

College of Behavioral & Community Sciences
University of South Florida
Tenure and Promotion Guidelines
For Tenure-Track Faculty

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Overview of the CBCS

The College of Behavioral & Community Sciences (CBCS) was formed in July, 2008 and now represents a union of departments/schools previously under the administrative authority of either the College of Arts and Sciences or the Louis de la Parte Florida Mental Health Institute. As an academic unit of the University of South Florida, CBCS, through its Dean, has a direct reporting relationship to the Provost. Each department/school in the College of Behavioral and Community Sciences must have written criteria for tenure and promotion that are consistent with both University and College standards. These criteria can be found in the relevant department/school governance documents.

The purpose of this document is to outline tenure and promotion criteria and processes for faculty on tenure-track lines in the constituent departments/school that comprise the College of Behavioral and Community Sciences. This document presents guidelines. These guidelines do not create any rights or entitlements, nor do these guidelines substitute or alter University Regulations or Policies or the terms of the Collective Bargaining Agreement (“CBA”) between the University and the United Faculty of Florida. To the extent these guidelines conflict with any law, University Regulation, Policy, or the CBA, those sources and not these guidelines will be authoritative. Faculty are encouraged to review University regulations, policies and the CBA in addition to these guidelines.

This document describes

- The need to review guidelines in preparation for tenure and/or promotion consideration.
- The definition of the tenure track career path.
- The criteria for tenure and promotion within the CBCS.
- Guidelines pertaining to any special circumstances, such as early tenure consideration.
- Procedures for the review of an individual’s qualifications for tenure or promotion.

The Review of Guidelines in Preparation for Consideration for Tenure and/or Promotion

Faculty on tenure-track lines should review all relevant documents, including the application form itself, on an annual basis as they prepare for tenure/promotion consideration. While the criteria themselves should not change substantively, instructions related to how to present information in the application packet may. Application details may be edited on an annual basis and a revised application form is available each July from the Provost's office. Available web links to relevant documents, accurate at the time of this document's production, are listed at the end of the guidelines.

Definition of Tenure-Track Faculty

The tenure-track faculty consists of those holding the rank of Assistant Professor, Associate Professor, or Professor. The appointment rank is determined by previous years in rank, where applicable, previous rank or experience, and/or level of scholarly productivity.

Faculty hired in tenure-track positions are expected to contribute to all three missions of the University: teaching, research, and service. Consistent with the mission of the Department/School and academic freedom, all faculty in tenure-track positions are expected to engage in teaching, develop an independent, coherent research agenda, and provide service to the public, and/or discipline, and the university. Faculty in tenure-earning positions are expected to teach credit-generating courses. All tenure-track positions require the appropriate terminal degree.

Criteria for Tenure and Promotion for Tenure-Track Faculty

In order for the University to perform its functions effectively, it is essential that faculty members feel free to express new ideas and divergent viewpoints in their teaching and research. In the process of teaching and research, there must be freedom to question and challenge accepted "truths." A university must create an atmosphere that encourages faculty members to develop and share different ideas and divergent views and to make inquiries unbounded by present norms. Tenure contributes significantly to the creation of such an atmosphere.

Criteria for Tenure

The faculty member's record must be evaluated commensurate with their assigned duties. Tenure-earning faculty should be given assignments that allow them to demonstrate accomplishments necessary for tenure. The minimum criteria for tenure in the College of Behavioral & Community Sciences are an outstanding record in either teaching or research

(and/or scholarly activity), at least a strong record in the other, plus at least a satisfactory record of service. A judgment must be made that the faculty member's record represents a pattern predictive of continued accomplishment and productivity. As per the Collective Bargaining Agreement, "an employee shall normally be considered for tenure during the sixth year of continuous service in a tenure-earning position including any prior service credit granted at the time of initial employment." Typically, a recommendation for tenure shall be submitted simultaneously with a recommendation for promotion to the rank of Associate Professor. The probationary period stipulated by the Board of Trustees (BOT) - United Faculty of Florida (UFF) Collective Bargaining Agreement will be utilized. Tenure also presumes collegiality and participation as a good citizen of the University.)

