

## **Article I        The Faculty**

A. **Preface:** The School of Geosciences recognizes the principles of equity of assignment, resources and opportunities of faculty across a multi-campus university

### **B. Membership**

1. The voting membership of the Faculty shall consist of: all full-time tenured and tenure-earning Assistant/Associate/Full Professors; all full-time Instructors; all full-time Research Associates, and all full-time Research Assistant/Associate/Full Professors. The Faculty shall include all members on all USF campuses with at least 50% of their appointment administered by the School.
2. The voting members of the Faculty shall have full voting rights except as specified elsewhere in this Article.
3. Voting members on sabbatical or leave from the School shall retain voting privileges on: the election of the Chair; the removal of the Chair; amendments to the governance document; if of suitable rank, on tenure and promotion decisions; and on other issues, if present at a regular or special Faculty Meeting.
4. Non-voting membership of the Faculty shall be extended to: Adjunct, Visiting, and Courtesy faculty appointments.

### **C. Faculty Meetings**

1. The Chair shall convene Faculty Meetings at least two times each Fall and Spring semester. The agenda for these meetings will be circulated to the Faculty at least one week in advance of the scheduled meeting. Items not on the initial agendas may still be raised during these meetings.
  - a. As required, remote attendance at faculty meetings will be permitted and supported for all faculty not physically present on the site campus for the meeting, using videoconferencing and/or teleconferencing software connections.
    - i. Votes on motions at faculty meetings will be accepted both live and electronically, depending on the nature of faculty member attendance.
2. The Chair shall call a special Faculty Meeting upon request by the Faculty Advisory Committee (FAC) or any of the School's Committees. Individual Faculty can request such a meeting by making a request to the FAC or one of the School's Standing Committees. These committees will consider the request in terms of the matter's urgency and the timing of regularly scheduled Faculty Meetings. Special Faculty Meetings should be scheduled within two weeks of such requests. The agenda for these meetings will be circulated to the Faculty at least one week in advance of the scheduled meeting. Items not on the initial agendas may still be raised during these meetings.
3. Faculty Meetings may be attended by all voting members of the Faculty, all non-voting members of the Faculty, and up to two doctoral graduate students formally selected by the graduate students to serve as student representatives.

#### D. New Recruitment

1. The School shall develop and maintain a non-binding hiring plan to provide guidance for all discussions regarding recruitment and retention.
2. To initiate the search process for the hiring of a permanent Faculty member, the Chair will convene a Faculty Meeting for discussion and input regarding the scope of the search.
3. The Chair will nominate a Chair of the Search Committee from the tenured or tenure-earning Faculty for approval by the Faculty. The Chair, in consultation with the Chair of the Search Committee, will then form a five-person committee consisting of the Chair of Search Committee and at least four additional Faculty members whose research and/or teaching interests are broadly in line with the scope of the search. Search committees for faculty to serve primarily on the St. Petersburg or Sarasota-Manatee campuses should include at least one faculty member primarily assigned on those campuses. A Regional Chancellor or her/his representative will serve as a voting member on search committees for faculty hiring on the St. Petersburg or Sarasota-Manatee campuses.
4. The Chair will delineate the scope of the search for the Search Committee based on the discussion during the Faculty Meeting and on guidelines provided by the College or University. The Search Committee will write the announcement and work with the Chair and the College and/or University to advertise the position in the proper forums. The search procedure shall follow all College and University guidelines appropriate to conducting the search.
5. Application materials for all applicants shall be made available on request to all interested members of the Faculty during the progress of the search. The Search Committee will screen all candidates, and seek Faculty input in oral or written form. The Search Committee will develop a short list of the candidates to be provided to the Faculty for review before submission for College and University approval. The Committee will work with the Chair, the Faculty, and as required the College in arranging candidate interviews.
6. After interviews, the results of the search will be a topic at a regularly scheduled Faculty Meeting, or the Search Committee may request that the Chair call a special faculty meeting on this topic. At this meeting the Search Committee will present to the Faculty its recommended ranking of the candidates. The Faculty may choose to accept the committee's ranking and approve the search results, or they may choose to further discuss and change the recommended ranking. Changes to or approval of the ranking shall be by a simple majority vote.
7. The Chair will submit the final ranking of the candidates with his/her recommendation, along with a record of the Faculty votes and ranking to the College Dean and Campus Deans, as appropriate. The Faculty will also receive a copy of this recommendation.

