

# University of South Florida

College of Arts & Sciences

Department of World Languages  
(WLE)

DEPARTMENTAL GOVERNANCE

Approved by the WLE Faculty

2/22/2022

## Preamble

The following document describes the working protocol for the Department of World Languages (WLE). It is recognized that this document may not contravene the constitutions and laws of the State of Florida; the rules, regulations, and policies of the Florida Board of Governors; the rules, regulations, and policies of the University of South Florida and the College of Arts & Sciences; and any applicable collective bargaining agreement or legislatively-mandated management right. The foregoing authorities will govern in the event that any provision of a local governance document is inconsistent with or in conflict with them.

## Mission Statement

The Department of World Languages (WLE) engages in the study of human language in general, and a diverse group of ancient and modern languages and cultures in particular. WLE faculty members provide humanistic and scientific perspectives and approaches on language and culture, foster awareness of and critical engagement with cultural and aesthetic diversity, and create opportunities for communication across linguistic and cultural boundaries. The Department provides instruction on applied linguistics and foreign languages, literatures, and cultures (e.g. literature, film, theory, intellectual and cultural history, popular culture, etc.) at all levels to the university community in support of the internationalization of the curriculum and global and multicultural education. The Department offers the undergraduate major “World Languages and Cultures” with ten different concentrations (Applied Linguistics, Chinese Language and Culture, Classics, Interdisciplinary Classical Civilizations, East Asian Languages and Cultures, French and Francophone Studies, German, Italian, Russian, Spanish and Latin American Studies); minors in various ancient and modern languages and cultures, in addition to linguistics; Master of Arts programs in Applied Linguistics, French, and Spanish, and a PhD in Linguistics and Applied Language Studies (LALS). The faculty conducts research and produces scholarship and creative works in ancient and modern languages and cultures, as well as in applied and theoretical linguistics. The Department maintains programs and opportunities for education and research abroad in order to foster international education, scholarship, and exchange. Moreover, the Department of World Languages offers service and outreach programs as well as events supporting and engaging the Tampa Bay community through presentations, workshops, and training activities.

## Statement on Collegiality

The fundamental premise of this document is that all WLE Faculty, students, staff and administrators are dedicated to the successful operation and advancement of the mission of WLE in a collegial manner. Collegiality among and between faculty, staff, and students is required behavior in the department. Faculty, staff, and students shall not speak to each other, or about each other, in a discourteous manner in public settings. Faculty, staff and students shall not use language or exhibit behavior that denigrates people for their age, class, disability, ethnicity, gender, gender identity, religious affiliation, or sexual orientation.

## Degree Programs

The Department offers the following degree programs:

PhD in Linguistics and Applied Language Studies (LALS)
MA in Applied Linguistics

MA in French
MA in Spanish
BA in World Languages and Cultures

I. MEMBERSHIP

- A. Membership in the Department of World Languages includes faculty of all three campuses of the University of South Florida (Tampa, St. Petersburg, Sarasota-Manatee). The department understands the principles of equity of assignment, resources and opportunities for faculty across its multi-campus units.
- B. Voting membership in the Department of World Languages shall include the following academic ranks: Professor, Associate Professor, Assistant Professor, and Instructor.
- C. Faculty members in the above categories who have joint appointments with other units, shall be considered members of the department if 50% or more of their budgeted salary is administered through the Department of World Languages.
- D. Faculty members on leave, or those who hold temporary administrative positions outside of the Department retain their full voting rights.
- E. Non-voting membership is extended to those holding visiting positions and emeriti.

II. MEETINGS

- A. Regular faculty meetings of the Department shall be held at least twice each semester.
- B. In addition, meetings may be called at other times by the Chair, the Executive Committee, or by a majority (51%) of the members of the faculty.
- C. The Chair provides notice of all regular meetings by email notification distributed to all members of the Department at least five (5) working days prior to the meeting. Special meetings may be called with less notice. The Chair develops and distributes a tentative agenda of the meeting; faculty members may add to the final agenda upon request.
- D. Minutes of each Department meeting will be available for faculty review within one week after each meeting.
- E. The Chair (or his/her delegate) is responsible for conducting departmental meetings.
- F. Graduate Student Representatives shall be invited as non-voting guests.