Teaching

An essential element in the tenure decision process is an evaluation of effectiveness in teaching. Faculty in the probationary period for tenure are required to teach credit-generating courses for the University. Depending upon the mission of the Department/School, faculty may also be involved in other forms of instruction, including student mentoring, thesis/dissertation committees, continuing professional education courses taught by the faculty member, training, or other knowledge dissemination activities. A record of effectiveness in teaching consistent with the University guidelines, whether at the departmental or discipline level, must be established or tenure will not be granted. Thus, it is vital that substantial and diverse information concerning teaching effectiveness be considered as part of the tenure application.

Effective teaching requires a thorough knowledge of the subject, the ability to present material in a clear fashion, and the ability to work with, motivate, and serve as a positive role model for students. Evaluation of teaching, as part of the tenure process, will include a review by the chair/director, the compilation of student evaluations, and may include a peer review process.

To qualify for tenure, faculty members must have a consistent pattern of positive evaluation in teaching and have achieved a level of performance that is strong or outstanding. It is the responsibility of the faculty member to ensure that teaching activities are evaluated and documented and that the results be made available for review committees. Evidence of high quality teaching may be demonstrated by including materials and information in the application packet. Student evaluations must be included in the candidate's tenure packet. Other documentation that should be taken into account includes 1) documentation of the numbers of courses and students taught, mentored, or supervised, 2) reflection of new developments in the field in course content, 3) impact of teaching activities on students or colleagues, 4) involvement in curriculum development or other collaborative teaching efforts, 5) implementation of new teaching pedagogies, and 6) other recognition of excellence in teaching.

Research

The granting of tenure is a judgment based on past performance and potential for future contributions to research. For tenure to be granted, candidates must document that they have established a record of achievement in research that is strong or outstanding. The candidate's research record must demonstrate an original, coherent, and meaningful program of research activity that adds substantively to the body of knowledge and/or practice within the discipline, and through which the faculty member is expected to make a continuing contribution throughout his or her career. A short period of intensive research activity in the years immediately preceding tenure consideration is not an acceptable substitute for a continuous and progressive record.

The peer review process is the best means of judging significance and contribution of the candidate's research. Evaluation should take into account, but not necessarily be limited to, such information as peer reviewed articles, books, grant applications, awards of external funding, citations of the candidate's work, the quality of refereed journals in which the candidate's work is published, and assessment by external reviewers. The chair/director will provide a description of the quality of the journals in which the candidate has published and state the relative contribution to each publication in cases of publications with multiple authors. The candidate should assist the chair/director by providing this information within the application.

Objective peer review of the candidate's work by scholars external to the University is required. In addition, evaluative review by the candidate's department chair or director and dean is required. The contribution of a candidate for tenure must be judged against the national standards in the discipline, focusing on the significance of the work and the quality of the contribution made. (See following sections regarding process for securing input from external reviewers.)

Service

To qualify for tenure, the third component to be evaluated includes service to the University, community, and to one's profession. An evaluation by the chair/director of the extent and quality of the service rendered should be included in the candidate's packet. University service includes service to the department/school, College, and the University. Public service is service to the community that relates to the basic mission of the department/school, College, or University and capitalizes on the faculty member's specific professional expertise; public service activities associated with good citizenship outside of the profession are not usually evaluated as part of the tenure and promotion process. Professional service may include service to local,

state, or federal agencies (other than that considered to be technical assistance or training) and service to the faculty member's professional organizations. Because of the diverse missions of different units and variations in the extent and character of their interaction with external groups, general standards of "external service" are difficult to formulate. However, colleagues and administrators in the field should be able to make and support a judgment about the appropriateness and value of the services rendered.

Each recommendation for tenure should be accompanied by a statement of the mission, goals, and educational needs of the department and college, and the importance of the service contributions the candidate has made and is expected to make in the future towards achieving the goals and meeting the needs of the department/school/institute or college. Consideration should be given to the candidate's ability and willingness to work cooperatively within these units.