#### **Article II        The Chair and Director**

##### A. Introduction

1. The Chair and Director (throughout this document: Chair) is the chief administrator of the School. In this capacity, the Chair provides leadership and directs the administration of the School's teaching, fiscal, and operational activities. The Chair acts as a liaison between the Faculty and the College and University. The Chair advocates the School's needs and promotes

policies that would advance the School, College, and University. The Chair shall also represent the School outside the University.

## B. Selection

1. The Chair is named by the College Dean, with input from the Faculty vote. The Chair must be a tenured Faculty member of the School.
2. When the Chair's position becomes vacant or a vacancy is imminent, the Faculty shall express to the College Dean their preference for an internal or external search by voting in a Faculty Meeting called for that purpose. The Chair of the FAC shall chair this meeting and forward the results of the vote to the College Dean, who will then decide on whether an internal or external search will be conducted.
  - a) Procedure for Internal Search: All tenured Faculty are eligible to be Chair (subject to appropriate state guidelines on nepotism). The FAC will accept nominations from interested internal candidates and shall present the list of candidates to the Faculty at a Faculty Meeting called for this purpose. With the approval of the Faculty, the FAC may establish a vetting process for interested candidates. Each Faculty member will vote, by ballot, for the candidate of their choice. The FAC will provide the names of the candidates and a record of the Faculty vote to the College Dean.
  - b) Procedure for External Search: A Search Committee shall be formed of five Faculty members elected by the Faculty and one additional member appointed by the College Dean. Candidates for the position shall be ineligible to serve on the Search Committee. The Search Committee shall elect its own Chair. The Search Committee shall advertise the position in consultation with the Faculty and with the approval of the Dean. Application materials for all applicants shall be made available for Faculty review during the progress of the search. Eligible internal candidates may also apply. The Search Committee will submit to the Faculty a recommended ranking of the candidates. The Faculty will then debate the recommended ranking and may either approve or change the ranking by a simple majority vote. After Faculty approval, the short list will be forwarded to the College Dean. The Search Committee shall arrange for the candidate interviews with the approval of the College Dean. The Search Committee will follow all applicable College and University recruiting guidelines. After the conclusion of the interviews, a Faculty Meeting will be held for discussion, followed by a vote, by ballot, on all the candidates. The ranking of the candidates, based on the voting, will be forwarded to the College Dean.
3. If the College Dean decides not to select any of the candidates presented to him/her from either the internal or the external search, he/she will appoint an Interim Chair in consultation with the Faculty and reopen the search.
4. If the Chair is temporarily unable to serve for an extended period, not to exceed one semester or three months, the Associate Chair will become Acting Chair for that period. For a longer period of absence, the Dean may reappoint the Acting Chair for an additional three months, or appoint a different Acting Chair for the same period.
5. If the Chair's position becomes vacant, the College Dean shall appoint an Interim Chair in consultation with the Faculty for a period not to exceed one year.

### C. Term of Office

1. The term of office for a Chair shall be four years.
2. There is no maximum number of terms, consecutive or otherwise, that an individual Faculty member can serve as Chair. Should a Chair seek re-election, procedures shall be as outlined in Article II, Part B, above.

### D. Evaluation of Chair

1. The Faculty Evaluation Committee (FEC) will evaluate the Chair each year as part of the annual review.
2. The Faculty may call for an evaluation of the Chair at any time by submitting a petition signed by one-third of the voting members of the Faculty to the FAC. The FAC will protect the confidentiality of the signers, notify the Chair of the coming evaluation, and forward the petition to the Dean. The evaluation, which will be administered by the FEC, shall consist of votes of approval/disapproval and written comments. The results of the evaluation will become the topic of a meeting of the faculty, led by the FAC, in the absence of the Chair. This evaluation will also be forwarded to the Chair and the Dean. Such evaluations may result in the Faculty recommending to the Dean that the Chair be removed, as outlined in Part F. of this Article, below.