III. ADMINISTRATION

The administration of the Department of World Languages is comprised of: Chair; Associate Chair, Executive Committee; the Salary, Tenure & Promotion Committee; Section Heads; Undergraduate Program Director; and Graduate Program Directors. Usually these positions will be held by different faculty members of the Department in accordance with the terms described below.

A. Chair

1. The Chair is appointed by the Dean of the College of Arts & Sciences (CAS), based upon recommendations of the Department and consent of the appointee. All Associate and Full Professors are eligible to be recommended for Chair.
2. The Chair is appointed for one (1) term of four (4) years. Any reappointment should undergo a vote of confidence by the faculty.
3. Upon vacancy of the chair position, after confirmation from the Dean that the position will be filled from within WLE, the Executive Committee will consult with the Department's faculty and suggest candidates to fill the position. The new Chair will be recommended to the Dean, accompanied by the record of the vote conducted by the Executive Committee of all the voting members of the faculty. This vote may be conducted by secret ballot.
4. If circumstances arise, the voting members of the faculty may recommend to the Dean the removal of the Chair, accompanied by the record of the vote conducted. The procedure for removal will be initiated and managed by the Executive Committee.
5. The Chair is the chief administrative and academic officer of the Department. S/he represents the interests of WLE to the central administration of the University of South Florida, the Dean of the College of Arts & Sciences, the Council of Chairs, the School of Humanities, and the general public.
6. The Chair oversees and allocates the human, financial, and material resources of the Department. S/he implements policies and procedures, oversees the operation and staffing of the Department, and directs fiscal activities.
  - a. The Chair is responsible for budgetary recommendations and allocation of funds (faculty, teaching staff, teaching and research assistants, office staff, travel, honoraria, equipment, supplies, events, technology, social expenses, guests, foundation account, fundraising, etc.)
  - b. The Chair is responsible for managing human resources (staffing, new appointments, reappointments, workload assignments, summer appointments, evaluations, promotions, terminations, salary increases, adequate supervision and training of faculty and staff, etc.).
  - c. The Chair is responsible for overseeing departmental and program reviews, strategic planning, and the implementation of policies and procedures.
7. Perhaps most significantly, the Chair must, in consultation with the Executive Committee, evaluate and improve instructional and administrative processes, see that all faculty members have departmental rights and responsibilities appropriate to their rank and productivity, encourage research and scholarship, and foster collegiality within the Department.
8. The Chair is the interpreter and administrator of the will of the faculty; it is important that the faculty realize that the Chair must have discretionary authority, since s/he is held responsible by the College and University for all departmental activities.
9. The Chair shall be reviewed by the faculty and by the Dean annually in accordance with the USF-UFF agreement procedures.

B. Associate Chair

1. The Associate Chair is appointed by the Department Chair in consultation with the Executive Committee. The appointment must be approved by a simple majority of faculty who vote by a secret ballot.
2. The principal responsibility of the Associate Chair will be to assist the Department Chair, and may include representing the Department throughout the university and serving as “acting chair” in the absence of the Department Chair.
3. The Associate Chair may be asked by the Chair to step down, or the position may become vacant. In that case, a new appointment will be made, which must be done by a vote of confidence of faculty members of the Department by secret ballot.
4. The Associate Chair’s term ends when the appointing Chair’s term ends. The incoming Chair may renew the existing Associate Chair’s contract or appoint a new Associate Chair.

C. Executive Committee

1. The Executive Committee (EC) is chaired by the Department Chair, and consists of the following members:
  - a. The Chair of the Department.
  - b. The Associate Chair of the Department.
  - c. The Section Heads of the different concentrations of the WLE BA (Applied Linguistics, Chinese, Classics, East Asian Languages and Cultures, French, German, Italian, Russian, Spanish).
  - d. The Directors of WLE’s graduate programs (PhD in Linguistics and Applied Language Studies, MA in French, MA in Linguistics, MA in Spanish).
  - e. The Undergraduate Program Director.
  - f. One representative each from St. Petersburg and Sarasota-Manatee.
2. In the case that a specific faculty member is responsible for more than one position (e. g. the Head of the Section may also be the Graduate or Undergraduate Program Director), additional members of the committee may be recommended to the Executive Committee by the Chair.
3. The Chair is responsible for calling and conducting the committee’s meetings. The Executive Committee may call a special meeting with the consent of at least 51% of its members. The committee will meet at least once per semester. The Chair will provide a preliminary agenda and members will add items to it. Minutes will be taken at all meetings and distributed to faculty via email.
4. The Executive Committee has an advisory and consultative function to the Chair on all matters of departmental governance and its operating budget.
5. The Executive Committee makes recommendations on policy and procedures, new appointments (tenure and non-tenure earning positions), curricula and assessment, funds disbursement, and strategic planning.

