NOTE: The Research Professor Promotion document dated March, 2010 supersedes the information in this document related to promotion processes for Research Professors.
TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Preface</th>
<th>Historical Context</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter One</td>
<td>Faculty Career Paths at FMHI</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Tenure Track Career Path</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Research Professor Career Path</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Librarian Career Path</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Other Faculty Appointments</td>
<td>5</td>
</tr>
<tr>
<td>Chapter Two</td>
<td>Appointment Guidelines</td>
<td>6</td>
</tr>
<tr>
<td>Chapter Three</td>
<td>Tenure Track Faculty Career Path Guidelines</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Evaluation for Tenure</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Review of Progress Toward Tenure</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Exceptions to Standard Probationary Period</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Early Tenure Consideration</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Tenure Upon Initial Appointment</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Promotion: Tenure Track</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Tenure Home</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Early Promotion Consideration</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Review Process for Tenure and Promotion</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>TAP Committee</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Application Procedures</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Approval and Revision History</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>Sample Schedule</td>
<td>20</td>
</tr>
<tr>
<td>Chapter Four**</td>
<td>Research Professor Career Path Guidelines</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>Early Promotion Consideration</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Promotional Increases for C&amp;G Faculty</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Review Process for Research Professor Path</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Department Promotion Committee (D-RPP)</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>FMHI Promotion Committee (RPP)</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>Application Procedures</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Approval and Revision History</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>Sample Schedule</td>
<td>28</td>
</tr>
</tbody>
</table>

**Research Professor Promotion document dated March, 2010 supersedes this document for Research Professor processes.
PREFACE

The Florida Mental Health Institute (FMHI) subscribes to the Guidelines for Tenure and Promotion of the University of South Florida (USF). FMHI recognizes that the quality of a university depends in large measure upon the quality of its faculty members. For this reason, decisions to grant tenure and promotion are critical, and clear and consistent criteria must be applied. These criteria take into account the unique nature of FMHI based on its historical mission.

Historical Context

FMHI was founded in 1967 by Florida's Legislature with a tripartite mission of training, research and service. It was created in response to a concern for the growing needs and problems of serving individuals with mental illness in Florida. FMHI was transferred to USF in 1981, with enabling legislation occurring in June of 1983 (Section 240.514, Florida Statutes). That legislation reaffirmed the prior missions of FMHI and formally transferred the Institute to the State University System. In 2007, the Provost awarded degree-granting authority to FMHI and added the name School of Mental Health Studies to FMHI. References to FMHI in this document refer to both entities.

Since its beginning, FMHI has been committed to strengthening mental health and related services throughout the state through research, training, and education. As stated in F.S. 240.514, such assistance and service include:

a. Technical training and specialized education
b. Development, implementation, and evaluation of mental health service programs
c. Evaluation of availability and effectiveness of existing mental health services
d. Analysis of factors that influence the incidence and prevalence of mental and emotional disorders
e. Dissemination of information about innovations in mental health services
f. Consultation on all aspects of program development and implementation
g. Provisions for direct client services, provided for a limited period of time either in the institute facility or in other facilities within the state, and limited to purposes of research or training.

FMHI therefore responds to a range of legislative and university mandates. The breadth of these mandates results in a need for diverse faculty talents and diverse faculty roles. With this diversity in mind, FMHI faculty guidelines have been developed not only to be in accord with the faculty guidelines of USF but also to reflect the array of assigned duties in which FMHI faculty engage. These guidelines provide the latitude required by the broad mission of FMHI while maintaining the high standards endorsed by USF. For example, the design and development of a substantive training program may be given weight and attention equal to that of formal research. Faculty members will be evaluated on the basis of their assigned activities in the relevant areas.
CHAPTER ONE

Career Paths at FMHI

In order to accomplish its unique mission, FMHI employs faculty in several career paths. Chapter One provides a brief overview of each of the career paths currently available at FMHI. Guidelines for appointment, tenure, and promotion follow in subsequent chapters.

Tenure-Track Career Path

The tenure-track career path includes the ranks of Assistant Professor, Associate Professor, and Professor. The appointment rank is determined by previous years in rank where applicable, previous experience, and/or level of scholarly productivity.

Faculty hired in a tenure-track position are expected to contribute to all three missions of the University: teaching, research, and service. All faculty in tenure-track positions are expected to engage in teaching/training; develop an independent, coherent research agenda consistent with FMHI’s mission; and complete FMHI mission-related service activities. Faculty in tenure-earning positions are expected to teach credit-generating courses. All tenure-track positions at FMHI are currently twelve month appointments and require the appropriate terminal degree.