### E. Duties

1. In addition to the general administration of the school, the Chair will:
  - a) appoint Associate Chairs, in consultation with the College Dean and Campus Deans;
  - b) appoint Graduate and Undergraduate Program Directors, in consultation with the Associate Chairs and the FAC;
  - c) assign instructional duties, in consultation with Faculty and the Associate Chairs, and as appropriate with the Campus Deans or their designees;
  - d) perform annual evaluations of each Faculty member. Regional Chancellors or their designees will provide formal written input prior to the College Dean completing the appraisal.
  - e) make recommendations to the College Dean and Campus Deans for Faculty salary increases, after considering annual Faculty evaluations by the FEC, and discussing individual recommendations with respective Faculty members;
  - f) negotiate salaries and terms for new Faculty members;
  - g) obtain commitments from the College Dean or Campus Deans for new Faculty, staff, and other resources;
  - h) transmit College and University guidelines to the Faculty as soon as possible upon receipt of such information by the School;

- i) prepare and transmit School recommendations on promotion and tenure, in consultation with the FAC and FEC;
  - j) supervise and evaluate School staff, in consultation with the Associate Chairs, the FEC, and the Chairs of the Standing Committees;
  - k) allocate all School funds, space and staff services;
  - l) coordinate external reviews of the School;
  - m) make appointments to School committees in consultation with the Associate Chairs and the FAC, seeking broad representation of the interests and experience of the Faculty, consistent with the purpose for which the Committees are established;
  - n) nominate ad hoc committees in consultation with the Associate Chairs, the FAC, or the faculty;
  - o) foster the development of each Faculty member's academic talents and interests;
  - p) foster good teaching in the School;
  - q) propose school goals and coordinate strategic planning in the School; and
  - r) promote and publicize the academic mission and programs of the School.
2. The Chair shall seek the advice of the Associate Chairs and the Faculty as appropriate in major decisions affecting the instructional, financial, and material resources of the school.
  3. The Chair shall present to the Faculty for discussion, on an annual basis, the expenditures for the previous year as well as the current budget proposed to the Administration. The final budget approved by the Administration shall be distributed to the Faculty. In addition, all major expenditures as shall occur from time to time shall be reported to the Faculty.

#### F. Removal

1. The Faculty may recommend to the College Dean the removal of the Chair. Individual Faculty can request the removal of a Chair by making a formal, written request to the FAC. The FAC will consider the merits of such requests, and may decide to seek a formal evaluation of the Chair per section D.2., or to bring the request to the Faculty for discussion and a vote. Voting shall be by secret ballot and shall be administered by the FAC. Results of the vote shall be forwarded by the FAC to the College Dean.

### **Article III Associate Chair/Director**

#### A. Introduction

1. The Associate Chairs/Directors (throughout this document: Associate Chair) play a supporting role to the Chair. The Associate Chair may represent the Chair externally when the Chair has scheduling conflicts and may also assume the day-to-day responsibilities of the Chair when the

Chair is unavailable for short periods of time, such as those required by normal travel. An Associate Chair may have primary coordinating responsibilities on USF branch campuses. Associate Chairs will take leading roles in course scheduling, curriculum and program matters, and student issues.

#### B. Selection and Term of Office

1. Associate Chairs are appointed by the Chair, in consultation with the College Dean and as appropriate Campus Deans, no later than one month after the Chair is appointed.
2. An Associate Chair serving on the Tampa campus shall ideally have a majority of their structured course teaching in the program which is not the same as the majority of the structured course teaching of the Chair. (Throughout this document, the Geography and Environmental Science & Policy programs are considered one program and the Geology programs the other.)
3. An Associate Chair appointed to coordinate School activities on the St. Petersburg or Sarasota-Manatee campus shall ideally be primarily assigned to teach on one of these campuses.
4. The term of office for Associate Chairs shall be two years, with an automatic renewal for an additional two years if the Associate Chair is willing to continue. The Associate Chair will be eligible for additional terms if selected by a new, or continuing, Chair.
5. If the Chair steps down or is removed during their term of office, the term of office of the Associate Chair will also end, unless the Associate Chair is reappointed by a new Chair, including Acting and Interim Chairs.
6. If an Associate Chair becomes an Acting or Interim Chair, she/he will appoint a new Acting or Interim Associate Chair.

#### C. Evaluation of Associate Chair

1. The Chair will evaluate Associate Chairs each year as part of the annual review.
2. The FEC will evaluate Associate Chairs each year as part of the annual review.