Criteria for Promotion

As in the case of tenure, the judgment of readiness for promotion to higher academic rank is based upon a careful evaluation of a candidate's contributions in teaching, research/scholarly activity, and service. The sections pertinent to evaluation of these factors for the tenure decision apply as well to promotion. As a minimum standard for promotion, there must be outstanding achievement in **either** teaching or research/scholarly activity, and at least strong performance in the other category. The candidate must also have at least a satisfactory record of service. Promotion also presumes collegiality and participation as a citizen of the University.

In accordance with the Collective Bargaining Agreement, a faculty member eligible for consideration for promotion may request in writing, on an annual basis, an appraisal by their chair/director (or immediate supervisor) regarding their progress toward promotion. If concerns exist regarding the appraisal and these concerns cannot be resolved in discussions with the chair/director (or immediate supervisor), a meeting may be requested with an administrator at the next higher level to discuss concerns regarding the promotion appraisal which were not resolved in previous discussions with the evaluator. An employee is not required to apply for promotion. However, a complete application must be prepared and submitted by the faculty member in order to be considered for promotion.

Promotion To Associate Professor

The minimum criteria for promotion to associate professor are the same as those for tenure. In cases where a candidate for tenure holds the rank of assistant professor, the recommendation for tenure should entail a recommendation for promotion to the rank of associate professor. Additional standards are as follows:

- a. Acknowledged record of success in teaching, or other comparable activity appropriate to the unit, including a record of other activities such as participation on thesis and/or dissertation committees, and successful direction of the work of master's and doctoral candidates, where applicable.
- b. Focused program of research/creative work, supported by peer reviewed articles, books, grant applications, awards of external funding, citations of the candidate's work, the quality of refereed journals in which the candidate's work is published, and assessment by external reviewers. In the case of collaborative research, the candidate must document their contributions . Original or creative work of a professional nature may be considered an equivalent. The record should be sufficient to predict, with a high degree of confidence, continuing productivity in research/creative work throughout the individual's career.
- c. Substantive contributions in the area of service.
- d. Ordinarily, promotion to the rank of Associate Professor is not granted in advance of the tenure judgment.

Promotion To Full Professor

The minimum criteria for promotion to the rank of professor are as follows:

- a. Evidence of a reputation beyond the University, among peers on a national or international level, for outstanding contributions in teaching (or other comparable activity appropriate to the unit), or research/scholarly activity, with at least a strong record in the other category.
- b. The candidate must also have at least a satisfactory record of service.
- c. Evidence of success in teaching may include a record of teaching, evaluation of the quality and impact of teaching activities, student mentoring, participation on thesis and/or dissertation committees, and successful direction of the work of master's and doctoral candidates, where applicable. Other activity may include continuing professional education courses taught by the faculty member, training, or other knowledge dissemination activities.
- d. Evidence of success in research and/or scholarly activity should include a record of substantial quality publications, other research activities (e.g., awards of external funding), or their equivalent. The record should predict high productivity in research and scholarly activity throughout the individual's career.

High quality of the research should be documented through indicators such as peer review. The candidate should document that their research has had a high impact on the field through citation by other scholars or other indicators of impact.

As a general guideline, a faculty member normally would not apply for promotion to rank of Professor without five years of service at the rank of Associate Professor.

Guidelines for Special Circumstances

Exceptions to the Standard Probationary Period¹

Ordinarily, a faculty member in a tenure-earning position will either be awarded tenure at the end of the probationary period or be given notice that further employment will not be offered. However, exceptions to the tenure clock may be considered based on criteria specified in the collective bargaining agreement. Such circumstances might include medical exigencies or parental situations covered by FMLA or ADA legislation or other extenuating circumstances approved by the University.

The request must be made in writing and approved by the chair/director, dean, and provost. Following the period of appointment to a non-tenure earning position, the faculty member will return to the tenure earning position without qualification and the tenure clock will resume.

