

Governance Document

Department of Integrative Biology, University of South Florida

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1 The Department of Integrative Biology emphasizes learning and teaching about interactions,
2 across all scales, among humans and other diverse organisms in a range of environments. These
3 interactions mediate the resilience of natural biotic systems, and enhance the sustainability of
4 products and processes that are beneficial to ecosystems and consequently to human well-being.
5 Thus, our mission is to create new knowledge and promote learning about ecosystem health and
6 sustainability.

7 The Department of Integrative Biology is committed to promoting a diverse and inclusive
8 community of students, staff, faculty, and alumni that: honors differences, provides equal
9 opportunity, fosters mutual respect, challenges stereotyped preconceptions, and condemns all
10 forms of discrimination and prejudice. We respect and appreciate the diversity of human
11 experience differentiated by culture and circumstance, including those distinguished by race,
12 ethnicity, ancestry, nationality, citizenship, language, age, gender, sexuality, disability, family
13 status, socioeconomic background, political beliefs, and religion. These core principles compel
14 us to make every effort to recruit and retain (as students, staff, and faculty) members of
15 historically excluded groups that are underrepresented in our discipline, in our university, and in
16 our community; and to make every effort to integrate meaningfully the experiences, histories,
17 and perspectives of these groups into our curricular and co-curricular programs and learning
18 environments.

19 **1. Administration of The Department**

20 **1.1. Overview.** The Department of Integrative Biology (IB) is comprised of faculty on the
21 Tampa, St Petersburg and Sarasota-Manatee campuses. IB's mission is to offer high-quality
22 graduate and undergraduate courses and degrees in biology and conservation biology, to foster
23 student success, and to conduct research that produces new knowledge about organisms and their
24 interactions with their environment.

25 **1.2. Department Chairperson.** The Regular Faculty (defined in section 2.1) shall nominate the
26 Department Chairperson to the Dean of the College of Arts and Sciences for appointment for a
27 period of no more than four years. The Department Chairperson shall be eligible for re-
28 nomination. The Department Chairperson shall be the chief administrator of the Department and
29 is the formal supervisor of all IB faculty members. The Chairperson shall promote the activities
30 of the faculty so that they can best perform their research and instructional activities. The
31 Department Chairperson cooperates with the Campus Chairs, the Graduate Program Director, the
32 Undergraduate Program Director, and the Faculty Advisory Committee to address opportunities
33 and challenges that affect the department. The Department Chairperson works with the office
34 manager (ASA) on fiscal matters, including annual reports to the Dean. The Department
35 Chairperson shall coordinate scheduling of faculty meetings and the agenda. The Department
36 Chairperson shall represent the IB Department to the College and University, including attending
37 Council of Chairs Meetings.

38 **1.2.1. Disputes with the Department Chairperson.** The IB Regular Faculty may, with a
39 simple majority vote of all Regular Faculty, vote for further consultation or to seek mediation
40 on decisions made by the Department Chairperson. Regular Faculty may recommend to the
41 Dean the removal of the Department Chairperson, if a 2/3 majority of all of the Regular
42 Faculty vote to do so.

43 **1.2.2. Selection of the Department Chairperson.** Tenured faculty in the Department of
44 Integrative Biology are eligible to be Department Chairperson. The Department Chairperson
45 is appointed by the CAS Dean in consultation with IB faculty, and shall typically serve a
46 renewable, four-year term.

47 **1.2.3. Search for the Department Chairperson.** The current Department Chairperson shall
48 consult with the Regular Faculty and the CAS Dean on whether to conduct an internal or
49 external search for a new Department Chairperson. **Internal search candidates** may be
50 nominated, with their consent, by the Faculty Advisory Committee or they may self-
51 nominate. The Faculty Advisory Committee will appoint a search committee consisting of at
52 least five members of Regular Faculty, at least one of whom must be from a branch campus.
53 The search committee will develop a list of candidates and manage the interviews per USF
54 rules. The Regular Faculty will vote on the candidates' acceptability, rank them, and forward
55 their recommendations to the Dean. The Dean shall negotiate with Department Chairperson
56 candidates and appoint the Department Chairperson. External search candidates are recruited
57 and interviewed using the standard procedure for filling a new faculty position. Selection of a
58 nominee shall be by vote of the Regular Faculty.

59 **1.2.4. Interim Department Chairperson.** Should a Department Chairperson be unable to
60 continue in the position before his/her current term has ended, the Department may choose to
61 nominate an interim Department Chairperson to the CAS Dean. The nominee shall be
62 selected by simple majority vote of the Regular Faculty. In this case, absentee ballots will be
63 allowed. Typically, an interim Department Chairperson's term should not exceed two years.
64 In cases where the transition is anticipated, the department will appoint a search committee
65 consisting of members of Regular Faculty and will proceed as described above for an internal
66 candidate.

67 **1.3. Campus Administrative Officers.** The Campus Chair (St Petersburg) or Campus Associate
68 Chair (Sarasota Manatee) is the Administrative Officer at each of the branch campuses as of May
69 14, 2020. The Campus Dean will act as Campus Associate Chair in the absence of a departmental
70 representative. The Campus Chair and Campus Associate Chair are each the official liaison
71 between the IB Department Chair and the branch campus administration (e.g., Campus Deans)
72 and branch faculty. In consultation with the Department Chair, the Campus Chair/Associate
73 Chair's responsibilities will include faculty assignments, managing student demand, course
74 scheduling, and management of the branch campus budget. They will also provide input to the

75 Department Chair for annual evaluation of branch campus faculty, and for tenure and promotion
76 applications.

77 **1.3.1. Selection of a New Campus Chair.** Campus Chair/Associate Chairs appointments
78 shall be made by the Department Chairperson in consultation with the Campus Dean.
79 Normally, appointments are renewable annually for a period of four years by decision of the
80 Department Chairperson. The Department Chairperson shall consult with the Regular Faculty
81 at each branch campus to determine nominees for Campus Chair/Associate Chair.