#### D. Duties

1. Associate Chairs will:
  - a) if so assigned, serve as coordinator for School of Geosciences activities on the St. Petersburg or Sarasota-Manatee campuses;
  - b) if so assigned, oversee and coordinate curriculum and program matters as Chair of the School Undergraduate and Graduate Committees;
  - c) supervise course scheduling;
  - d) handle undergraduate and graduate student issues, in consultation with the Chair; and

- e) oversee the timely submission and review of all School programmatic assessment data, in close cooperation with the Graduate and Undergraduate Committees.
- f) assume such responsibilities and duties of the Chair, as University regulations allow, when the Chair is unavailable to undertake such responsibilities or duties.

#### E. Removal

1. An Associate Chair may be removed by the Chair.
2. The Faculty may recommend to the Chair the removal of the Associate Chair. Individual Faculty can request removal by making a request to the FAC. The FAC will consider the merits of such requests, and may bring the request to the full Faculty for discussion and a vote. Voting shall be by secret ballot and shall be administered by the FAC. Results of the vote shall be forwarded by the FAC to the Chair.

### **Article IV      The Faculty Advisory Committee**

#### A. Membership/Selection

1. The FAC shall consist of seven Faculty.
  - a. At least five FAC members shall be at the rank of Associate and Full Professor, with at least two members at each rank.
  - b. Instructors and Research Faculty may become members of the FAC, but representation on the FAC from these categories of faculty, while encouraged, is not required.
  - c. Faculty from the St. Petersburg and/or Sarasota-Manatee campuses may become members of the FAC, but representation from these campuses, while encouraged, is not required.
2. The FAC shall not consist of more than five faculty from any one of the School's programs.
3. The Chair and the Associate Chair shall not be eligible for membership on the FAC.
4. Faculty on sabbatical or leave will not be eligible to serve on the FAC for the term of the sabbatical or leave. FAC members taking sabbatical or leave will be replaced on the FAC for the terms of their leave. Such replacement will be by a vote administered by the FAC, as described below.
5. Members of the FAC shall be elected by the Faculty to serve for terms of three years. Terms shall be staggered so there are at least two openings each year. The means by which this staggering is established when the FAC is initially constituted shall be at the discretion of the FAC.
6. Annual elections shall be administered by the FAC at the start of each spring semester. Annual elections will begin with a call to the Faculty for nominations, including self-nominations. Once candidates are identified, Faculty will vote by ballot.
7. Terms shall be on a yearly basis, beginning in August and ending three years later in July.

8. The FAC shall elect from its membership a Chair to serve during the upcoming year. At his/her request, the Chair of the FAC may be relieved of any other School-level service and/or administrative duties.
9. If a member of the FAC is unable to complete his/her term, then a special election shall be held and a new member shall be elected by the Faculty to serve for the remainder of the departing member's term.
10. All elections shall be called and supervised by the sitting Chair of the FAC. Elections shall begin with a request for self-nominations and proceed with a secret ballot. Ties shall be broken by the sitting Chair of the FAC.
11. All elections, be they normal or special, shall conform to all requirements established herein.

#### B. Duties

1. The FAC shall meet to discuss and make recommendations on matters requested by the Chair and to discuss and make recommendations on matters that have been specifically brought to the attention of the FAC by the Faculty.
2. The FAC also may meet to advise the Chair on any aspect of School administration, including governance and policy, recruitment and retention, assigned duties, budget allocations, and future planning.
3. If necessary and as a part of its previously listed duties, the FAC may call for the Chair to hold Faculty meetings, and may itself call a faculty meeting to review, evaluate, or select the Chair.

### **Article V      The Faculty Evaluation Committee**

#### A. Membership/Selection

1. The FEC shall consist of the FAC membership and additional Faculty such that the committee comprises  $\geq 25\%$  of the total Faculty on the Tampa campus and  $\geq 25\%$  of the total faculty on the St. Petersburg/Sarasota-Manatee campuses. At least one member shall come from each rank of the voting members of the Faculty, as specified in Article I, Part A, above.
2. The Chair and Associate Chairs shall not be eligible for the FEC.
3. Faculty on sabbatical or leave will not be eligible to serve on the FEC for the term of the sabbatical or leave.
4. Members of the FEC shall serve for one year.
5. FEC members beyond the membership of the FAC will be selected by lottery at the first Faculty Meeting of the Spring semester.
  - a. FEC members so selected the previous Spring will be excluded from the lottery.
  - b. Former members of the FAC will be excluded from the lottery for two years after the end of their terms on the FAC.