The decision to advertise a position as a tenure-track position is made at the discretion of the Department Chair in concordance with the Dean and is based on a combination of mission-related needs, the availability of permanent E&G funds to support the position, and market factors related to discipline-specific practice. Vacancies in tenure-earning positions are to be included in the annual Recruitment Plan submitted by the Dean to the Provost’s Office. Appointment to a tenure-track position is based on the responsibilities specified in a position description and requires a terminal degree.

While tenure-track positions will typically carry a 1.0 tenure appointment, the E&G salary guarantee may vary. The tenure clock for these appointments is the same as for all 1.0 tenure appointments. The letter of offer issued at the time of appointment specifies the proportion of the salary that will be guaranteed to be supported by E&G funds and the proportion that is expected to be earned from external sources. These proportions may vary by faculty member depending on the standards of their discipline/field and their anticipated assignment relative to the mission of the Institute.

Research Professor Career Path (superseded by March, 2010 document)

The Research Professor career path at FMHI includes the ranks of Research Assistant Professor, Research Associate Professor, and Research Professor. These positions are non-tenure earning. The rank at the time of appointment is determined by previous years in rank where applicable, previous experience, and/or level of scholarly productivity. The terminal degree is required.
Faculty hired in the Research Professor career path are expected to contribute primarily to the research mission of the University and are expected to develop an independent, coherent research agenda consistent with FMHI’s mission. University credit-generating teaching is permissible depending on the source of funding supporting the position.

The decision to advertise a position in the Research Professor career path is made at the discretion of the Chair in concordance with the Dean and is based on a combination of mission-related needs, the availability of E&G funds and/or non-recurring funds such as contracts and grants, salary savings, overhead rebate or auxiliary funds. Appointment to a position in the Research Professor career path is based on the responsibilities specified in a position description and requires a terminal degree, previous applicable experience, and/or scholarly achievement commensurate with the rank at the time of appointment.

**Librarian Career Path**

The Librarian career path at FMHI includes Instructor Librarian, Assistant Librarian, Associate Librarian, and Librarian. These positions are non-tenure earning. The level of appointment is determined by previous experience and level of professional growth and scholarly contributions. FMHI Librarians follow the established USF library procedures for promotion.

The decision to advertise a position in the Librarian career path is made at the discretion of the Dean and FMHI Librarian and is based on the responsibilities stated in a position description and on a combination of mission-related needs, the availability of E&G funds and/or non-recurring funds such as contracts and grants, salary savings, overhead rebate or auxiliary funds. Appointment to a position in the Librarian career path requires a Master’s in Library Science (MLS) degree.

Faculty hired in the Library career path are expected to contribute to the field through publications, professional association activity, research, or other contributions consistent with the mission of FMHI and the University. While University credit-generating teaching is permissible (contingent upon source of funding supporting the position), it is not required.

**Other Faculty Appointments**

FMHI appoints individuals to other positions included in the University specifications for faculty including but not limited to Instructional Specialist, Coordinator, Program Director, Post-doctoral Fellow, and Pre-doctoral Fellow. Appointments to other positions, such as Instructors, may also be made if circumstances warrant. Appointment is based on the qualifications stated in the University Specifications, guidance from the Provost’s Office, the functions of the position, and the experience of the individual.
CHAPTER TWO

Appointment Guidelines

Appointments to the faculty are made in writing by the Dean and Provost based upon (1) the criteria and job duties specified in the position description and (2) the recommendation of the Department Chair and faculty. Individuals may be appointed as faculty within one of the academic departments within FMHI, in the FMHI Library, or in the Dean’s Office. Individuals appointed to tenure-earning positions must be appointed within one of the academic departments. Recommendations for appointment must be accompanied by a current Curriculum Vita, official transcripts, and the certification of employability.

The department Chair shall meet with the appropriate departmental faculty committee (please refer to departmental governance document) to discuss faculty appointments to positions supported by recurring E&G funds before an individual is appointed.

Faculty search committees must follow the USF guidelines for conducting searches. Faculty search committees should forward their suggestions for the rank/level of appointment (based on the ranks/levels advertised) as part of their initial recommendations for individuals to be interviewed. Exceptions to the search processes are sometimes possible to facilitate the appointment of faculty to contract/grant positions either as visitors or regular faculty. The Assistant Dean should be contacted to discuss these procedures.
CHAPTER THREE

Tenure-Track Career Path

The tenure-track career path includes the ranks of Assistant Professor, Associate Professor, and Professor. The University has established minimum criteria for tenure and promotion as follows: Tenure and promotion in the professorial ranks will be granted only to persons of significant achievement, especially in teaching, research, and service. As a minimum standard for tenure and/or promotion, there must be evidence of strong performance in both teaching and research and outstanding achievement in at least one of these areas as well as evidence of contributions in service appropriate to the faculty rank associated with the position. Academic units in which public/professional service receives significant prominence may so recognize service contributions within unit guidelines.