82 **1.4. Associate Chairperson.** The Department Chairperson shall appoint an Associate
83 Chairperson (AC) from among the department Regular Faculty. The duties of the AC include
84 advising the Department Chairperson, acting as the departmental representative in the
85 Department Chairperson's absence, and supervising management and analysis of data concerning
86 departmental activities. The AC also updates the IB Instructional Guidelines in collaboration with
87 the Undergraduate Curriculum Committee. The AC handles undergraduate student grievances
88 and incidences of academic dishonesty. The duties of the Associate Chairperson may be
89 combined with the Undergraduate Program Director or Graduate Program Director. Each campus
90 shall have its own AC.

91 **1.5. Undergraduate Program Director.** The Department Chairperson shall appoint an
92 Undergraduate Program Director (UPD) from among the department Regular Faculty. The UPD
93 coordinates the undergraduate program; in particular, their duties include chairing the
94 Undergraduate Curriculum Committee and related activities aimed at improving the
95 undergraduate curriculum. The UPD also coordinates logistics for courses, including construction
96 of teaching schedules, scheduling of rooms for classes, and coordination with the Undergraduate
97 Program Specialist. They coordinate with other undergraduate directors, and act as liaison with
98 the College Bioadvisors, other relevant College staff, and the Associate Dean for Graduate and
99 Undergraduate Studies. The UPD shall work with the Graduate Program Director to coordinate
100 teaching assignments needed for both the graduate and undergraduate programs. He or she is
101 responsible for constructing enrollment projections, and related statistics as required by the
102 department, College, or University. Each campus shall have its own UPD.

103 **1.6. Graduate Program Director.** The Department Chairperson shall appoint a Graduate
104 Program Director (GPD) from among the graduate faculty in the department. The GPD
105 coordinates the graduate program, and acts as chair of the Graduate Admission and Policy
106 Committee (GAPC; see below). With the help of the Graduate Program Specialist, the GPD
107 assigns teaching assistants to courses each semester, and coordinates recruitment efforts for
108 graduate students, including annual recruitment events. They also organize graduate student
109 orientation. The GPD serves as a mediator between graduate students and the Major Professor,
110 and between teaching assistants and course instructors when requested to do so by either party.
111 As needed, the GPD is responsible for providing data and creating reports to the department,
112 College, University, and funding agencies.

113 **1.7. Graduate Program Director for Conservation Biology.** The Department Chairperson and
114 the St. Petersburg Campus Chair shall appoint a Graduate Program Director (GPD-CB) from
115 among the graduate faculty at the St. Petersburg campus. The GPD-CB coordinates the graduate
116 program in Conservation Biology, and acts as chair of the Graduate Admission and Policy
117 Committee for this program (GAPC-CB; see below). The GPD-CB assigns teaching assistants to
118 courses each semester, and coordinates recruitment efforts for graduate students. The GPD-CB
119 also organizes graduate student orientation. The GPD-CB serves as a mediator between graduate
120 students and the Major Professor, and between teaching assistants and course instructors when
121 requested to do so by either party. As needed, the GPD-CB is responsible for providing data and
122 creating reports to the department, College, University, and funding agencies.

123 **2. Membership in The Department**

124 **2.1. Regular Faculty** consists of individuals on tenure-earning or tenured lines (Assistant
125 Professors, Associate Professors, and Professors) and Assistant Professors of Instruction,
126 Associate Professors of Instruction and Professors of Instruction (Formerly Instructors I, II, and
127 III). They are voting members of the IB department.

128 **2.2. Adjunct Faculty and Visiting Instructors** may be appointed when required for teaching
129 responsibilities for a limited period of time. Adjunct Faculty are typically part-time and are
130 appointed on a semester-by-semester basis, while Visiting Instructors are generally full-time, and
131 are appointed for one or more years. They are non-voting members of the department (see Table
132 1.1).

133 **2.3. Emeritus Faculty** are appointed by the Provost following the application process set
134 forward by the University. Any nomination letter addressed to the Provost's Office by the
135 Department Chairperson shall include the results of a vote by the Regular Faculty. Emeritus
136 Faculty may serve as graduate student committee members, or as co-major professors (co-
137 advisors) together with IB tenure-earning or tenured Faculty but may not serve as the sole major
138 professor (advisor) to IB graduate students. Other than participating in graduate student
139 committees, Emeritus Faculty may not vote on departmental business but may serve as ex-
140 officio members of departmental committees.

141 **2.4. Courtesy Faculty** (5-year, renewable associates) will be approved by the Department
142 Chairperson. This affiliation can be terminated by the Department Chairperson. They are non-
143 voting members of the department.

144 **2.5. Graduate Faculty** are defined as tenure-track or tenured faculty appointed at the Assistant,
145 Associate, or Professor rank, who hold a terminal degree or equivalent in their discipline.
146 Graduate Faculty members are eligible to teach graduate courses and may direct and serve on
147 masters, specialist, and doctoral level committees.

148 **2.6. Affiliate Graduate Faculty** status may be granted by the Office of Graduate Studies
149 Dean/Vice Chancellor for Academic Affairs (or designee) to individuals whose skills or expertise
150 meet criteria established by the College. Affiliate Graduate Faculty membership is in effect for a
151 specified period of time and specific purposes. Affiliate members may be eligible to serve on
152 masters, specialist, and doctoral level committees, to direct master's and specialist's level
153 committees, and to co-direct doctoral level committees, at the discretion of the IB Graduate
154 Admissions and Policy Committee and the College (see 3.1). Affiliate Graduate Faculty can only
155 serve as the Instructor of Record when they have a terminal degree in the discipline and are
156 approved to teach graduate courses in that field. Emeritus Professors and retired or recently
157 resigned professors may also be appointed as Affiliate Graduate Faculty with the approval of the
158 College and Office of Graduate Studies Dean/Vice Chancellor for Academic Affairs (or
159 designee).