6. The Executive Committee oversees the search and selection procedures of a new Chair in cooperation with the Dean's Office.
7. The Chair may ask the Executive Committee to serve in other functions as needed.

D. Salary, Tenure & Promotion Committee

1. The Salary, Tenure & Promotion Committee (STPC) consists of five (5) senior faculty members (Associate/Full Professors) who represent the different sections and programs of the Department. Graduate and large undergraduate programs should always have one member on the committee (currently, Applied Linguistics, Classics, French, and Spanish). One at-large member is elected.
2. Members of the STP Committee are elected by secret ballot by the voting members of WLE (see above). Members are elected for a three-year term and can be re-elected. In years when branch campus faculty apply for tenure and/or promotion, an ad-hoc member of the STP Committee will be elected from the respective branch campus faculty. If a branch campus representative is already serving, there is no need for an additional ad-hoc member.
3. For any election with multiple candidates on the ballot for a single vacancy, the person with the most YES votes joins the committee. For any election with only one candidate on the ballot, the candidate must receive more YES votes than NO votes to qualify to join the STPC. When a member of the STPC leaves for any reason, the candidates for replacement will first be solicited from the departing member's group: Spanish, French, Applied Linguistics, Classics, or at-large, i.e. the combined pool of eligible faculty members from the remaining sections. For replacement of the positions held by the first four sections mentioned above, if no eligible candidate from the departing member's section comes forward as a candidate to fill the vacancy, the position opens to the whole eligible faculty for that three-year term and then reverts to its original status when the replacement member leaves the committee. For replacement of the at-large position, if more than one candidate comes forward from the eligible sections, the winner of the election will join the committee. If no candidate comes forward from the eligible sections, a second call for nominations will go out and the position will be open to eligible faculty from all sections. If the sections produce only one candidate who then fails to receive more YES votes than NO votes, a second call will go out for nominations from all sections and a new election will be held. If after the second round of voting, the elections fail to fill a vacancy, the STPC reserves the right to function with a reduced number of members until the next planned STPC elections.
4. The Chair of the STPC is elected by the members of the Committee on an annual basis. A member can serve as Chair for multiple terms. The STP Committee chair is responsible for conducting the election of the STP Committee members and for the annual review and Tenure & Promotion review processes.
5. If a member of the STPC takes a leave of absence for one semester or more (sabbatical, etc.), s/he has two options: 1. S/he may choose to step down. An election will be held, and that member will be replaced by another faculty member for the remainder of the term. See the rules concerning vacancies. 2. The STPC member may choose to remain on the committee and fulfill all normal STPC obligations during the period of leave.
6. The STP Committee conducts the annual review of each faculty member.

7. The STP Committee reviews all tenure and promotion cases. Tenured members in the Department vote on recommendations for tenure and promotion to Associate Professor.- Full professors in the Department vote on recommendations for promotion to Full Professor.
8. Regional Chancellors will provide a formal review in promotion and tenure cases for faculty members on branch campuses prior to a College Dean completing and forwarding a recommendation to the Provost.
9. The STP Committee reviews applications for emeritus status.
10. The STP Committee issues guidelines for the annual report according to the departmental criteria for tenure and promotion.
11. The Chair might ask the STP Committee to serve in other functions as needed.

E. Section Head

1. Each Section Head of WLE is recommended by the section and appointed by the Chair.
2. Section Heads will serve for three (3) years and can be reappointed. If applicable, rotation among section members is strongly encouraged to guarantee sharing of workload and generational transition.
3. Section Heads, in collaboration with section members, are responsible for the course scheduling of their section and a fair distribution/rotation of courses among faculty members.
4. Section Heads oversee the development of a curriculum that represents the current state of the discipline. Section Heads oversee the yearly assessment of the program/curriculum.
5. Section Heads oversee the development of co-curricular events and community outreach.
6. Section Heads oversee the recruitment of undergraduate majors in their respective field and serve as their mentors.
7. Section Heads should resolve grievances between students and faculty in their section.