Evaluation for Tenure
Evaluation for tenure involves three components: teaching (including advising) or comparable activity appropriate to the mission of FMHI; research and scholarly activity; and service to the University, profession, and the community. In addition, collegiality and participation as a citizen of the University are an integral part of faculty performance. Because the decision projects lifetime performance from the first few years of a faculty member's career, tenure must be awarded only as a result of careful assessment over a period of time sufficient to judge the faculty member's documented accomplishments, ability, and probable future productivity. A judgment must be made that the faculty member’s record represents a pattern indicative of a lifetime of continued accomplishment and productivity.

The probationary period stipulated by the UFF Collective Bargaining Agreement will be utilized: “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.

Teaching
An essential element in the tenure decision process is an evaluation of effectiveness in teaching. Because of its legislated mission, FMHI conducts a broad array of responsibilities associated with teaching. FMHI defines teaching as occurring in a variety of settings and a variety of ways, including credit-generating instruction, student mentoring, thesis/dissertation committees, continuing professional education courses taught by the faculty member, technical assistance, training, consultation, or other knowledge dissemination activities. As used in these Guidelines, "teaching" refers to all of these activities. However, faculty in the probationary period for tenure are required to teach credit-generating courses for the University even if they are involved in other forms of teaching. A record of effectiveness in teaching consistent with the University guidelines must be established. Unless a determination is made that the candidate is an
effective teacher in credit-generating courses, whether at the departmental or discipline level, tenure will not be granted. Thus, it is vital that substantial and diverse information concerning teaching effectiveness be available 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. Like research, teaching is best judged by a peer review process, although it is essential that appropriate evaluative review by the Chair and Dean also be included as well as student evaluations of teaching. The peer review process may take many forms. For example, it may include class visitations and observations; examination of syllabi, course handouts, examinations, and other course materials; examination of samples of student work, including abstracts of directed theses and dissertations; critiques of public lectures/training activities; external evaluations of continuing professional education, training or consultative activities; and reviews of teaching-related books and articles. The teaching evaluation record must speak to the manner in which sought data have been examined.

To qualify for tenure, faculty must have a consistent pattern of positive evaluations in teaching (see paragraph above) 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 such as:

- **Process**: documentation of courses taught (classroom or virtual), including continuing professional education, in the years leading to tenure and/or promotion and number of students involved; evidence of innovative approaches to teaching should be included. Number of students provided academic advisement, research supervision/mentorship, or field supervision with evidence of effectiveness; evidence of successful mentoring of students in thesis/dissertation; student evaluations including a summary statement indicating how these evaluations compare to others in the department/institute when available; evaluation of training workshops and technical assistance activities where applicable.

- **Content**: new developments in field reflected in course content; evidence that methods and content are periodically peer-reviewed by senior faculty or other outside experts including the following: classroom visitation/observation, review of course syllabi and related materials, and review of student evaluations of teaching.

- **Impact**: evidence of impact of all forms of teaching on the professional careers of former students, colleagues, and junior faculty; evidence of self-evaluation of teaching and its impact on teaching enhancement.

- **Other considerations**: documentation of activity in curriculum and program development; evidence that contributions to teaching are being adopted in other universities; awards received in recognition of outstanding teaching; publications and adoption of textbooks; invitations to serve as a consultant in educational
programs and methods; grants to support instructional activities or other activities that enhance teaching.

- **Responsiveness and collaboration:** evidence of capacity to sustain and build teams for teaching; engagement in collaborative interdisciplinary teaching; contributions to department and college teaching missions.

- **Support Structure:** contributions to the instructional support structure of the department or Institute; mentoring and advising of junior faculty in teaching; participation in programs (workshops, programs) directed to enhance teaching skills.

With the exception of student evaluation of instruction, it is not necessary for a faculty member to use all of these evaluation approaches but should include those that are relevant to the teaching methods used and goals of the course.

**Research/Scholarly Productivity**

Faculty seeking tenure and/or promotion must document evidence of scholarly research or research programs that predict a high level of productivity over the person's career and have established a record of achievement that is strong or outstanding. Due to the unique mission of FMHI, community-engaged scholarship is highly valued including scholarly activities that:

- Contribute to the definition or resolution of a relevant behavioral health problem or issue;
- Use state-of-the-art knowledge to facilitate change in organizations or institutions;
- Use disciplinary or interdisciplinary expertise to help groups or organizations in conceptualizing and solving problems related to behavioral health;
- Establish intervention programs to prevent, ameliorate, or remediate persistent negative outcomes for individuals or groups or to optimize positive outcomes;
- Contribute to the evaluation of existing practices or programs; and/or
- Make substantive contributions to public policy.

Like all scholarly activity conducted to support tenure and promotion, community engaged scholarship must contribute to the mission of FMHI and must be documented by peer review or comparable rigorous processes of evaluation or impact. Documented evidence in the category of research, including community engaged scholarship, may include material published in journals and books, technical reports, contracts and grants received, or substantial research/evaluation contributions to Florida’s mental health system or related services.