160 **3. Graduate Supervisory Committees and Teaching of Graduate Courses**

161 **3.1. Composition of Graduate Supervisory Committees.** MS and PhD supervisory committees
162 will consist of at least three (MS) or four (PhD) members who are Graduate Faculty or Affiliate
163 Graduate Faculty. Normally, the majority of committee members must be Graduate Faculty from
164 within IB, and additional members must be Graduate Faculty or Affiliate Graduate Faculty. One
165 member of PhD committees must be from outside IB. In order to match expertise to the student's
166 thesis topic, it may be helpful for a thesis committee to have a higher proportion of members
167 from outside IB. When this is the case, the graduate student and the chair of their committee shall
168 submit a rationale for their choices of committee members to the Graduate Admissions and
169 Policy Committee for evaluation and approval. In order to become Affiliate Graduate Faculty,
170 potential committee members will be vetted by the Graduate Admissions and Policy Committee.
171 The chair of the graduate student's committee shall submit the potential committee member's
172 CV, as well as rationale for their nomination. This rationale must describe how the potential
173 committee member's expertise will be helpful to the graduate student's committee. The Graduate
174 Admissions and Policy Committee will vote on the application for Affiliate Graduate Faculty
175 status, based on the candidate's qualifications and contributions to the field (e.g., publications or
176 other products). When the individual is no longer active on a graduate committee, their
177 association will be terminated.

178 **3.2. Supervisory Committee Chair.** To chair a graduate supervisory committee, a Graduate
179 Faculty member must engage in current and sustained scholarly or research activities, resulting
180 in publications, grants or other research products. The chair of any graduate supervisory
181 committee shall be a member of the USF Integrative Biology Department.

182 **3.3. Teaching of Graduate Courses** is to be done by Graduate Faculty and Affiliate Graduate
183 Faculty with a terminal degree in their field who have been approved to teach courses in their
184 field by the Department Chairperson.

185 **4. Graduate Student Representatives**

186 **4.1. Faculty meeting attendance.** Departmental faculty meetings can be attended by an IB
187 graduate student representative elected by the graduate students. Elections for the representative
188 shall occur annually. The graduate student representative is not permitted to vote but is
189 encouraged to participate in all discussions except those concerning personnel matters (e.g.,
190 tenure and promotion decisions of the Regular Faculty). The graduate student representative or
191 any graduate students in attendance will be asked to leave meetings when personnel matters are
192 discussed.

193 **4.2. Departmental committee participation.** Department committee meetings can be attended
194 by a graduate student representative. A graduate student representative is also encouraged and
195 welcome to become a participating member of committees with the exception of those involving
196 personnel matters (e.g., tenure and promotion decisions of the Regular Faculty). The graduate
197 student representative shall be a non-voting member of such committees. The graduate student
198 appointment and membership responsibilities are determined at the discretion of the committee
199 chair; however, any graduate student member should attend regularly scheduled committee
200 meetings.

201 **4.3. Search committee participation.** Inclusion of a graduate student member is encouraged on
202 search committees for faculty hires. A graduate student representative is also encouraged to
203 report to the faculty with respect to the graduate perspective on potential faculty hires. The
204 graduate student member shall be a non-voting member of the search committee. Beyond
205 attending meetings of the search committee, the responsibilities of the graduate student
206 representative are determined by the search committee chair.

207 **5. Departmental Meetings**

208 **5.1. General information.** The Department Chairperson shall preside at the Departmental
209 meetings. Meetings of the Regular Faculty shall be held at least once each academic semester
210 (excluding the summer semesters). Additional meetings shall be called by the Chairperson as
211 necessary or at the written request of one-third of the Regular Faculty.

212 **5.2. Agendas and scheduling.** Regular Faculty are expected to attend faculty meetings in person
213 or remotely. Meetings shall be scheduled to maximize the number of faculty from all campuses
214 who can attend, and provisions for remote attendance shall be made. An agenda and reminder
215 shall be emailed to the faculty at least 24 hours before the meetings. Any faculty member may
216 request that an item(s) be placed on the agenda. Collegial behavior is expected at all times in
217 faculty meetings.

218 **5.3. Quorums.** A simple majority of the Regular Faculty in residence shall constitute a quorum.
219 Regular Faculty on sabbatical, leave of absence, or appointed to administrative positions outside

220 the Department of Integrative Biology are not considered to be in residence. If the Regular
221 Faculty on sabbatical or leave of absence chooses to attend, their vote shall be counted.

222 **5.4. Minutes** will be taken of the meetings and made available to the Regular Faculty.

223 **6. Voting Procedures**

224 **6.1. General procedures.** Votes shall be decided by a majority of the Regular Faculty present
225 and voting, with abstentions included in the count of votes cast. Attendance may be in person or
226 remotely. Continuing Instructors have the same voting rights as their tenure-line equivalents for
227 all issues other than tenure and promotion of tenure-track faculty (as defined by University
228 procedures and the Collective Bargaining Agreement). Those present and voting must constitute
229 a quorum. Votes shall be by secret ballot upon the request of any Regular Faculty member.
230 Ballots completed and sent in advance of an election by a voter who is unable to be present at the
231 time of the vote (i.e., absentee ballots), and proxy ballots are **not** acceptable. Accommodations
232 for submitting ballots shall be made for remote attendees. Votes from faculty who attend
233 meetings and discussions remotely are not considered to be absentee and therefore are
234 acceptable.