- c. The lottery selection will follow the constraints on FEC membership enumerated in V.A.1 above.
6. Terms on the FEC shall, begin each year in January at the first Spring semester Faculty meeting.
7. The Chair of the FAC shall also serve as the Chair of the FEC.
8. If a member of the FEC is unable to complete his/her term, a special lottery draw following the constraints of V.A.5. above will select a replacement member.

#### B. Duties

1. The FEC shall, independent of the Chair, conduct annual reviews of the faculty, and conduct annual evaluations of the Chair and Associate Chair. The FEC will comment on progress toward tenure for tenure-track faculty, and on progress toward promotion, as appropriate. Evaluations and recommendations shall follow all relevant School, College, and University guidelines.
2. Members of the FEC will all play roles in deliberations and letter writing. However, the assignment of performance ratings (i.e., outstanding, strong, etc.) shall only be determined by members of the FEC at or above the rank of the evaluatee.
3. Evaluations and recommendations shall be transmitted to the Dean by way of the Chair.

### **Article VI      The Standing Committees**

#### A. Introduction

1. The Standing Committees shall be: (a) The Graduate Committee, (b) The Undergraduate Committee, and (c) The Technology Committee; and (d) the Communication Task Force.
2. Standing Committees shall be annually appointed by the Chair in consultation with the Associate Chair and the FAC, and with the agreement of those selected to serve.

#### B. The Graduate Committee

1. The Graduate Committee shall be a single committee composed of two subcommittees, one for each of the two program areas within the School.
2. The Associate Chair shall be the Chair of the Graduate Committee.
3. There shall be a Graduate Program Director for each of the two program areas in the School. The Chair will appoint each Graduate Program Director from among the faculty teaching and/or conducting research primarily in that program.
4. Each Graduate Program Director will serve as the Chair of their program subcommittee. Each subcommittee will also include at least three additional faculty teaching and/or conducting research primarily in that program. Faculty from the St. Petersburg and/or Sarasota-Manatee campuses should serve as subcommittee members as appropriate in support of those Geosciences graduate programs active on their campuses.

- a) The Geology Program subcommittee will include at least one member of the Professional Geoscience Master's Program Oversight Committee (see below), who meets the criteria in Article VI, Part B4, above.
  - i. the Professional Geoscience Master's Program Oversight Committee is tasked with academic oversight of the PGSM degree program, with the development and maintenance of partnerships with regional employers and internship providers, and with the advising of PSM students. It shall consist the PGSM program Coordinator/advisor appointed by the Chair, and at least one other tenured Geoscience faculty member, preferably with a substantial teaching or mentoring commitment to the program.
  
- 5. The Graduate Committee will meet as a whole at least two times in each of the Fall and Spring semesters, and more frequently if determined by the Chair of the Graduate Committee.
  
- 6. The Graduate Committee, and its constituent subcommittees, will:
  - a) review graduate curriculum and recommend revisions;
  - b) receive, review, and recommend any changes to all graduate course proposals and revisions;
  - c) develop and implement a program for advertising and promoting the graduate programs;
  - d) act on all graduate student applications;
  - e) review applications for and recommend appointments to graduate assistantships;
  - f) review all applications for and make recommendations for College and University fellowships;
  
- 7) take responsibility for updating the graduate handbook and making sure all new program policies are updated on the School website;
  - a) review credentialing of graduate Faculty; and
  - b) compile and review graduate assessment data and degree productivity data in consideration of program improvement, as per University accrediting requirements.
  
- C. The Undergraduate Committee
  - 1. The Undergraduate Committee shall be a single committee composed of two subcommittees, one for each of the two program areas within the School.
  - 2. The Associate Chair shall be the Chair of the Undergraduate Committee.
  - 3. There shall be two Undergraduate Program Directors, one for each of the two program areas in the School. The Undergraduate Program Directors will be appointed by the Chair, who will select from among the Faculty whose undergraduate teaching falls primarily within each program.

