GUIDELINES FOR TENURE AND PROMOTION
College of Behavioral & Community Sciences
University of South Florida

The purpose of this document is to describe the College of Behavioral & Community Sciences' (CBCS) principles and guidelines for the tenure and promotion process to be consistent with the Board of Trustees regulations USF10.105 and USF10.106, USF System policy 10.116, and the Collective Bargaining Agreement and to fulfill the intent of furthering the mission of the University. Thus, these guidelines are designed to support high academic standards in awarding promotion and tenure and to ensure a comprehensive, rigorous, and fair review of the candidate**.** Criteria for tenure and promotion that specify documented and measurable performance outcomes shall be developed and maintained by individual departments/schools within the College. and promotion in the professorial ranks will be granted only to persons who demonstrate excellence in scholarly and academic achievement. Performance is evaluated specifically in the areas of teaching/instructional effort toward student learning, research/scholarly activity, and service.

The departments and schools of CBCS shall

public service as such, any of the three categories of faculty activity could entail community engagement, and any could in some way "address critical societal issues and contribute to the public good." Community engagement that is undertaken by faculty to "enhance curriculum, teaching and learning and prepare educated, engaged citizens" may be included and evaluated as part of teaching, and community engagement undertaken to "enrich scholarship, research, and creative activity" may be included and evaluated as part of a research/creative/scholarly faculty assignment.

2 a. Teaching

evidence of teaching effectiveness may vary across fields, units, and candidates, and consequently, variance in candidate portfolios may also be expected.

Evaluation of teaching must take into consideration several elements: an academic unit's instructional mission; a candidate's assignment of duties within unit; class size, scope, and sequence within the curriculum; as well as format of delivery and the types of instructional media utilized. Evaluation of teaching effectiveness should consider the wide range of factors that impact student learning and success. Moreover, effective teaching and its impact on learning can take place in a variety of contexts: in campus classrooms; team teaching; online; in the field;nal miss s 5Tp32ase apaeh0 (t)-4 (f)pTw T[(in)S9(ap (c
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presses by which the candidate's work is published or of other venues in which it appears; invited, refereed, or non-refereed status of publications; research awards and acknowledgements; and invitations and commissions.

Like teaching portfolios, the type of documentation will vary among fields, units, and individuals. Candidates should not be expected to provide forms of documentation that are not typical in their disciplines, but they may provide appropriate documentation to support and validate claims about their work. Where appropriate, consideration will be given to external peer recognition, as demonstrated by a record of funded research, and to the demonstrable impact of research through inventions, development and commercialization of intellectual property, and technology transfer, including but not limited to, disclosures, patents, and license. Objective peer review of the candidate's work by scholars/experts external to the University is required. In addition, the candidate's Chair or Director and Dean must conduct independent evaluative reviews.

It is noted that in some areas of scholarship, publications or other products may appear only after lengthy or extensive effort and may be found in a wide range of venues, both of which can be particularly true of community-engaged and/or interdisciplinary work at the local, national, and/or international levels. Community-engaged as well as international/global scholarship may be demonstrated by peer reviewed publications as well as by high-profile products such as publications/reports/formal presentations to local, national, or international agencies , or other products as designated by the department/school. For collaborative and co-authored scholarship, the evaluation should include consideration of the candidate’s role and contribution to the work, consistent with standards of disciplinary and/or interdisciplinary scholarly practice.

The body of work of a candidate for tenure must be judged against the appropriate national and/or international standards within the area of research and scholarly activities, balancing the significance and quality, and impact of the w t

extent and quality of the services rendered.

Public service may include work for professional organizations and local, state, federal

II. TIMING OF TENURE AND PROMOTION APPLICATIONS

A. Probationary period

College of Behavioral & Community Sciences has a probationary period for faculty for six years of full-time employment (or equivalent, when adjustments or exceptions to the standard have been made), where the candidate will be evaluated in year six. Traditionally, candidates for tenure have applied early in the sixth year of full-time employment. However, in consideration of expectations for achievement by faculty in relation to contemporary levels and types of demand on

In rare circumstances, tenure may be awarded upon initial appointment. In determining such an award, the guiding principle will be to follow department/school and college procedures in an expedited process that will not inordinately delay hiring decisions. Specifically, there must be a review of tenure eligibility at all levels with a recommendation forwarded to the Provost. Approval must be obtained from the Office of the Provost prior to making an offer that includes tenure without a probationary period. In support of recommendations for tenure upon initial appointment, the Provost will receive the following information:

- Written statement(s) of review of tenure eligibility at all levels (Dean, Chair/Director, department/school faculty), and rigorous reviews must occur prior to a request to the Provost to make such an offer;

- 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 Board of Trustees approval;

- Compelling statement on the unique achievements of the faculty member that support the bc -0.011 T-v 0.009 Tw 310 (e)3 (fa(o) -0.011 T-4m4 (te)3 (m)4 (e)13 (n 314 (

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 be based on documentation of performance, including: a current vita; annual evaluations; student/peer evaluation of teaching; selected examples of teaching materials; products of research/scholarship activity; service commitments and accomplishments; and a brief self-evaluation by the faculty member.