235 **6.2. Votes on faculty hires** must be announced at least a week in advance. All voting for faculty
236 hires shall be by secret ballot. Initially, the acceptability of each candidate for a faculty hire shall
237 be determined individually by majority vote of the Regular Faculty. That is, the voting faculty
238 will vote each candidate acceptable or unacceptable individually, and acceptance or rejection of
239 each candidate shall be determined by simple majority. All candidates voted as acceptable will
240 then be placed on the ballot. The Regular Faculty shall elect one of these candidates as first rank
241 by majority vote. If no majority is produced by a first round of voting, the candidate with the
242 fewest votes is temporarily removed from the ballot, discussion is resumed, and another round of
243 voting occurs. This process, with removal of the candidate with the fewest votes at each round,
244 continues until one candidate has a simple majority; this candidate shall be ranked first.
245 Subsequently, all remaining candidates are placed back on the ballot, and one of these candidates
246 is elected as second rank, again by majority vote, using multiple voting rounds (with lowest
247 candidate removed after each round) if necessary. This process of populating a ballot with
248 remaining candidates and electing one via majority vote (with multiple voting rounds if
249 necessary) to each subsequent rank (third, fourth, etc.) shall continue until all candidates are
250 elected to a rank. Voting on faculty hires shall be only by those present at the meeting, including
251 virtual presence. For cases in which a single person is being considered—such as for opportunity
252 hires or affiliation of faculty already employed at USF—the procedure shall be the same as for
253 the vote on whether an ordinary candidate is acceptable or unacceptable.

254 **6.3. Faculty Advisory Committee elections.** The Faculty Advisory Committee (FAC) shall be
255 composed of six individuals, at least two of which must be from the branch campuses. elected to
256 a three-year term by Regular Faculty. Regular Faculty are eligible to serve on the FAC with the

257 exception of individuals who have an administrative assignment, e.g. Campus Chair, Associate
258 Chair, Graduate Program Director, Undergraduate Program Director.

259 Terms will end at the beginning of each Fall semester, and elections for vacant seats will be held
260 within two weeks of the beginning of classes. In the event of an unexpected vacancy, the
261 Departmental Chairperson will organize an election within one month (summer sessions
262 excepted). The election will consist of two ballots. The first ballot will contain the names of all
263 eligible faculty, which are Regular Faculty other than those with an administrative appointment
264 (e.g. the Chairperson, Associate Chair, Graduate Program Director, Campus Chair/Associate
265 Chair), committee members whose term is ending and anyone who will be on leave for a
266 semester or more during the forthcoming academic year). This first ballot is a nomination ballot
267 and voters will be instructed to vote for as many names as there are vacant positions on the
268 committee. The number of nominees put on a second (election) ballot will consist of the number
269 of vacancies on the committee, plus two (for example, if there are three vacancies, the top five
270 vote getters on the nomination ballot will be placed on the election ballot).

271 Voters will vote for as many names on the nomination ballot as there are vacant positions on the
272 committee. A number of top vote getters on the nomination ballot equal to the number of FAC
273 vacancies plus two will be placed on a second ballot (hereafter, the election ballot). For example,
274 if there are two vacancies, the top four vote getters on the nomination ballot will be placed on the
275 election ballot. Each FAC vacancy will then be filled from among names on the election ballot
276 through a separate majority-rule election. This election will, if necessary, use sequential rounds
277 of voting, with the lowest vote getter removed from the ballot after each round, until a nominee
278 receives a majority (over 50%) of votes cast. That nominee will be appointed to the FAC.

279 In the event of additional FAC vacancies (e.g., if there are two vacancies to fill at the same time),
280 all nominees from the initial election ballot (other than the newly elected FAC member), will be
281 placed back on the ballot to fill the next vacancy. Ties (e.g., to remove a name from a ballot or to
282 select between two final nominees in the last round of sequential voting) will be broken by coin
283 toss. The entire election procedure (both ballots and filling of all vacant seats) will occur within a
284 week's time and the ballots will be counted by the office manager or an alternate appointed by
285 the Department Chairperson, who will report the results to the Department Chairperson.
286 Electronic mail or other forms of electronic voting are permitted for this election, but proxy
287 voting is not permitted, and late ballots will not be counted.

288 In the event that a majority of FAC positions become vacant at the same time, the Department
289 Chairperson may ask one vacating member to remain on the committee and serve a fourth year,
290 thereby providing the committee with continuity and experience. In this case, only enough
291 positions to bring FAC membership to six would be filled at that time. The entire election will
292 occur within a week's time and the ballots will be counted by the office manager, who will report
293 the results to the Department Chairperson. Electronic mail or other forms of electronic voting are
294 permitted for this election, but proxy voting is not permitted, and late ballots will not be counted.

295 **7. Departmental Committees**

296 **7.1. Faculty Advisory Committee (FAC)** shall provide advice to the Department Chairperson
297 on behalf of the faculty and represent the faculty during meetings with the Department
298 Chairperson. It will establish and distribute to the Regular Faculty criteria for reviewing and
299 evaluating the activities of the Regular Faculty. This committee is responsible for evaluating all
300 faculty, including the Department Chairperson, and making recommendations for awards and
301 honors to Regular Faculty. It also provides a review of tenure and promotion applications. FAC
302 procedures will comply with UFF Collective Bargaining Agreement guidelines at all times (see
303 Article 10.3A2). The Faculty Advisory Committee shall consist of six elected members from the
304 Regular Faculty, which are to be elected for a three-year term on a staggered basis. Two members
305 of the FAC must be from the St Petersburg Campus. Representation from the Sarasota-Manatee
306 campus will occur when this campus hires at least two Regular Faculty members. Procedures for
307 the election of the FAC are given above, in **Section 6.3**. The Department Chairperson shall
308 choose the FAC's Chairperson.

309 **7.2. Appointed standing committees.** Members of the following standing committees will serve
310 for a period of two years.