4. Each subcommittee will consist of an Undergraduate Program Director, who will serve as the Chair of the subcommittee, and at least three additional Faculty of any rank, all of whom teach primarily within the program represented by the subcommittee. Faculty from St. Petersburg and Sarasota/Manatee should be represented on the subcommittee of any Geoscience undergraduate program offered on their campuses.
5. The Undergraduate Committee will meet as a whole at least two times in each of the Fall and Spring semesters, and more frequently if determined by the Chair of the Undergraduate Committee.
6. The Undergraduate Committee, and its constituent subcommittees, will:
  - a) review undergraduate curriculum and recommend revisions;
  - b) receive, review, and recommend any changes, to all undergraduate course proposals and revisions;
  - c) review and maintain as required updated catalog language for School of Geoscience undergraduate degree programs.
  - d) develop and implement a program for advertising and promoting the undergraduate programs, in cooperation with the Communications Committee (see VII.E. below).
  - e) recommend procedures for conducting and supervising undergraduate advising, and coordinating with the College Advising Center;
  - f) review credentialing of undergraduate Faculty; and
  - g) compile and review undergraduate assessment data and degree productivity data in consideration of program improvement, as per University accrediting requirements.

#### D. Infrastructure and Technology Advisory Committee

1. The Infrastructure and Technology Advisory Committee will be composed of representative faculty and staff involved in the management and oversight of School research and educational infrastructure and technology (including all research and teaching space, including the Field School and Geopark; field and laboratory-based research instrumentation and computing infrastructure, and instructional instrumentation and computing infrastructure, on all USF campuses).
  - a. Membership will include the Geosciences Teaching Labs Manager, at least two representatives from the core research/computing facilities in the School, and at least three tenure-line faculty who may come from any USF campus, including at least one Assistant Professor.
  - b. The Chair/Director shall be an ex-officio member of the committee.
  - c. A representative of the FAC shall be a member of the Committee. This member may be an appointed regular member of the committee, or serve as an ex-officio representative.
2. The Infrastructure and Technology Advisory Committee shall elect from its membership a Chair to serve during the upcoming academic year.

3. The Infrastructure and Technology Advisory Committee will identify from its membership individuals to serve on School- and College-level facilities oversight committees, as appropriate.
4. The Infrastructure and Technology Advisory Committee will meet as a whole at least two times in the Fall and Spring semesters, and more frequently if determined by its Chair.
5. The Infrastructure and Technology Advisory Committee will:
  - a) review and make recommendations to the Chair at her/his request regarding issues and concerns related to the ongoing uses of School research and teaching space, related to research instrumentation and computing facilities and related labs and resources, including issues of access, finance, and sustainability; and related to educational instrumentation, computing infrastructure and related resources.
  - b) conduct periodic reviews of the state of School research and educational technology, facilities and resources, for presentation to the Chair/Director and faculty, with recommendations for action as appropriate.
  - c) respond to research and Technology issues identified by the Schools of Natural Sciences and Mathematics and Social Sciences, the College of Arts and Sciences, or the University; and
  - d) respond, as it deems appropriate, to facilities-related issues raised by School of Geosciences faculty.

E. The Communications Committee

1. The Communications Committee shall be comprised of the School of Geosciences Academic Services Administrator, who shall serve as Chair; other necessary Geosciences staff, and faculty from any disciplinary area in the School of Geosciences who are involved in communication and outreach/marketing activities on behalf of the School.
2. Ex-Officio members of the Communications Committee will include the School Chair/Director, and a representative from the School's Alumni Society.
3. The Communications Committee will identify from its membership individuals to serve on any School and College-level committees or task forces related to external communications and marketing.
4. The Communications Committee shall meet as a whole at least two times in the Fall and Spring semesters, and more frequently if determined by the Chair of the Communications Task Force.
5. The Communications Committee will:
  - a. Oversee all stakeholder communications and outreach activities of the School of Geosciences, including:
    - i. Oversight of the development and maintenance of the School website

- ii. Oversee School Facebook/Twitter/and other social networking activities
- iii. Develop, oversee, and update School promotional materials for academic and research programs in the School
- iv. Oversee School recruitment and outreach activities at professional meetings, including exhibit hall activities (booths, recruitment tables).
- v. Coordinate with our Alumni partners on School newsletters and related outreach.
- vi. Make recommendations to the Chair and FAC on necessary investments in School marketing/promotional/recruitment efforts.