The purpose of research and creative activity at a university such as USF is to make a substantive contribution to the body of knowledge and understanding in one's discipline/field. For tenure to be granted, a faculty member must have established an original, coherent and meaningful program of research and scholarly activity which is adding substantively to the body of knowledge within the discipline or field, and through which the faculty member is expected to make a continuing contribution throughout his or her career. A short period of intensive research and scholarly 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 contributions of the candidate's research and scholarly activity. Evaluation should take into account such information as reviews of books and articles, criticism of creative work, reviews of grant applications, citations of the candidate's work, and the quality of refereed journals and presses by which the candidate's work is published. Objective peer review of the candidate's work by scholars who are 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/field, focusing on the significance of the work and the quality of the contribution made, rather than on the quantity of publications. (See following sections regarding process for securing input from external reviewers.)

Service
The third component to be evaluated includes service to the University, community, and to one’s profession. An evaluation of the extent and quality of the services rendered should be included. University service includes service to the department, the Institute, and the University. Community service is service that relates to the basic mission of FMHI or the University and capitalizes on the faculty member’s special professional expertise; the normal community service activities associated with good citizenship 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.

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

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 peer committee and the Department Chair or other appropriate administrator 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, the department chairperson or other appropriate administrator, 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, 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.

Exceptions to the Standard Probationary Period
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 in some
circumstances. A faculty member in a tenure earning position may request in writing to
be appointed to a non-tenure earning position without loss of salary rate. 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 of the department, 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 Consideration
Decisions on tenure prior to the time recognized as normal (or prior to the time stipulated
in the faculty member’s letter of appointment if such a stipulation is made) should be
considered “early decisions.” 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.

Tenure Upon Initial Appointment
In determining the award of tenure upon initial appointment, the guiding principle will be
to follow departmental and 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 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, Chair department/campus faculty) - 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 Home**
According to university guidelines, tenure shall be in a department/unit or other appropriate administrative unit. Tenure is awarded by the Board of Trustees.

**PROMOTION WITHIN THE TENURE-TRACK CAREER PATH**

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 (or comparable activity appropriate to the mission of FMHI), research/scholarly activity, and service. The sections pertinent to evaluation of these factors for the tenure decision apply as well to promotion. Promotion will not be granted unless a determination of the candidate's effectiveness in teaching (or in comparable activity appropriate to the unit) has been made. Promotion also requires collegiality and participation as a citizen of the University, as this is an integral part of faculty performance. Because of the importance of research in promotion decisions at FMHI, the documentation of research productivity is reiterated below:

Due to the unique mission of FMHI, the category of research may include material published in journals and books, contracts and grants received, technical reports, or substantial scholarly research/evaluation contributions to Florida's mental health system or related services.
As a minimum standard for tenure and/or promotion, there must be evidence of strong performance in both teaching and research and outstanding achievement in at least one of these areas as well as evidence of contributions in service appropriate to the faculty rank associated with the position. Additional standards for the ranks of Assistant Professor, Associate Professor, and Professor (or their equivalents) are as follows:

Assistant Professor
- Promise of continued growth as a teacher, or in comparable activity appropriate for FMHI.
- Promise of independent and collaborative research and scholarly activity supported by publications or other appropriate evidence.
- Promise of substantive contributions in the area of service.
- The doctorate or the highest degree appropriate to the field (or, where appropriate, the equivalent based on professional experience).

Associate Professor:
- Acknowledged record of success in teaching, or other comparable activity appropriate for FMHI, that may include a record of activities such as student mentoring, participation on thesis and/or dissertation committees, and successful direction of the work of master's and doctoral candidates, where applicable.
- Focused program of independent and collaborative research and scholarly activity supported by substantial publications or their equivalent. The record should be sufficient to predict, with a high degree of confidence, continuing productivity in research and scholarly activity throughout the individual's career.
- Satisfactory record of service.

Ordinarily, the rank of Associate Professor is not granted in advance of the tenure judgment.

Professor:
- Acknowledged record of success in teaching, or other comparable activity appropriate for FMHI, that may include a record of student mentoring, participation on thesis and/or dissertation committees, and successful direction of the work of master's and doctoral candidates, where applicable.
- Established record of productive research and scholarly activity of at least national visibility, supported by a record of substantial publications or their equivalent. The record should predict high productivity in research and scholarly activity throughout the individual’s career.
- Satisfactory record of service.
- Evidence of significant achievement among peers in one's discipline/field at the national or international level. Distinction is expected in at least one of the areas of teaching, (or comparable activity appropriate to the unit); research/scholarly activity; or service. Any recommendation for promotion to
the rank of Professor must contain evidence that such distinction has been identified.