311 **7.2.1. Graduate Admissions and Policy Committee (GAPC, IB)** will develop and
312 administer criteria for 1) admitting graduate students, 2) awarding teaching assistantships, 3)
313 overseeing graduate student progress including annual reports, and 4) developing policy and
314 curricula for graduate students. The committee will solicit recommendations from appropriate
315 Regular Faculty in carrying out their functions. This committee will make recommendations
316 on policy to the Graduate Faculty (as defined above). The GAPC will also evaluate Regular
317 Faculty, as well as Affiliated Faculty proposed as members of graduate committees, for
318 Graduate Faculty Status. This committee is also responsible for recommending persons for
319 Affiliate Graduate Faculty status to the Graduate Program Director and Department
320 Chairperson. The Graduate Program Director serves as the GAPC Chairperson. This
321 committee shall have four members who are Graduate Faculty in addition to the Graduate
322 Program Director, at least one of whom must be homed at the St. Petersburg or Sarasota-
323 Manatee campus. The Graduate Program Director shall appoint the other members in
324 consultation with the Department Chairperson

325 **7.2.2. Graduate Admissions and Policy Committee for Conservation Biology (GAPC-
326 CB)** will develop and administer criteria for 1) admitting graduate students to the
327 Conservation Biology program, 2) awarding teaching assistantships, 3) overseeing graduate
328 student progress including annual reports, and 4) developing policy and curricula for
329 Conservation Biology graduate students. The committee will solicit recommendations from
330 appropriate Graduate Faculty in carrying out their functions. This committee will make
331 recommendations on policy to the Graduate Faculty (as defined above). The GAPC-CB will
332 also evaluate Regular Faculty, as well as Affiliated Faculty proposed as members of graduate

333 committees, for Graduate Faculty Status. This committee is also responsible for
334 recommending persons for Affiliate Graduate Faculty status to the Graduate Coordinator
335 (CB), Graduate Coordinator (Tampa), and Department Chairperson. The Graduate Program
336 Director for Conservation Biology serves as the GAPC-CB Chairperson. This committee
337 shall have four members who are Graduate Faculty in addition to the Graduate Program
338 Director for Conservation Biology, at least one of whom must be homed at the Tampa or
339 Sarasota-Manatee campus. The Graduate Program Director for Conservation Biology shall
340 appoint the other members in consultation with the St. Petersburg Campus Chair.

341 **7.2.3. Undergraduate Curriculum Committee** develops and reviews undergraduate
342 curricula, including concentrations and courses. It also prepares and communicates
343 information to College advisors (BioAdvisors) about the undergraduate program as
344 necessary. The Undergraduate Program Director serves as the Chairperson of the
345 Undergraduate Curriculum Committee. This committee will be composed of at least six
346 members of the Regular Faculty (four from Tampa and two from St Petersburg; one member
347 may be added when Sarasota-Manatee has at least two Regular Faculty) appointed by the
348 Department Chairperson, and will report to the Department Chairperson and the faculty. The
349 Marine Biology Working Group coordinates the Marine Biology curriculum among
350 campuses. The Marine Biology Working Group is appointed by the Department Chairperson,
351 and shall report to the Undergraduate Curriculum Committee.

352 **7.2.5. Seminar Committee** is responsible for organizing, planning, coordinating, and
353 promoting weekly seminars throughout the academic year. Tasks include identifying and
354 inviting potential speakers, encouraging Regular Faculty and graduate students to invite
355 speakers, encouraging exit seminars by graduate students, making weekly announcements of
356 seminars or cancellations, maintaining and updating the seminar-schedule webpage, and
357 coordinating the seminar room and presentation equipment. The seminar committee is
358 responsible for allotting preferred dates and times for required seminars (e.g., tenure and
359 promotion seminars) at the request of the Department Chairperson. The Chairperson and
360 members of the seminar committee are selected from Regular Faculty and are appointed by
361 the Department Chairperson. The Department Chairperson communicates the seminar budget
362 to the committee. Regular Faculty and graduate students inviting speakers are responsible for
363 completing TAR forms, supervising the travel and reimbursement of speakers, developing an
364 itinerary of activities for the speaker, introducing the speaker at the seminar, and coordinating
365 questions and discussion after the seminar.

366 **7.2.6. Peer Teaching Evaluation and Mentoring Committee** is responsible for appointing
367 evaluators to conduct peer teaching evaluations, a process described in Peer Teaching
368 Reviews. This committee is also responsible for presiding over the evaluation process by
369 providing evaluators with appropriate forms and rubrics, and by communicating with the
370 evaluators and evaluated faculty members to ensure that the evaluation takes place. Finally,

371 this committee is responsible for collecting completed evaluations and making them
372 available to the Faculty Advisory Committee and Department Chairperson so those entities
373 can consider the peer teaching evaluations in preparing annual performance evaluations. The
374 Chairperson of this committee is appointed by the Department Chairperson, and shall consult
375 with the Department Chairperson in selecting other committee members.

376 **7.2.7. Antiracism and Equity Committee (AREC)** addresses systemic racism and
377 inequities in access to science by underserved groups in the Department of Integrative
378 Biology. AREC shall, on an annual basis, assess the degree to which IB students, staff and
379 faculty reflect the population of Florida and the US. Based on this information, AREC shall
380 advocate for mechanisms to improve representation/retention of underserved populations at
381 all levels (graduate and undergraduate students, staff, faculty). AREC shall also advocate for
382 mechanisms to improve representation of underserved populations in our curricula, including
383 the teaching of historic disenfranchisement and harm in our field by the dominant group to
384 underserved populations. Further, AREC shall identify training opportunities and other
385 resources for faculty, students, and staff to address systemic racism and inequity. AREC shall
386 be composed of at least three members of the Regular Faculty (representing multiple USF
387 campuses), two graduate students, and a staff representative appointed by the Department
388 Chairperson, and could grow to include other populations as needed. The AREC chair shall
389 be appointed by the members of the committee. Members shall serve three-year terms. AREC
390 shall provide reports to the Department Chairperson and the faculty.

