or procedure should be developed to address similar concerns that may be raised in the future. If a satisfactory resolution is not achieved, the Department member may seek other consultation.

Allocation of Resources

Resources within the Department are a concern of both faculty and staff. Assignment of resources (such as office space, travel funds, and teaching/research assistants) will be discussed as a part of the Department's annual strategic planning process. As needs change throughout the year, resource requests may be submitted to and reviewed by the Governance Council who will facilitate these requests and document their resolution.

Amending the Departmental Governance Document

One year after the completion and ratification of the MHLP Governance document, a mandatory review will be undertaken. After this initial review, on an annual basis, the Department Chair and Governance Council will review the need for revisions to the document and make recommendations to Department faculty/staff for review, discussion, and ratification. The Chair and Council will alert Department members to the process for revising the governance document, and ensure that members are involved in providing input regarding potential revisions. Substantive changes to the governance document will be approved by a majority vote of the Department members.

Statement of Articulation

It is recognized that this document may not contravene the constitutions and laws of the state of Florida; rules, regulations, and policies of the Florida Board of Governors; rules, regulations, and policies of the University of South Florida; and any applicable collective bargaining agreement or legislatively-mandated management right. The foregoing authorities will govern in the event that any provision of this local governance document is inconsistent with or in conflict with them.