- 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.

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 Department Chairperson (or immediate supervisor) regarding their progress toward promotion. If concerns exist regarding the appraisal and these concerns cannot be resolved in discussions with the Department Chair (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.

**Early Promotion Consideration**

Decisions on promotion prior to the time recognized as normal should be considered "early decisions." 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.

**REVIEW PROCESS FOR PROMOTION AND TENURE WITHIN THE TENURE-TRACK CAREER PATH**

**Departmental and Institute Advisory Committees**

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**

Each department shall establish on an annual basis as needed a Departmental Tenure and Promotion Committee (D-TAP) to review applications for tenure and/or promotion for
faculty in tenure-track positions and to make recommendations to the Department Chair and the FMHI TAP Committee.

Where possible, departmental 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 procedures for selecting members of the D-TAP will be specified in the department governance document. 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. The size of the committee may be larger at the discretion of the department as stated in the Department Governance Document. If a 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 selection process of the D-TAP in these situations will be specified by the department in the Department Governance Document.

### TAP Committee

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 using the process described in their Departmental Governance Document. 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 have 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.

APPLICATION PROCEDURES

Individuals in tenure-track positions, i.e., tenured and tenure-earning faculty, will be reviewed for tenure and/or promotion only by tenured faculty. Tenure-track faculty with rank higher than that of the candidate are eligible to participate in the review process for individuals seeking promotion.

Each year, the Department Chair 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. The following procedures will be used for the review of promotion and tenure applications of FMHI faculty in the tenure-track career path:

Step 1
Applications for promotion and tenure shall be initiated by the candidate during the spring preceding the tenure and promotion process that occurs the following fall. Chairs should inform candidates of the materials they will be expected to provide in support of their application.

Step 2
The Department Chair, in consultation with the Dean, will include in the tenure and promotion packet a minimum of three letters (but not exceeding six) from external reviewers who are expert in the individual's field or a related scholarly field. The candidate and the Department Chair will suggest external reviewers. The Chair may consult with the D-TAP in the selection of external reviewers. 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). The Chair and the candidate will jointly select the reviewers. In the event of disagreement each party will select one-half the number of qualified reviewers to be utilized. Letters from external reviewers should be in the candidate's file prior to review by the Department Tenure and Promotion Committee. All solicited letters that are received must be included in the candidate's file. These evaluations shall be based upon the candidate's vita and scholarly works.

Step 3
Candidates should submit a completed Tenure and Promotion Packet to the Department Chair, including a letter from the immediate supervisor if the faculty member does not report directly to the Chair. When applying for tenure and/or promotion, candidates shall submit documentation of all information encompassing their professional activities during the period under consideration which they believe supports the application. It is the candidate's responsibility to ensure that the application packet is complete.
Committee members 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 and the Chair of the candidate’s department with copies of the request.

If any material is added to the file after the commencement of consideration, other than the completion of the evaluation sections (including the recording of votes) of the file by the reviewing bodies/individuals), 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.

**Step 4**

For tenure candidates, the Chair shall conduct a vote by confidential ballot of all tenured faculty in the department. For applications in which the candidate is seeking promotion only, a confidential ballot of the faculty is not conducted. The results of the faculty vote shall be included in the tenure application packet.

All members of the tenure-track faculty who are eligible to vote (including the department chair if eligible) may participate in the confidential ballot even if they have been selected to serve on the D-TAP or TAP Committees.

**Step 5**

The D-TAP shall review and evaluate each application packet for promotion and/or tenure in accordance with the FMHI criteria. The Committee members will vote on promotion and/or tenure for each packet by confidential ballot. A brief written evaluation and the results of the votes will be recorded as a part of the packet and forwarded to the Department Chair. Where a split evaluation exists, a minority report will accompany the majority recommendation.

As per University guidelines, individuals serving on more than one committee (i.e., D-TAP and TAP) should vote at the department level on candidates from their home unit but not on these candidates at the TAP 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 D-TAP 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.

Step 6
The Chair shall review the application for tenure and/or promotion of each candidate, the vote of the eligible faculty, and the recommendations of the D-TAP Committee and add an evaluative letter and recommendation for tenure and/or promotion.

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.

The packet shall be submitted to the Dean. After the packet has been logged in at the Dean’s Office, the application packet will be made available to the FMHI TAP Committee for review and recommendation.

Step 7
After each member of the FMHI TAP Committee has reviewed the candidate’s application, the committee will meet to prepare its recommendations to the Dean. The Committee’s deliberations will focus exclusively on how well a candidate meets the criteria for tenure and/or promotion.

If a committee member has a special personal 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.