391 **7.3. Ad Hoc Committees.** The Department Chairperson shall appoint ad hoc committees as
392 necessary to carry out specific assignments.

393 **7.3.1. Search Committees.** Search committee Chairpersons are appointed by the Department
394 Chairperson, in consultation with the Campus Chair (St Petersburg) or Campus Associate
395 Chair (Sarasota Manatee). They work together to appoint other members from the Regular
396 Faculty to create search committees which have representation from all campuses, with a
397 majority of members from the home campus for the prospective hire. All search committee
398 members must be approved by the Dean's Office as part of EEO requirements for diversity.
399 Regional Chancellors or their designee will serve as a voting member on all search
400 committees for faculty hiring on branch campuses per USF Consolidation procedures.

401 **8. Teaching Assignments**

402 **8.1. Annual Teaching Assignments.** Faculty members consult with the Undergraduate Program
403 Director and the Department Chairperson on the Tampa campus to determine annual teaching
404 assignments. Faculty members at the St. Petersburg and Sarasota Manatee campuses consult with
405 the Campus Chairperson/Associate Chairperson and Department Chairperson to determine
406 annual teaching assignments. Teaching assignments will be balanced across the faculty in terms
407 of level of effort, as indicated by enrollment, new course preps, and supervision of TAs.

408 Sabbaticals, leaves of absence, and course releases will not be considered in the accounting of
409 the long-term effort.

410 **8.2. Summer Teaching Policy and Assignments.** The IB Department may offer summer
411 teaching appointments based on the needs of the College and Department. The availability of
412 such appointments shall be determined by the Department Chairperson on the Tampa campus.
413 The Campus Chair/Associate Chair performs these tasks in consultation with the Department
414 Chairperson at the St. Petersburg and Sarasota Manatee campuses. Typically, large classes that
415 are curriculum-critical (e.g., a requirement for graduation, or pre-requisite for other courses) will
416 be offered. Expertise in the subject matter, and the quality of the teaching record, will be
417 considered in assigning courses.

418 **9. Peer Teaching Reviews**

419 **9.1. Purpose.** Peer review of teaching provides a mechanism to mentor junior faculty and
420 identify areas of strength and weakness that may be important in future promotion and tenure.
421 This process also provides a measure of teaching effectiveness that can be used during the annual
422 review process in addition to student evaluations. Each calendar year, Regular Faculty at the
423 Assistant Professor level, Assistant Professors of Instruction, and other faculty upon their
424 request, will be evaluated. The task of review will be shared among Integrative Biology faculty.
425 Two Regular Faculty at any rank shall conduct each evaluation. The evaluators/reviewers will be
426 appointed by the IB Department Peer Teaching Evaluation and Mentoring Committee, such that
427 reviewees will not review their own reviewers.

428 **9.2. Procedures.** The faculty member under review, and reviewers, must all agree to the class
429 periods to be evaluated. In addition to evaluating the in-class content and performance of the
430 faculty member, reviewers should also assess the course syllabus and sample assignments
431 including exams provided by the reviewee. The two evaluators will prepare one report, using the
432 format specified by the Peer Teaching Evaluation and Mentoring Committee, which summarizes
433 their combined assessment of the teaching efficacy, syllabus, course content, and level of
434 difficulty of the course. The reviewers will sign the report and submit it to the Peer Teaching
435 Evaluation and Mentoring Committee chair, have the reviewee sign the evaluation and forward it
436 to the Department Chairperson and Office Manager. A copy will be provided to the reviewee,
437 who may add it to their as file for use in the annual evaluation process. The evaluations will be
438 made available to the Faculty Advisory Committee for tenure and promotion decisions.

439 **10. Annual Performance Evaluations**

440 **10.1. Purpose.** The performance of members of the Regular Faculty will be evaluated annually,
441 on a calendar year basis (i.e., January 1 to December 31). These ratings will be used as feedback
442 to the Regular Faculty and for other purposes, such as the allocation of resources and merit

443 raises. These ratings will also serve as the baseline for the evaluation ratings reported on the USF
444 annual evaluation forms. Though the criteria for annual performance evaluations reflect those
445 used for promotion, evaluation for promotion is cumulative, and candidates for tenure or
446 promotion should consult the USF Department of Integrative Biology Guidelines for Tenure and
447 Promotion for those criteria.

448 **10.2. Procedures.** Each year Regular Faculty will prepare his/her faculty evaluation documents
449 in accordance the United Faculty of Florida Collective Bargaining Agreement, using the online
450 tool provided by USF. The Faculty Advisory Committee (FAC) will review the documents and
451 prepare an evaluation, including narrative statements, to the Department Chairperson. To avoid
452 conflicts of interest, no faculty member may evaluate a member of their family. Evaluation is
453 based proportionally on the faculty member contractual duties for the preceding year, and may
454 include the following categories: teaching, research and scholarly activity, service, and
455 administration. An "Other" category may be used to capture activities such as sabbaticals. The
456 Department Chairperson will consult with the Campus Chair/Associate Chair for evaluations of
457 branch campus faculty when questions about matters such as resources, assignments, and classes
458 arise. Evaluation scores and narratives by both the FAC and the Department Chairperson are
459 forwarded to the Dean of the College of Arts and Sciences. Regional Chancellors or their
460 designee may provide formal written input prior to a College Dean completing the performance
461 appraisal. Timelines for the evaluation process are based upon those stipulated and provided by
462 the College of Arts and Sciences. Internal timelines for timely completion of the evaluations by
463 the Faculty Advisory Committee shall be stipulated by the Department Chairperson.

464 **10.3. Transparency and Faculty Responses.** Members of the Regular Faculty will have the
465 opportunity to read their evaluations at any step of the process and append comments if so
466 desired. All members being evaluated must indicate they have read the evaluation by signing the
467 document prior to it being forwarded to the College, although signing does not necessarily imply
468 agreement with the evaluation.