Early Tenure and Promotion Consideration¹

As per the Collective Bargaining Agreement, “an employee shall normally be considered for tenure during the sixth year of continuous service in a tenure-earning position including any prior service credit granted at the time of initial employment.” Decisions on tenure and promotion prior to the time recognized as normal should be considered "early decisions." Permission from the Chair/School Director, Dean, and Provost’s Office must be obtained in writing prior to initiation of the tenure application process. Permission does not imply positive endorsement of the tenure or promotion application; it simply reflects approval to proceed with the process. Early decisions should be identified and justified as such at every review level. Truly exceptional performance should be required for a favorable early decision. Further, external reviewers should be advised of the University's expectations for a favorable early decision. As a general guideline, a faculty member normally would not apply for promotion to rank of Professor without five years of service at the rank of Associate Professor.

Tenure Upon Initial Appointment¹

In determining the award of tenure upon initial appointment, the guiding principle will be to follow departmental/school/college, or campus procedures in an expedited process that will not inordinately delay hiring decisions. Specifically, there must be a review of tenure eligibility at all levels. Approval must be obtained from the Office of the Provost prior to making an offer

¹ Per USF Guidelines (1998)

that includes tenure without a probationary period. The Provost should receive the following information:

- Written statement(s) of review of tenure eligibility at all levels (dean, director/chair) - - these reviews should occur prior to a request to the Provost to make such an offer, although written statements may follow approval.
- Candidate's vita.
- Official starting date for the position.
- A draft of the letter of offer, which has explicit mention of the tenure offer, pending USF Board of Trustees approval.
- Brief statement on the unique achievements of the faculty member which supports the basis for tenure.

Upon approval, the University will submit the tenure recommendation to the Board for approval at the earliest meeting at which tenure upon appointment is considered. Persons being considered for administrative appointments accompanied by academic appointments with tenure will interview with the academic unit in which tenure would be considered and the dean; the appropriate faculty bodies and administrators will make recommendations on tenure to the Provost.

Tenure Home¹

According to university guidelines, tenure shall be in a department/unit or other appropriate administrative unit. Tenure is awarded by the Board of Trustees.

Procedures for the Review for Tenure and Promotion

All applications for tenure and/or promotion, including a pre-tenure 'midpoint' analysis, will be reviewed at the department/school and college levels. The department/school will review the application and provide their required analysis before the packet is forwarded to the college level.

Review of Progress Toward Tenure

The College of Behavioral & Community Sciences adheres to USF guidelines with respect to pre-tenure and annual reviews leading to tenure. It is the responsibility of the department/school peer committee and the chair/director of the department/school 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. The midpoint review will be conducted by the department/school's tenure and promotion committee, the chair/director of the department/school, the CBCS T&P Committee, and the Dean. Upon the request of the faculty member, the review of progress toward tenure will include the Provost.

All midpoint reviews shall address the performance of annual assignments including teaching, 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 midpoint expectations. The midpoint review will be based on a set of documents that would include a current vita; annual evaluations; student/peer evaluation of teaching; examples of teaching materials; documented evidence of research/scholarly activity; and a brief self-evaluation by the faculty member.

The midpoint review is intended to be informative in terms of the candidate's progress toward tenure. Candidates will be rated on teaching, research/scholarly activity, and service and will be provided a written evaluation that will be included in their file. This information is meant 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 Tenure and Promotion at the Time of Application

Department/School-level Review

Identification of Candidates. At the beginning of each academic year, chairs/directors will begin the process for tenure and promotion by announcing to the faculty the timeline and schedule for the submission of application packages and requesting all potential candidates to consult with the chair/director.

Applications for promotion and tenure shall be initiated by the candidates during the spring term preceding the tenure and promotion process that occurs the following fall term. Chairs/Directors should ensure that candidates have received current Department/School, College, and University Guidelines and the BOR-UFF Collective Bargaining Agreement. Chairs/Directors should inform candidates of the materials they will be expected to provide in support of their application. Current application forms are made available by the Provost's Office in July, preceding the Fall Term submission. Once candidates are identified, a meeting will be held with a representative of the dean's office, typically the Associate or Assistant Dean, to review a timeline of specific dates for materials to be submitted. This meeting will occur in the Spring Term, prior to the Fall term in which packets are submitted for evaluation. Dates in this document for all procedural steps are approximate and will be established by the dean's office on an annual basis.