## **Article VII      Tenure and Promotion Committees**

### **A. Membership**

1. For applications for tenure and the rank of Associate Professor, the Chair will appoint a Tenure and Promotion Committee that will comprise five tenured faculty of appropriate rank, including representatives of each of the disciplinary areas of the School.
  - a. For tenure and promotion applications from a USF branch campus, at least one committee member must be selected from that campus if there are faculty of suitable rank.
  - b. The Tenure and Promotion Committee shall elect its own Chair.
  - c. The Tenure and Promotion Committee will review applications per the guidelines in the School of Geosciences TENURE AND PROMOTION GUIDELINES document, and provide its recommendations to the tenured faculty for a vote to grant or deny tenure and promotion.
2. For applications for promotion to Research Associate Professor, the Chair will appoint a committee of five faculty at the rank of Associate Professor/Associate Research Professor or above.
  - a. For promotion applications from a USF branch campus, at least one committee member must be selected from that campus if there are faculty of suitable rank.
  - b. The Promotion Committee shall elect its own Chair.
  - c. The Promotion Committee will review applications per the guidelines in the School of Geosciences CAREER PATH FOR RESEARCH FACULTY: PROMOTION GUIDELINES document, and provide its recommendations to the faculty for a vote to grant or deny promotion.
3. For applications for promotion to Professor or Research Professor, the Chair will appoint a committee comprising all the Professors in the School of Geosciences.
  - a. Research Professors may be members of the Promotion Committee for the review of applications for promotion to Research Professor.
  - b. The Chair will identify one Professor to chair the Promotion Committee.

- c. The Promotion Committee will review the applications of all candidates for promotion to following the guidelines in the School of Geosciences TENURE AND PROMOTION GUIDELINES document, or the School of Geosciences CAREER PATH FOR RESEARCH FACULTY: PROMOTION GUIDELINES document, as appropriate, and will conduct a blind vote on each applicant for or against recommending promotion.
- 4. For applications for promotion to Senior Instructor (Rank II or Rank III), the Chair will appoint a committee of five faculty who have regular undergraduate teaching assignments in the School of Geosciences.
  - a. For Instructor promotion applications from a USF branch campus, at least one committee member must be selected from that campus if there are faculty of suitable rank.
  - b. At least one member of the Instructor Promotion committee should be a senior Instructor in the School of Geosciences, if they are of suitable rank (i.e., at least Instructor II for promotion to Instructor II; at least Instructor III for a promotion to Instructor III).
  - c. The Instructor Promotion Committee shall elect its own Chair.
  - d. The Instructor Promotion Committee will review applications per the guidelines in the INSTRUCTOR EVALUATION AND PROMOTION POLICY, SCHOOL OF GEOSCIENCES document, and the CONSOLIDATED USF INSTRUCTOR PROMOTION GUIDELINES, and will conduct a blind vote for each applicant for or against recommending promotion.

**Article VIII Ad Hoc Committees**

- A. The Chair may appoint ad hoc committees in consultation with the FAC or the Faculty as the need arises.

**Article IX Procedure**

- A. The arbiter of procedure for all Faculty and Committee meetings shall be Robert's Rules of Order. A quorum of a simple majority of the voting members shall be required to conduct the business of all Faculty and Committee meetings, unless otherwise stated in this document.
- B. Minutes shall be taken at all Faculty Meetings. The Chair shall designate the person(s) to take the minutes. The minutes shall be distributed to the Faculty in a timely manner and approved as the first order of business at the next meeting.
- C. Details of actions on confidential personnel matters shall not be included in the minutes. The approved minutes shall be kept as a permanent record in the Department Office. Minutes may be distributed electronically provided a source file is on record.
- D. The School of Geosciences will hold elections whenever the Faculty Senate seat for the department is vacant; the result will be forwarded to the Faculty Senate Office.

**Article IX Amendments**

- A. This governance document may be amended by a two-thirds majority vote of the voting members of the Faculty at any regular meeting of the School provided that the specific amendment in writing shall have been distributed at a Faculty Meeting at least two weeks earlier. Amendments may be proposed by the Chair, the Associate Chair, or any other member of the Faculty.

**Article X            Consistency with Laws and Regulations**

- A. The preceding statements shall not be construed in any manner so as to conflict with the Laws of the State of Florida, the Policies of the Board of Regents, the Regulations of the University of South Florida, or the regulations of the College of Arts and Sciences.