469 **10.4. Assessment of Quality of Efforts in Research, Teaching, and Service**

470 **10.4.1. Scoring of Research, Teaching, and Service.** Research, Teaching, and Service will
471 each be scored separately on a scale of 1 to 5 (Outstanding 5, Strong 4, Satisfactory 3,
472 Unsatisfactory 2, Weak 1, with fractions thereof in each category permitted). The
473 expectations described below are those for faculty with an effort assignment of 55% teaching,
474 40% research, and 5% service. Expectations will be adjusted based on faculty rank, effort
475 assignments, and resources available to the faculty (e.g., startup, lab space, PhD students).
476 Exceptional performance in any of the faculty member's activities will warrant consideration
477 by the Faculty Advisory Committee for elevating the score. It is incumbent upon each faculty
478 member to provide accurate and complete information about their activities for the year,
479 using the guidance provided by the Department Chairperson. The FAC may ask for specific

480 clarification from a faculty member, but is not required to make extensive efforts to amend an
481 incomplete report from a faculty member.

482 **10.4.2. Research and Scholarship.** Evaluation of Research will be based on three categories
483 of research products including, but not limited to:

484 1. Peer-reviewed research products, including papers, monographs, books, and book
485 chapters, that have been accepted for publication or published in peer-reviewed journals
486 and other appropriate refereed research outlets. Other peer-reviewed research products
487 (e.g., technical reports, software, and patents) will also be considered.

488 2. Acquisition or continuation of external funding to support the research program.

489 3. Presentations at national and international conferences, invited seminars and talks, or
490 research-related awards. This can also include presentations by graduate students or post-
491 docs supported by the faculty member

492 A score of 5 in research and scholarship indicates that the year included all three categories
493 of products described above. It is expected that faculty will generate two or more peer-
494 reviewed research products, or one peer-reviewed research product with high likelihood of
495 broad significance (e.g., paper with particularly noteworthy methodological or intellectual
496 advancement; a paper in a high-impact journal; software or patent of a product likely to be
497 widely used).

498 A score of 4 in research and scholarship indicates that the year included two categories of
499 products described above.

500 A score of 3 in research and scholarship indicates that the year included only one category of
501 product, either peer-reviewed research products or acquisition or continuation of funding.

502 A score of 2 indicates that the year included only presentations, seminars, or awards.

503 A score of 1 indicates that none of the three categories of products described above were
504 included in the year.

505 Half scores (e.g., 3.5, 4.5) will be considered when products are described that earn a score of
506 3 or 4, and evidence is provided for efforts to meet expectations for products, funding, or
507 presentations/awards (e.g., proposals submitted/internal award acquisition, publications
508 submitted, presentations at regional conferences). Half scores will also be considered when
509 products are described that earn a score of 3 or 4, but categories in these products exceed
510 expectations.

511 New faculty who are reporting a single semester's activities will be evaluated based on their
512 progress setting up their laboratory, efforts to obtain funding, and any manuscripts they have
513 submitted or published after arrival at USF, listing affiliation with USF.

514 **10.4.3. Teaching.** Evaluation of Teaching will be based on the following categories of
515 activities undertaken during Fall and Spring semesters, including but not limited to:

516 1. Teaching formal undergraduate and graduate classes and laboratories, with favorable
517 peer and/or student evaluations. Student evaluations will be considered in light of factors
518 that have been demonstrated to have negative impacts that are independent of teaching
519 skills and course content (e.g., class size, instructor race, ethnicity, gender identity or
520 sexual identity).

521 2. Attending or leading workshops or conferences on best teaching practices (at USF or
522 outside USF)

523 3. Developing a new class, or substantially improving an existing class to match best
524 practices for learning outcomes.

525 4. Sustaining teaching approaches and content updates that are consistent with best
526 pedagogical practices.

527 5. Supervising research by post-docs, graduate and undergraduate students, and service
528 on thesis and dissertation committees.

529 6. Supervising teaching assistants.

530 7. Teaching-related awards.

531 8. Teaching large enrollment classes, multiple distinct courses or labs, or developing
532 study-abroad courses.

533 A score of 5 in Teaching indicates that the year included activities from three categories
534 described above.

535 A score of 4 in Teaching indicates that the year included activities from two categories
536 described above.

537 A score of 3 in Teaching indicates that the year included activities from one category
538 described above.

539 A score of 2 in Teaching indicates that the year included activities from one category
540 described above, and poor peer teaching evaluations.

541 A score of 1 in Teaching indicates serious issues with fulfilling teaching responsibilities, e.g.,
542 lack of attendance, lack of communication with students and/or peers, lack of grade
543 submission.

544 Half scores (e.g., 3.5, 4.5) will be considered when activities are described that earn a score
545 of 3 or 4, and evidence is provided for efforts to meet expectations for a third activity (e.g.,
546 plans to improve course material in response to evaluations, efforts to recruit graduate and/or

547 undergraduate researchers). Half scores will also be considered when activities are described
548 that earn a score of 3 or 4, but activities exceed expectations.

549 New faculty who are reporting a single semester's activities will be evaluated based on any
550 peer or student evaluations of the classes they taught during that semester. If their first
551 semester did not include teaching a structured class, their activities will be evaluated based
552 on their progress preparing materials for the structured classes they will be teaching,
553 mentoring activities, or participating in professional development focused on teaching.

554 **10.4.4. Service.** Evaluation of Service will be based on activities including but not limited to
555 the following four categories:

- 556 1. Activities in department, college, and university-level committees.
- 557 2. Service to the students, including mentorship of clubs, letters of recommendation.
- 558 3. Service to the scientific and professional community, including but not limited to
559 manuscript and proposal peer-review, journal editorships, leadership in professional
560 organizations, organization of symposia/meetings.
- 561 4. Service to the community at large, including but not limited to outreach activities such
562 as workshops for K-12 teachers, judging science fairs, and presentations to community
563 members.