The committee members will vote on promotion and/or tenure for each packet by confidential ballot. A written evaluation and the results of the votes will be recorded as a part of the packet and forwarded to the Dean. These ballots shall be preserved by the Office of the Dean for a reasonable time. The committee’s vote and a clear, substantive summary of reasons for both positive and negative votes must be included in the candidate’s file. Where a split evaluation exists, a minority report will accompany the majority recommendation. The Chair of the Tenure and Promotion Committee must sign the recommendation forms for each candidate.

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

Step 8
The Dean shall review the application for tenure and/or promotion of each candidate, the recommendations of the D-TAP and TAP Committee, the recommendations of the Chair,
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 shall send a copy to the candidate and provide the candidate with the opportunity to review the results of the review process, i.e., the D-TAP, TAP, Chair, and Dean recommendations and faculty vote and invite the candidate to discuss the recommendation and supporting materials within ten days. The candidate may add a concise response to any materials in the packet, if the candidate so wishes. The completed form shall then be sent to the Provost who shall proceed in accord with USF policies and procedures.

*Revision History:
Approved by USF Provost on 10/17/84
First Revision: 9/92 (Approved by Provost: 1/93)
Second Revision: 4/94
Third Revision: 6/99
DRAFT Fourth Revision: December, 2006
Approved by vote of FMHI tenured/tenure-earning faculty: March, 2007
Final review by Provost’s Office: May 21, 2007
Review by USF/UFF: June 17, 2007
## Sample Tenure and/or Promotion Schedule for Tenure Track Faculty

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair notifies faculty of the timeline and schedule for tenure and/or promotion processes.</td>
<td>March</td>
</tr>
<tr>
<td>Faculty members planning to submit an application for tenure and/or promotion notify Department Chair by deadline date.</td>
<td>April 1</td>
</tr>
<tr>
<td>D-TAP established per departmental governance document if there will be tenure-track applicants in the upcoming review cycle.</td>
<td>April</td>
</tr>
<tr>
<td>Chairs and applicants send list of potential external reviewers to Dean for approval</td>
<td>April</td>
</tr>
<tr>
<td>Application packets available from Provost’s Office</td>
<td>July</td>
</tr>
<tr>
<td>Faculty application due to Department Chair</td>
<td>October 1</td>
</tr>
<tr>
<td>Departmental vote of eligible faculty for tenure applications</td>
<td>By October 15</td>
</tr>
<tr>
<td>D-TAP meets to review application, votes, adds evaluative summary</td>
<td>By November 1</td>
</tr>
<tr>
<td>Department Chair adds evaluation</td>
<td>By November 15</td>
</tr>
<tr>
<td>Applications available to candidate for review of departmental recommendations and response if desired</td>
<td>November 16-30</td>
</tr>
<tr>
<td>Application due in the Dean’s Office</td>
<td>By December 1</td>
</tr>
<tr>
<td>FMHI TAP Committee meets to review application, vote; adds evaluative summary</td>
<td>By December 15</td>
</tr>
<tr>
<td>Dean writes evaluation</td>
<td>By December 30</td>
</tr>
<tr>
<td>Applications available to candidates for review of recommendations and response</td>
<td>January 2 - 11</td>
</tr>
<tr>
<td>Packet due in Provost’s Office</td>
<td>January 11</td>
</tr>
</tbody>
</table>
**Research Professor Career Path**

Research Professor Promotion document dated March, 2010 supersedes this document for Research Professor processes.

The Research Professor career path includes the ranks of Research Assistant Professor, Research Associate Professor, and Research Professor. Faculty hired in the Research Professor career path are expected to contribute primarily to the research mission of the University and are expected to develop an independent, coherent research agenda consistent with FMHI’s mission. Depending on the source of funding supporting the position, the Department Chair may assign teaching responsibilities for individuals appointed to the Research Associate career path. These positions are non-tenure earning.

The judgment of readiness for promotion to higher academic rank is based upon a careful evaluation of a candidate's contributions in their area(s) of assignment. Because faculty in the Research Professor career path typically have predominantly research assignments, the primary criteria for promotion ordinarily will be based primarily on their research and scholarly activity. Due to the unique mission of FMHI, community engaged scholarship is highly valued including scholarly activities that:

- Contribute to the definition or resolution of a relevant behavioral health problem or issue;
- Use state-of-the-art knowledge to facilitate change in organizations or institutions;
- Use disciplinary or interdisciplinary expertise to help groups or organizations in conceptualizing and solving problems related to behavioral health;
- Establish intervention programs to prevent, ameliorate, or remediate persistent negative outcomes for individuals or groups or to optimize positive outcomes;
- Contribute to the evaluation of existing practices or programs; and/or
- Make substantive contributions to public policy.

Like all scholarly activity conducted to support tenure and promotion, community engaged scholarship must contribute to the mission of FMHI and must be documented by peer review or comparable rigorous processes of evaluation or impact. Documented evidence in the category of research, including community engaged scholarship, may include material published in journals and books, technical reports, contracts and grants received, or substantial research/evaluation contributions to Florida's mental health system or related services.