Identification and Solicitation of Letters from External Reviewers. The candidate and the chair/director will both generate suggestions for external reviewers; a minimum of three letters (but not to exceed six) will be included in the packet. The identification of external reviewers should occur in the Spring Term preceding the submission of the candidate's packet during the Fall term. The chair/director and the candidate will jointly select the reviewers. In the event of disagreement, each party (the candidate and the chair/director) will select one-half the number of qualified reviewers to be utilized (2 of 4 or 3 of 6). The chair/director may consult with the department/school's T&P Committee in the identification and selection of external reviewers. The chair/director, after reviewing the list with the dean, will send a letter to confirm the willingness to submit an evaluative letter, in early May, to external reviewers who have been asked to comment on the candidate's qualifications.

These reviewers should have no significant relationship to the candidate (e.g., major professor, co-author), unless there are mitigating circumstances that would indicate otherwise (e.g., to review scholarship so specialized that few expert reviewers exist). Letters to external reviewers should indicate that they must be received by late August, so that they may be placed in the candidate's file prior to review by the Department/School's T&P Committee.

After ascertaining a reviewer's willingness to serve as an evaluator, the candidate's chair/director will forward to the reviewer materials provided by the candidate, including a current vita and other materials the candidate chooses as appropriate. All solicited letters that are received must be included in the candidate's file. Evaluations by external reviewers shall be based upon the candidate's vita and scholarly works.

Submission of Completed T & P Packet. In early September, candidates should submit a completed Tenure and Promotion Packet to their chair/director, including a letter from the immediate supervisor if the faculty member does not report directly to the chair/director. When applying for tenure and/or promotion, candidates shall submit documentation of all information encompassing their professional activities which they believe supports the application. The chair/director will then add any required information relevant to the candidate's teaching and research portfolio. This information should be inserted into the application packet by early September. It is the candidate's responsibility to ensure that the application packet is complete prior to its initial review by the department/school's tenured faculty.

Initial Review by Dean's Office. The Assistant/Associate Dean, or designee, will review the candidate's application for completeness prior the review by the department/school's tenured faculty. This review will be completed by mid-September.

Evaluation by Tenured Faculty of the Candidate's Department/School. Departmental recommendation for or against tenure is the prerogative of the tenured faculty. Typically, three

distinct recommendations for or against tenure should be made by each department. The first will be by a vote of all the tenured members of a department, the second by the department's tenure and promotion committee, and the third by the chair/director of the department/school. The vote of the department/school's T&P committee may precede the vote of the tenured faculty as a whole; the order in which these votes will occur must be specified in the department/school's governance document. In some cases the tenured faculty as a whole may comprise the department/school tenure and promotion committee. For applications in which the candidate is seeking promotion only, a ballot of the tenured faculty as a whole is not conducted.

For tenure candidates, the chair shall conduct a vote by secret ballot of all tenured faculty in the department. Tenured faculty should be allowed a two week period to review the candidate's completed packet. All members of the tenured faculty who are eligible to vote (including the chair/director, if eligible) may participate in the secret ballot even if they have been selected to serve on the department/school and/or college T&P committees. The results of the tenured faculty vote shall be included in the tenure application packet.

Review by Department/School Tenure & Promotion Committee. The department/school will also create a T&P committee. The procedures for selecting members of this committee and conducting these meetings shall be specified in the department's/school's governance document. The purpose of this committee is to review applications for tenure and/or promotion and to provide faculty advice to the chair/director on each application. The department/school's T&P Committee shall review and evaluate each application packet for promotion and/or tenure in accordance with the department/school criteria.