F. Graduate Director

1. Each Graduate Director is recommended by the section and appointed by the Chair.
2. Graduate Directors will serve for three (3) years and can be reappointed. Rotation among section members is strongly encouraged to guarantee sharing of workload and generational transition.
3. Graduate Directors are responsible for the recruitment, selection, advising, and retention of graduate students.
4. Graduate Directors oversee the academic progress of each graduate student; keep records of all graduate students and their post-graduation placement (insofar as that is possible). Graduate
5. Directors coordinate the development of a graduate curriculum that represents the current state of the discipline. Graduate directors oversee the yearly assessment of their graduate program.

6. Graduate Directors recommend each graduate student's funding (fellowships, teaching/research assistantships) to the Chair. Graduate Directors communicate with the TA supervisor and Section Head about the training/supervision of teaching assistants.
7. Graduate Directors serve as the liaison between WLE and the Graduate School and other entities involved in graduate student affairs.

G. Undergraduate Director

1. The Undergraduate Director is appointed by the Chair in consultation with the Executive Committee. Once an appointment has been made, the position must be approved by simple majority of WLE faculty members by secret ballot.
2. The Undergraduate Director will serve for three (3) years and can be reappointed. Rotation among faculty members is strongly encouraged to guarantee sharing of workload and generational transition.
3. The Undergraduate Director oversees the recruitment, advising, and retention of undergraduate students. S/he works closely with the CAS advisor.
4. The Undergraduate Director coordinates the development of a contemporary undergraduate curriculum that represents the current state of the discipline. S/he assists with the yearly assessment of the undergraduate concentrations.
5. The Undergraduate Director serves as the liaison between WLE and other entities involved in undergraduate student affairs.
6. The Undergraduate Director's term ends when the appointing Chair's term ends. The incoming Chair may renew the existing Undergraduate Director's contract or appoint a new Undergraduate Director.
7. The Undergraduate Director will convene interested faculty once a semester to discuss undergraduate curriculum matters.

IV. Miscellaneous

- A. Study Abroad: Directors of Study Abroad Programs may be recommended by the faculty members of each specific section.
- B. Summer Appointments: The Chair appoints faculty members for summer teaching according to the recommendations of the section, the proposed budget and SCH requirements, and the curricular needs of the programs. If there is a shortage of teaching slots, the sections should rotate summer teaching opportunities among their members.
- C. Amendments: This Governance Document may be amended by a two-thirds majority vote of the department's voting members.
- D. This Governance document must be approved by simple majority of the WLE faculty by secret ballot.



## APPENDIX

### DEPARTMENT OF WORLD LANGUAGES

#### Annual Evaluation Expectations

In alignment with college and university guidelines, the department of World Languages conducts an annual review of faculty activity. This annual review of the preceding calendar year plays an important role in institutional processes, such as determining raises and merit pay and evaluating progress toward tenure and promotion. Departmental guidelines and standards must be consistent with those of the university.

#### **Expectations:**

The following set of expectations presumes a 2/2 teaching load. A faculty member who opts for a 3/2 teaching load for an academic year will need to confer with the department Chair about adjusted research and service expectations. The adjusted expectations will then need to be clearly conveyed to the STP Committee in advance of the evaluation. Faculty seeking tenure and promotion to Associate Professor or promotion to Full Professor should always consider the expectations of the College as well as those of their field when deciding how to distribute effort over the categories of teaching, research, and service.

#### **Submission of materials for Evaluation:**

Early in the new year, no less than one month before the departmental deadline, faculty will receive detailed instructions for submission of materials for evaluation. This deadline must be adhered to so that the STP Committee and Chair may complete their work in time for the College deadline.

#### **Evaluation:**

The STP Committee and the Department Chair conduct their reviews independently, each evaluating faculty members based on their individual assignments in **Teaching, Research, and Service**. Faculty members will also be evaluated on **Administration** if a percentage of their workload includes assignment in this area. Spouses and partners are not permitted to evaluate one another.

As part of the annual evaluation process, the Chair of the department may provide a list of goals for the upcoming year to a faculty member to address particular aspects of his/her performance that require attention or need improvement. This pertains mostly to faculty on the tenure track, but may also apply to those progressing toward promotion to Full Professor, and to anyone having difficulties in a particular area.