564 A score of 5 in service indicates that the year included activities from three categories
565 described above.

566 A score of 4 in service indicates that the year included activities from two of the categories
567 described above.

568 A score of 3 in service indicates that the year included activities from one of the categories
569 described above.

570 A score of 2 in service indicates that the year included activities from one of the categories
571 described above, but this service was compromised by lack of participation and attendance.

572 A score of 1 indicates a complete refusal of service for the department.

573 A boost in score will be considered for service activities with a particularly substantial time
574 commitment (e.g., chairing a search committee, a leadership position in community outreach)

575 New faculty who are reporting a single semester's activities are anticipated to have been
576 involved in a department committee, and potentially in service to the scientific and
577 professional community, and will be evaluated based on these activities.

578 **10.5. Information to provide for annual evaluation** to assist in the assessment of quality of
579 Efforts in Research, Teaching, and Service

580 Suggested items to provide for annual evaluation are listed below, acknowledging that it is
581 not anticipated that any individual will be able to accomplish all of the activities listed. The
582 objective in providing this list is to ensure that the faculty are credited with all activities they
583 have undertaken in Research, Teaching, and Service.

584 **10.5.1. Research and Scholarship.**

585 **1. Papers, monographs, books, book chapters.** Software, technical reports, and patents
586 can also be included.

587 Both quantity and quality will be considered in the Annual Evaluation. Faculty should
588 provide information about the relative stature of the research outlets used within the
589 scientific community; and any additional – often informal – indicators of quality, such as
590 impact factor of journals, robustness of the peer-review process, recognition by the
591 journal of predicted impact (e.g., “Editor’s Choice” or other designation). For software,
592 technical reports, and patents, a description of the potential impact should be provided.

593 Role in publications will also be considered. The faculty member’s role for each
594 publication should be indicated, e.g., type of authorship, and/or the CRediT System for
595 author contributions.

596 For new faculty, only papers, monographs, books, book chapters, and technical reports
597 with affiliation listed as USF will be considered for the annual evaluation.

598 **2. Proposals and Grants.** The faculty member’s contribution to the proposal (e.g., PI,
599 Co-PI, Subcontract; role in proposal writing and research undertaken), and allocation of
600 the grant funds to the faculty member, should be indicated.

601 **3. Presentations.** The nature of the presentation should be indicated (e.g.,
602 invited/contributed, role of the faculty member, e.g., presenter, collaborator).

603 **4. Research-related awards.** A description of the nature and stature of the award should
604 be indicated.

605 **10.5.2. Teaching.**

606 **1. Teaching formal undergraduate and graduate classes and laboratories.** Evaluation
607 of quality includes consideration of the factors listed below, and faculty could provide
608 documentation relevant to these factors to facilitate evaluation:

- 609 • Student course evaluations, including the percent of students providing
610 evaluations, class size, summary of comments, and faculty response when helpful
611 to considering these evaluations and comments.
- 612 • Peer faculty teaching evaluations and faculty response.
- 613 • Plans for correction for classes with low student and peer evaluations.
- 614 • Efforts to update curricula.

- 615 • Efforts to improve classes with best practices.
- 616 • Development of new curricula.

617 **2. Research supervision.** Evaluation of quality includes consideration of the factors
618 listed below, and faculty should provide documentation relevant to these factors:

- 619 • Mentoring of undergraduate students. Faculty should provide a list of
620 undergraduate students assisting with research projects, and any publications or
621 presentations for which these students are authors.
- 622 • Mentoring graduate students and post-doctoral scholars. Faculty should provide a
623 list of graduate students and post-doctoral scholars for whom they are acting as
624 thesis or dissertation chair, and any publications or presentations for which these
625 personnel are authors. Assessment of mentoring quality will include assessment of
626 progress of graduate students toward their degree (e.g., taking qualifying exam,
627 successful thesis or dissertation defense, publications and presentations) and
628 progress of post-doctoral scholars toward career goals (e.g., publications and
629 presentations).
- 630 • Service on thesis and dissertation committees. Faculty should provide a list of
631 graduate students for whom they are acting as (non-chair) committee members.

632 **10.5.3. Service.**

- 633 1. Activities in department, college, and university-level committees should be
634 listed/described, as well as the role of the faculty member on these committees (e.g.,
635 chair, member).
- 636 2. Service to the scientific and professional community should be listed/described. These
637 activities include but are not limited to peer review of manuscripts and proposals,
638 membership in proposal panels, activities as an editor for a journal, membership and/or
639 leadership in professional organizations, organization of meetings or symposia.
- 640 3. Service to the community at large should be listed/described. These activities include
641 but are not limited to outreach activities and partnerships.

642 **11. Promotion and Tenure Procedures**

643 Promotion and tenure procedures are set out in the Department of Integrative Biology Tenure and
644 Promotion document.

645 **12. Academic Dishonesty and Behavioral Misconduct by Students**

646 The Department of Integrative Biology adheres to all academic policies of the University of
647 South Florida and the College of Arts and Sciences.

648 **13. Elections For Faculty Senate Representatives**

649 Regular Faculty who are interested in filling open Faculty Senate seats may self-nominate to the
650 Department Chair. If more than one faculty members self-nominates, the Regular Faculty shall
651 elect a representative by simple majority vote. The Department Chairperson will not vote unless
652 their vote is needed to break a tie.

653 **14. Amendment Procedures**

654 This Governance Document can be amended by the Regular Faculty. Proposed amendments shall
655 be submitted to the Regular Faculty, discussed at a meeting of the Regular Faculty, and voted
656 upon at a subsequent meeting of the Regular Faculty. Passage of any amendment shall require a
657 simple majority of those eligible to vote. Absentee ballots must be clearly stated and delivered to
658 the Department Chairperson prior to the vote. All amendments must be approved by the Dean
659 and the Provost.