Committee members, at the Department/School level will confine themselves to making decisions solely upon the information provided in each candidate's official tenure and promotion file. No committee member shall solicit or consider any additional information conveyed privately, through personal contact, by phone, letter, email, or other means. The entire committee may vote by a two-thirds majority to authorize the Committee Chair to solicit additional information if necessary. All requests for additional information must be in writing by the Committee Chair who will provide the candidate, the chair/director of the candidate's department/school, and the dean with copies of the request.

Per the current Collective Bargaining Agreement (2010 – 2013), if any material is added to the file, at the request of a reviewing committee, after the commencement of consideration but before completion of the evaluation section by the reviewers, a copy shall be sent to the employee within five (5) days (by personal delivery or by mail, return receipt requested). The employee may attach a brief response within five (5) days of his/her receipt of the added material. The file shall not be forwarded until either the employee submits a response or until the second five (5) day period expires, whichever occurs first. The only documents which may be considered in making a recommendation are those contained or referenced in the file.

The committee members will vote on promotion and/or tenure for each candidate application by secret ballot. A brief written evaluation and the results of the votes will be recorded as a part of the candidate application and forwarded to the candidate's chair/director. Where a split evaluation exists, a minority report may accompany the majority recommendation.

The chair of the T&P Committee at department/school level shall be responsible for 1) writing the evaluation of the majority opinion of the Departmental T&P Committee, 2) entering the vote of the committee into the tenure/promotion application, 3) noting the evaluations made by the committee (e.g., Outstanding, Strong, etc.) and, 4) signing the application on behalf of the committee. As per University guidelines, individuals serving on more than one committee (i.e., at the department/school or college level) should vote at the department level on candidates from their home unit but not on these candidates at the College Committee level. If a faculty member has a special personal and/or professional association with a candidate, that committee member will leave the room during all deliberations concerning the candidate and will abstain from making a recommendation concerning that candidate.

Candidates for tenure and/or promotion may request a meeting with the department/school committee to discuss the application prior to the committee's evaluation of the packet. The purpose of this meeting is solely to inform the committee of the candidate's scholarly activities and future directions in teaching/training, research, and service. No evaluative feedback will be given to the candidate. This meeting is optional. The review and evaluation by department's T&P committee and the tenured faculty must occur by the third week of October.

Review by the department chair/school director. The chair/director shall review the application for tenure and/or promotion of each candidate, the vote of the eligible faculty, and the recommendations of the department/school committee. The chair/director will then add an evaluative letter and indicate their recommendation for tenure and/or promotion in the candidate's application packet. This letter must be added to the packet by the first week of November.

The employee shall have the right to review the file following the departmental review and attach a brief response to any materials contained therein, including the evaluation sections(s) prior to the next stage of review.

College-Level Review

Review by the CBCS T&P Committee. The CBCS will constitute a college-level T&P committee. The procedures for selecting members of this committee shall be specified in the CBCS governance document. The purpose of this committee is to review applications for tenure and/or promotion and to provide faculty advice to the Dean on each application. The College T&P committee will meet in August of the Fall Term to review the list of candidates under consideration for tenure or promotion. A representative of the Dean's office may convene the first meeting to discuss with the committee the relevant rules, guidelines, and procedures.

Typically, the constitution of the college-level committee will include a member of the candidate's home department. If a College Tenure and Promotion Committee member is from the same department as a candidate for tenure and/or promotion, or if a member has special personal and/or professional associations with a candidate, that committee member will leave the room during all deliberations concerning that candidate and will abstain from making a recommendation concerning that candidate.

Evaluations of candidates for promotion to Full Professor must be reviewed by a committee containing at least three Full Professors. At the initial meeting of the T&P committee, it should be determined whether any temporary (*pro tempore*) members must be identified for the consideration of specific candidates during the evaluative process. The Chair of the College T&P committee, in consultation with the dean, will be responsible for ensuring that the committee is appropriately constituted.

In the tenure and promotion process, the reviewers should be thoroughly familiar with the documents offered to support the applications. Candidates and responsible departmental representatives should supply the committee members and the dean with complete, clear, and accurate information.