**The STP Committee and Chair use one the following ratings for each category:**

- 5.0 (Outstanding)
- 4.0 (Strong)
- 3.0 (Satisfactory)
- 2.0 (Weak)
- 1.0 (Unsatisfactory)

If accomplishments warrant a rating that is above expectations for one rating, but below those of the next higher, a rating such as 4.5 (Strong-Outstanding) may be given.

**TEACHING**

The STP Committee will consider the following materials for assessment of teaching for tenured and tenure-earning faculty as well as for full-time Professors of Instruction and Instructors.

**Professors of Instruction and Instructors** with no official service or research assignment may provide a narrative of non-instructional activities and contributions in the area called Faculty Narrative. Having these activities on record will facilitate future applications for promotion.

**Materials for Evaluation:**

- A syllabus for each course: All syllabi must conform to the guidelines as articulated on the USF website (as of this writing [System Policy 11-008](https://www.usf.edu/innovative-education/citl/syllabus.aspx) <https://www.usf.edu/innovative-education/citl/syllabus.aspx> )
- Student evaluations (accessed online by evaluators): The STP committee and the Chair recognize the limitations of student evaluations and ratings in the assessment of successful teaching (e.g., participation level, implicit biases related to gender and racial identities, subject matter, level of course, difficulty of course material, anticipated grades) and use appropriate care in determining their effect on the rating. Faculty are encouraged to promote student participation in this process.
- A Teaching Narrative: To be written in prose or bullet-point form (250-500 words). The narrative allows the faculty member to supplement the information provided in the course syllabi. All relevant information should be included. The committee considers all relevant activity including items not listed in the examples below. **Activities should only be listed in one area, whether Teaching or Other Instructional Effort—with no duplications.**

**Examples of other information to include:**

- thesis and dissertation activity
- new course development, course redesign (whether in process or submitted to Curriculog)
- new or proposed attributions such as Gen Ed and Global Citizens Project
- evidence of community-engaged teaching
- directing Honors Theses
- teaching awards
- supervision of lower-level language courses
- maintenance and updating of shared Canvas shells and course syllabi
- a leadership role in teaching within the department or section
- adoption or development of innovative teaching methods
- contributing to departmental needs in teaching (e.g., Gen Ed or FOT classes)
- evidence of dealing with special needs of students (e.g., altering curriculum for accessibility)
- mentoring (e.g., undergraduate research mentoring, supervising interns)
- participating in USF undergraduate research and/or Honors college activities
- publishing with students in venues not included in research assessment
- helping students present at regional or national conferences

**Optional Materials:**

- Representative instructional materials and assessments (no more than 3 items per course) and/or access to course Canvas sites.
- Feedback from other entities such as CITL or another instructor

**Ratings for Teaching:**

5 (Outstanding) is awarded to faculty whose dossier contain:

- syllabi that not only meet university guidelines but reflect courses that challenge students intellectually, stimulate their interest, and develop their skills through assessments designed to meet the stated goals of the course
- a well-conceived Teaching Narrative that lists a variety of items from the above list
- high numerical student ratings in all courses and an absence of patterns of criticism or complaints in the written commentary

4 (Strong) is awarded to faculty whose dossier contain:

- syllabi that not only meet university guidelines but reflect courses that challenge students intellectually, stimulate their interest, and develop their skills through assessments designed to meet the stated goals of the course
- a well-conceived Teaching Narrative that lists items from the above list
- mostly high numerical student ratings in all courses and an absence of patterns criticism or complaints in the written commentary

3 (Satisfactory) is awarded to faculty whose dossier contain:

- syllabi that not only meet university guidelines but reflect well-organized and well-conceived courses
- a Teaching Narrative that accurately reflects Teaching effort but does mention items from the above list
- middling student ratings or better and minimal evidence of patterns of criticism or complaints

2 (Weak) is awarded to faculty whose dossier contain:

- syllabi with major lapses in both syllabus and course design
- a Teaching Narrative that does not describe teaching effort and mentions no items from the above list
- middling numerical student ratings or lower with patterns of criticism or complaints in the written commentary

1 (Unsatisfactory) is awarded to faculty whose dossier:

- lacks required elements
- demonstrates unacceptable lapses of quality in the design of their courses
- contains student evaluations that reflect low numbers and patterns of criticism or complaints

## RESEARCH

The STP committee and department Chair evaluate achievement in research based on the expectations for the various disciplines in WLE (e.g., Applied Linguistics, Classics, and the various languages and subdisciplines therein). The STP committee members best qualified to understand these differing expectations will provide guidance during deliberation.