As a minimum standard for promotion, there must be evidence of outstanding performance in the area of research and at least satisfactory performance in other areas of assigned duties if applicable (if teaching is part of assigned duties, see page 9 for documentation of teaching performance). Promotion also requires collegiality and participation as a citizen of the department and Institute, as this is an integral part of faculty performance.

Standards for the ranks of Research Assistant Professor, Research Associate Professor, and Research Professor follow:
Research Assistant Professor

- Promise of independent and collaborative research/scholarly activity supported by publications or other appropriate evidence
- Promise of substantive contributions in the area of service and/or teaching, where assigned.
- The doctorate or the highest degree appropriate to the field (or, where appropriate, the equivalent based on professional experience).

Research Associate Professor:

- Focused program of independent and collaborative research/scholarly activity supported by substantial publications or their equivalent.
- The record should be sufficient to predict, with a high degree of confidence, continuing productivity in research throughout the individual's career.
- Satisfactory service and/or teaching, where assigned, particularly service/teaching that relates to the basic mission of FMHI.
- As a general guideline a faculty member normally would not apply for promotion to rank of Research Associate Professor without five completed years of service at the rank of Research Assistant Professor, i.e., the application for promotion may be made in the sixth year and the promotion would be awarded, if granted, in the seventh year.

Research Professor:

- Established record of productive research of at least national visibility, supported by a record of substantial publications or their equivalent. The record should predict high productivity in research throughout the individual’s career.
- Satisfactory service/teaching, where assigned, particularly service/teaching that relates to the basic mission of FMHI.
- Evidence of significant achievement among peers in one's discipline/field at the national or international level. Any recommendation for promotion to the rank of Professor must contain evidence that such distinction has been identified.
- As a general guideline a faculty member normally would not apply for promotion to rank of Research Professor without completion of five years of service at the rank of Research Associate Professor, i.e., the application for promotion may be made in the sixth year and the promotion would be awarded, if granted, in the seventh year.

An individual eligible for consideration for promotion may request in writing, on an annual basis, an appraisal by their Department Chairperson of their progress toward promotion. If concerns regarding the appraisal cannot be resolved in discussions with the Department Chair a meeting may be requested with the FMHI Dean to discuss those concerns.
An employee is not required to apply for promotion. However, a complete application must be prepared and submitted by the faculty member in order for the person to be considered for promotion.

**Early Promotion Consideration**
Decisions on promotion prior to the time recognized as normal should be considered "early decisions." 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.

**Promotional Increases for Contract and Grant Faculty**
It is intended that promotional opportunities be available to all FMHI faculty regardless of funding source. If a faculty member who has been awarded promotion is funded wholly or in part by contract and/or grant funding, it is the responsibility of the P.I. to include the promotional increase in the contract and/or grant budget whenever possible and allowable. In the event that the contract and/or grant budget is not able to provide the promotional increase, the Department Chair is responsible for identifying a source of funds to support the increase. If the department is unable to identify a source of funding for the increase, the Dean is responsible for identifying a source of funds within the Institute.

**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**
Each 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 procedures for selecting members of the D-RPP will be specified in the department governance document. 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 must consist of a minimum of three members. The size of the committee may be larger at the discretion of the department. If a department does not have a sufficient number \( n = 3 \) 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 (by rank) individuals from the Research Professor career path from other departments at FMHI or within the University. The selection process of the D-RPP in these situations will be specified by the department in the Department Governance Document.

**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 using the selection process described in their Departmental Governance Documents. 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.
Application Procedures

Applications for promotion within the Research Professor career path will be reviewed by a departmental advisory committee consisting of individuals who hold appointments in the Research Professor career path with rank higher than that of the candidate.

Each year, the Department Chair will begin the process for 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. The following procedures will be used for the review of promotion applications of FMHI faculty in the Research Professor career path:

Step 1
Applications for promotion shall be initiated by the candidate in consultation with the Department Chair during the spring preceding the promotion process that occurs the following fall. Chairs should inform candidates of the materials they will be expected to provide in support of their application.

Step 2
The Department Chair, in consultation with the Dean, will include in the promotion packet a minimum of three letters (but not exceeding six) from external reviewers who are expert in the individual's field or a related scholarly field. The candidate and the Department Chair will suggest external reviewers. The Chair may consult with the D-RPP Committee in the selection of external reviewers. 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). The Chair and the candidate will jointly select the reviewers. In the event of disagreement each party will select one-half the number of qualified reviewers to be utilized. Letters from external reviewers should be in the candidate's file prior to the final recommendations by the D-RPP Committee. All solicited letters that are received must be included in the candidate's file. These evaluations shall be based upon the candidate's vita and scholarly works.