After each member of the College's T&P committee has reviewed the candidate's credentials, the Committee will meet to prepare its recommendations to the Dean. The Committee's deliberations will focus exclusively on how well a candidate meets college, university and department/school criteria for Tenure and Promotion. The Committee must not apply standards that are lower than those specified in the department/school's criteria.

T&P Committee members shall confine themselves to making decisions solely upon the information provided in each candidate's official tenure and promotion file. No committee member shall solicit or consider any additional information conveyed privately, through personal contact, by phone, letter, or any other means. The entire committee may vote by a two-thirds majority to authorize the T&P Committee Chair to solicit additional information if necessary. All requests for additional information must be made in writing by the T&P Committee Chair, who will provide the candidate, the chair/director of the candidate's department/school, and the dean with copies of the request.

Voting on a candidate by the College T&P Committee will be by secret ballot. These ballots shall be preserved in the Office of the Dean for a minimum of one year. The committee's vote and a clear, substantive summary of the strengths and weaknesses consistent with the committee's vote must be included in the candidate's file. Where a split evaluation exists, a minority report may accompany the majority recommendation. The Chair, or designate in cases of a conflict, of the T&P Committee must sign the recommendation forms for each candidate.

In total, the Chair of the T&P Committee at the college-level shall be responsible for 1) ensuring that materials being reviewed are securely held during the review process, 2) reviewing the requirement that all discussion and written narrative materials be held in confidence within the group, 3) writing (or delegating the writing to a committee member endorsed by the committee membership) the evaluation of the majority (and, if deemed appropriate, minority) opinion of the College T&P Committee, 4) ensuring the accuracy of the written narrative, 5) entering the vote of the committee into the tenure/promotion application, 6) noting the evaluations made by the committee (e.g., Outstanding, Strong, etc.) and, 7) signing the application on behalf of the committee. This review and evaluation must be completed by the third week of November.

Once the College T&P Committee has made its decision, it will identify those cases in which its recommendation differs from that of a candidate's chair/director and/or the department/school committee. In such cases, the College T&P Committee Chair will inform the candidate and the chair/director of the candidate's department or school, respectively, in writing of the recommendation. The candidate's chair/director, the candidate or, at the candidate's discretion, a faculty advocate chosen by the candidate will then be given an opportunity to respond to the College T&P Committee in writing.

In all cases, the employee shall have the right to review the file following the College T&P Committee review and attach a brief response to any materials contained therein, including the evaluation sections(s) prior to the next stage of review.

Review by the Dean of the College

Once the recommendations of the College T&P Committee are final, they will be forwarded to the dean. The dean shall review the application for tenure and/or promotion of each candidate, the recommendations of the department/school and college committees, the recommendations of the chair/director, the results of the external review, and the vote of the eligible faculty. The dean shall then complete the appropriate sections of the Tenure and Promotion Application Form. The dean's review must be completed by mid-December.

The Assistant/Associate Dean will inform the candidate when the dean's evaluation is complete and will provide them with a copy of the evaluative materials associated with their application (i.e., the department/school faculty vote, the reviews by the committees, chair/director and dean) for their review. The dean will invite the candidate to discuss the recommendation and supporting materials within ten days following their completion of the candidate's review.

In any case where the recommendation of the dean differs from that of a candidate's chair/director and/or the department/school committee, the dean will inform the candidate and the chair/director of the candidate's department/school, in writing. The chair/director, the candidate or, at the candidate's discretion, a faculty advocate chosen by the candidate, will

then be given an opportunity to respond to the dean in writing. This brief, written response shall be attached to the file prior to the next stage of review. The completed T&P form shall then be sent to the Provost who shall proceed in accord with USF policies and procedures.

In the case of every application for tenure and/or promotion, the recommendations of the department/school committee, chair/director, the College T&P Committee, and the dean will be forwarded to the provost. The application must be submitted to the provost's office by the first week of January, at a date that will be promulgated annually.

Links to Relevant Documents:

<http://www.acad.usf.edu/Faculty/Development/tenure-promotion.htm>

<http://intra.cbcs.usf.edu>

Add link to Faculty Handbook