The STP committee and the Chair consider the faculty member's research productivity holistically, e.g., scholarly publications, conference papers, creative works, translations, Digital Humanities work, and grants whether submitted, accepted or published/awarded.

### Research Narrative

In addition to entering publication data into the online system, faculty members provide a more detailed accounting of their activities in the Research Narrative (250-500 words, prose or bullet-point). Supplementary documentation is required. The Research Narrative should include a list of the relevant items below:

**Published work:** provide a PDF of the article or chapter plus publication information, i.e., title, journal, issue, number, pages, DOIs, etc. For books, provide the relevant details plus the ISBN number.

**Accepted work:** provide a PDF of the submission plus precise publication information, i.e., title, publisher.

**Submitted work:** provide a PDF of the submission plus precise information about the journal, publisher, editor, etc., to which/whom the work has been submitted and date of submission.

**Work in progress:** faculty members may elect to share fully drafted work in progress in PDF form as evidence of ongoing effort. All unpublished material will be handled with the utmost care.

**Further information:** Some faculty members may choose to provide additional information on ongoing projects and plans, not to exceed 150 words.

**The STP Committee and department Chair use the following guidelines to evaluate research productivity**

There are two lists below that will aid in determining the relative weight of research activities. List A contains the kind of high-level accomplishments associated with the granting of tenure and promotion to Associate Professor, promotion to Full Professor, and receipt of the departmental annual rating of 5. List B contains a wide range of items that constitute scholarly activity. The numbered items at the top of list B are given more weight than the non-numbered items further down the list. Below the two lists are the guidelines that the STP Committee and department Chair will use for determining each rating. The STP Committee and department Chair will also take into account activities not found on the lists when warranted. All items can occur multiple times.

**LIST A**

1. final acceptance or publication of a substantive peer-reviewed journal article
2. final acceptance or publication of a substantive peer-reviewed chapter in a scholarly book
3. receipt of a major award, grant, or fellowship that is nationally or internationally competitive, including various residential fellowships and those from private sources of funding
4. publication of a peer-reviewed scholarly monograph, edited volume, book-length critical edition, book-length translation, textbook, or other book

**PUBLICATION CREDIT:** Faculty members have two choices for when to claim credit for a publication, the year of final acceptance or the year in which it first appears. If a publication appears first online and then in print, or vice-versa, it only counts once. Each scholarly monograph will merit Outstanding for three years, while other books will merit Outstanding for two years. For books, the faculty member needs to indicate in which year the two- or three-year clock for credit will begin. Such decisions should be clearly articulated in the Research Narrative. In the absence of clear instructions, the decision of the STP Committee will default to the year of first appearance. Please address questions to the STP Committee or the department Chair prior to submission of the annual evaluation dossier.

### **LIST B (numbered)**

1. submission of an article to a peer-reviewed journal
2. submission of a chapter for a peer-reviewed volume
3. delivery of a scholarly paper at a regional, national, or international refereed conference
4. delivery of an invited scholarly talk in an academic milieu (some talks are service)
5. submission of a book proposal including narrative and chapter outlines and/or evidence that a completed book manuscript is committed to a particular publisher
6. application for a grant or fellowship that is nationally or internationally competitive, including various residential fellowships and those from private funding sources
7. publication of a peer-reviewed translation or creative work

### **List B (non-numbered)**

- a. serving as an invited respondent at a professional conference
- b. submission or publication of a book review or review essay
- c. submission of a translation or a creative work for publication in a peer-reviewed venue
- d. posting of juried or invited professional blog or website entry
- e. submission or publication of a non-peer reviewed article or essay
- f. submission or publication of an encyclopedia or sourcebook entry
- g. application for or receipt of a USF internal or small regional/local grant
- h. submission or publication of a translation of a peer-reviewed essay/article
- i. submission or publication of a literary translation (short piece)
- j. scholarly work in Digital Humanities (DOI required)
- k. sharing, with STP Committee, of one or more fully drafted book chapters

## **GUIDELINES FOR RATINGS**

### **5 (Outstanding)**

- Monograph disciplines            1 item from list A plus 3 items from list B  
Non-monograph disciplines    2 items from list A plus 2 items from list B