Step 3
Candidates should submit to the Department Chair a completed Promotion Packet including a letter from the immediate supervisor if the applicant does not report directly to the Chair. When applying for promotion, candidates shall submit documentation of all information encompassing their professional activities during the period under consideration which they believe supports the application. It is the candidate's responsibility to ensure that the application packet is complete.

Committee members will confine themselves to making decisions solely upon the information provided in each candidate’s official 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 and the Chair of the candidate’s department with copies of the request.

If any material is added to the file after the commencement of consideration, other than the completion of the evaluation sections (including the recording of votes) of the file by the reviewing bodies/individuals), 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 promotion recommendation are those contained or referenced in the promotion file.

Step 4
The D-RPP Committee shall review and evaluate each application packet for promotion in accordance with the FMHI criteria. Individuals serving on more than one committee (i.e., D-RPP and FMHI RPP Committee) should vote at the department level on candidates from their home unit but not on these candidates at the FMHI RPP 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. The Committee members will vote on promotion for each applicant by confidential ballot. A brief written evaluation and the results of the vote will be recorded as a part of the packet and forwarded to the Department Chair. Where a split evaluation exists, a minority report will accompany the majority recommendation.

Candidates for promotion may request a meeting with the D-RPP 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.

Step 5
The Chair shall review the application for promotion of each candidate and the recommendations of the D-RPP and add an evaluative letter and recommendation for promotion.

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.

The packet shall be submitted to the Dean. After the packet has been logged in at the Dean’s Office, the application packet will be made available to the FMHI RPP Committee for review and recommendation.
Step 6
After each member of the FMHI RPP Committee has reviewed the candidate’s application, the committee will meet to prepare its recommendations to the Dean. The Committee’s deliberations will focus exclusively on how well a candidate meets the criteria for promotion.

If a committee member has a special personal 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.

The RPP Committee members will vote on promotion for each packet by confidential ballot. A written evaluation and the results of the vote will be recorded as a part of the packet and forwarded to the Dean. These ballots shall be preserved by the Office of the Dean for a reasonable time. The committee’s vote and a clear, substantive summary of reasons for both positive and negative votes must be included in the candidate’s file. Where a split evaluation exists, a minority report will accompany the majority recommendation. The Chair of the RPP Committee must sign the recommendation forms for each candidate.

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

Step 7
The Dean shall review the application including the external reviews as well as the recommendations of the D-RPP, Chair, and the FMHI RPP Committee. The Dean shall then complete the appropriate sections of the Promotion Application Form. The Dean shall provide the candidate with the opportunity to review the results of the review process, i.e., the D-RPP Committee, the RPP Committee, Chair, and Dean recommendations, and invite the candidate to discuss the recommendations and supporting materials within ten days. The candidate may add a concise response to any materials in the packet, if the candidate so wishes. The completed form shall then be sent to the Provost who shall proceed in accord with USF policies and procedures.

Approval History
Approved by vote of Research Career Path Faculty: March, 2007
Final review by Provost’s Office: May 21, 2007
Review by USF/UFF: June 17, 2007

**Research Professor Promotion document dated March, 2010 supersedes this document for Research Professor processes.**
## Sample Promotion Schedule for Research Professor Career Path

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair notifies the faculty of the timeline and schedule for promotion processes.</td>
<td>March</td>
</tr>
<tr>
<td>Faculty members planning to submit an application for promotion notify Department Chair by deadline date.</td>
<td>April 1</td>
</tr>
<tr>
<td>D-RPP Committee established per departmental governance document if there will be applicants in the upcoming review cycle.</td>
<td>April</td>
</tr>
<tr>
<td>Chairs and applicants send list of potential external reviewers to Dean for approval</td>
<td>April</td>
</tr>
<tr>
<td>Application packets available from Provost’s Office</td>
<td>July</td>
</tr>
<tr>
<td>Faculty application due to Department Chair</td>
<td>October 1</td>
</tr>
<tr>
<td>D-RPP Committee meets to review application, adds evaluative summary</td>
<td>By November 1</td>
</tr>
<tr>
<td>Department Chair adds evaluation</td>
<td>By November 15</td>
</tr>
<tr>
<td>Applications available to candidates for review of departmental recommendations and response if desired</td>
<td>November 16 - 30</td>
</tr>
<tr>
<td>Application due in the Dean’s Office</td>
<td>By December 1</td>
</tr>
<tr>
<td>FMHI RPP Committee meets to review application, adds evaluative summary</td>
<td>By December 15</td>
</tr>
<tr>
<td>Dean writes evaluation</td>
<td>By December 30</td>
</tr>
<tr>
<td>Applications available to candidates for review of recommendations and response</td>
<td>January 2 - 11</td>
</tr>
<tr>
<td>Packet due in Provost’s Office</td>
<td>January 11</td>
</tr>
</tbody>
</table>