The mid-point review is intended to be informative and encouraging to faculty who are making solid progress toward tenure; instructional to faculty who may need to improve in selected areas of performance; or, where progress is significantly lacking and apparently unlikely, bluntly cautionary about the potential for dismissal.

B. Review of progress toward promotion

The decision to apply for promotion from Associate Professor to full Professor is optional. The annual performance review for a faculty member holding a rank below that of full Professor will normally include an evaluation of progress toward promotion, by the department chair/school director or other appropriate administrator. Those who elect to seek this promotion will ordinarily undergo a mid-point review (

related scholarly field inside or outside of academe. Ideally, some of these will hold senior tenured appointments and/or will hold appointments at AAU institutions, USF national peer institutions, and USF aspirational peer institutions. The candidate and the department chair/school director or other appropriate unit administrator will suggest external reviewers, and either may submit a list of reviewers who should be disqualified for professional reasons to the Dean. The department/school Tenure and Promotion Committee may also suggest external reviewers. These reviewers should have no significant relationship to the candidate (e.g., major professor, co-author, or other close associates), unless there are mitigating circumstances that would indicate otherwise (e.g., to review scholarship so specialized that few expert reviewers exist). The chair/director or other appropriate administrator and the candidate will jointly select the

b. Tenure and Promotion Packet

immediate supervisor if the faculty member does not report directly to the

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 timeline published annually by the Dean's Office.

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 timeline published annually by the Dean's Office.

The candidate 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.

2. College-Level Review

a. CBCS Tenure and Promotion Committee

The CBCS will constitute a college-level Tenure and Promotion (T&P) Committee. The procedures for selecting members of this committee shall be specified in the CBCS governance document. [illegible]

Committee, in consultation with the tenured faculty representative of the Dean's office, will be responsible for ensuring that the committee is appropriately constituted.

b. College Committee Review Process

In the tenure and promotion process, the reviewers should review and 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 department/school criteria for tenure and promotion. The Committee must not apply standards that are lower than or different 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 or other publicly available data. 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. 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 College T&P Committee shall be responsible for the following: (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 committee; (4) ensuring the ac(c)8 d0 (tha)4 (te)1 d0 ((o)2 (f)10(t)10 (he)3 (g)6.w1 (t)1ri)14 (tt)10
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including the evaluation sections(s) prior to the next stage of review.
Faculty at USFSP and USFSM with three years of tenure-earning credit on July 1, 2019 (generally those hired in Fall 2016 or earlier) will be considered for tenure under their old regional campus guidelines unless they elect to use the new consolidated guidelines in writing 30 days prior to the beginning of tenure consideration. This is required in Article 15.4.B of the USF UFF Collective Bargaining Agreement. If a

IV. COMMITTEE MEMBERSHIP

For committee membership for Tenure and Promotion, please see the CBCS Governance Document subheading,"Promotion and Tenure Committee: Membership, Powers, and Functions." Committees at the department/school, whenever possible and practical, should follow these criteria:

1. Membership on committees should be limited to faculty members who have been appointed in the academic unit on any USF campus for at least two years;
2. Committees considering candidates for promotion to Professor will comprise individuals holding the rank of Professor. If the unit lacks a sufficient number, the Chair/Director and/or Dean may appoint one or more qualified Professors from other units in consideration of recommendation by the eligible full time faculty at the full professor level;
3. All committee discussions regarding the tenure or promotion application must be confidential. Violation of confidentiality will be considered a breach of the integrity of the process and will be treated as misconduct.
4. Only those members who are tenured at the University of South Florida will be eligible to review and make recommendations on tenure applications;
5. Review of applications from faculty with joint appointments (not including courtesy joint appointments) should reflect appropriate participation by the units to which faculty have been appointed. Thus, chairs/directors/Deans from secondary units should have proportional input on review and recommendations, and committees reviewing applications from faculty with joint appointments should have equitable representation from respective units based on the distribution of assignment. The application will be evaluated based on the department/school criteria designated as the tenure home for the faculty member.
6. Chairs/directors and Deans should neither vote nor participate on any tenure and promotion committee. This exclusion applies to Assistant/Associate chairs, directors or Deans, Deans or other out-of-unit administrators when they participate in the tenure and promotion process in support of or as delegated by Chairs, Directors or Deans;
7. Terms of committee members should be staggered and ordinarily should not exceed three years;
8. Turnover of committee membership should be encouraged through restrictions on consecutive terms, if feasible;
9. Individuals serving on more than one T&P committee will vote on only one level (e.g., department, school, or college).

10. When a branch campus faculty member is being considered for tenure or promotion, there shall be at least one branch campus member on the Departmental/School T&P Committee if there is an eligible branch campus faculty member.

All members of tenure and promotion committees are expected to review the application files prior to discussion or voting. Procedures to ensure participation by all committee members (or, as needed, alternates) in the process must be followed at all levels of review. Following a vote by secret ballot, the ballots are counted immediately in the presence of committee members and the tally is recorded. Written narratives from majority and dissenting minorities, if any, may be included with the record.

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