### **4 (Strong)**

- Monograph disciplines            3 items from list B of which 1 item must be from list B (1-7)  
Non-monograph disciplines    1 item from list A plus 2 items from list B (1-7)

### **3 (Satisfactory)**

- All disciplines                      2 items from list B, of which 1 item must be from list B (1-7)

### **2 (Weak)**

- All disciplines                      2 or fewer items from anywhere in list B

### **1 (Unsatisfactory)**

- All disciplines                      1 or fewer items from anywhere in list B

## **SERVICE**

The STP committee and the Chair consider the whole picture of the preceding year in service to the department/college/university, the profession, and to the public/community. Although faculty members are not required to perform service in all three categories to receive a ranking 5 or 4, those seeking tenure and promotion to Associate Professor or promotion to Full Professor should perform professional service in line with the expectations of their field.

### **Service Narrative**

Faculty members will provide evidence for their service activities in the Service Narrative, ideally in bullet-point form, in 250-500 words. Since many service roles, especially committees and editorial positions, require varying levels of effort including none, faculty members need to offer a brief and clear assessment of the actual work entailed in fulfilling a given role for that year. In some cases further documentation may be required. Public/community engagement must relate to one's academic field and cannot involve unrelated personal hobbies or interests.

### **Ratings Guidelines**

There are three lists below. List A contains high-level service items that require significant time and effort and are not compensated by course releases or salary increase. List B is a combination of departmental, university, and professional service items, of which the numbered items at the top of the list will carry more weight. List C contains items related to community/public service and engagement. All items can be used multiple times. The STP Committee and department Chair will determine the weight of a given activity based on the details provided.

#### **List A**

- a. membership on the STP committee
- b. Section Head
- c. membership on a college-level committee, council, task force (significant effort such as Gen Ed, SHUM Grad curriculum, Faculty council, SHUM T&P)
- d. membership on a university-level committee, council, or task force (significant effort)
- e. membership in the USF Faculty Senate
- f. major professional service (e.g., journal or book series editor, academic association office holder, main conference organizer) [if this is the only item from A, there must also be at least 1 item from B (1-4)]

#### **List B (numbered)**

1. membership on department committees (e.g., Executive Committee, Diversity)
  2. non-committee service to the department (e.g., colloquium organization)
  3. membership on a college-level committee (lower effort)
  4. membership on a university committee (lower effort)
-

**List B (non-numbered)**

- a. thesis/dissertation committee membership outside one's section/defense Chair
- b. recruitment efforts (department, section, program, university)
- c. formal faculty mentoring
- d. student club advisor
- e. reviewing for USF grants and external fellowship competitions
- f. membership on editorial boards
- g. conference organization work, panel Chair
- h. active non-leadership role in a professional scholarly organization (local, regional, national, international)
- i. peer-review of an article or book (a book counts twice)
- j. reviewing for external grants
- k. prize committees for scholarly associations

**List C**

- a. public lecture/presentation (to be distinguished from invited academic lecture)
- b. significant service to public schools
- c. significant service to community groups
- d. significant service to cultural groups
- e. significant service on art councils
- f. significant service to community colleges
- g. local/regional panel discussions
- h. unpaid translation for community members/groups

**Ratings**

**5 (Outstanding)**

1 item from list A plus 3 items from list B or C

or

5 items from list B or C of which 1 must be from B (1-4)

**4 (Strong)**

4 items from list B or C of which at least 1 must be B (1-4)

**3 (Satisfactory)**

4 items from list B or C

**2 (Weak)**

2 or 3 items total from any list

**1 (Unsatisfactory)**

fewer than 2 items total from any list



## **APPEALS PROCEDURE**

When a faculty member disputes the evaluation of either the STP committee or the department Chair, s/he should make this known in writing to the evaluator in question. The faculty member may then choose to arrange a meeting, whether with the STP committee or the department Chair, to discuss the evaluation that is being disputed. During these meetings, the faculty member will have the opportunity to point out any perceived factual errors. If the faculty member wishes further review of the Chair's and/or Committee's evaluation, s/he has the right to begin an appeal process with the College's Associate Dean of Faculty.

All faculty members have the right to enter a self-evaluation or a written response to the evaluation of the STP Committee and/or Chair into the annual review (e.g., in Archivum).

Approved by Dean's Office on February 22, 2022.

Approved by Provost's Office on February 22, 2022.