University of South Florida
Department of Anthropology
Governance Document

Which includes but is not limited to:
Guidelines for Faculty Recruitment, Faculty Evaluations, and Merit Criteria

(Revised January 2009)

I. The guidelines herein enumerated shall function within the context of relevant College, University and Board of Trustees guidelines, contracts and regulations.

Mission Statement:
Anthropology is the comparative and global study of humanity. Cultural diversity and the universals that link all humans are the principal focus of anthropological research. Anthropology is a holistic discipline, divided into the following subfields: cultural anthropology, physical anthropology, archaeology and linguistic anthropology. Contemporary anthropology is concerned with the generation of basic knowledge and the application of that knowledge to the understanding and solving of human problems. The USF Anthropology Department particularly emphasizes applications while recognizing that basic and applied research and teaching are inextricably linked.

The mission of the department is to educate students in the anthropological perspective and its relevance to a liberal arts education and a range of disciplines and careers. In order to do that, faculty are expected to maintain a high level of involvement in basic and applied research resulting in professional publications, presentations, and classroom instruction. In addition to a commitment to quality teaching, faculty are also expected to engage in community and professional service.

II. DEPARTMENTAL OFFICES

Department Chair
The Chair is the chief executive officer of his/her department and is directly responsible to the Dean of the College of Arts and Sciences and responsive to the faculty, staff and students in the department (Preferably the Chair of the Department should be a full Professor). As chief executive officer the Chair is charged with implementing University and College policies and procedures, initiating internal policies and procedures consistent with them. The Chair serves as the primary link between the department and other academic and administrative units on campus, acting as representative of the faculty, staff and students at the same time he/she acts as representative of these other units.
While the Chair has primary and final responsibility for all internal activities, that responsibility and its associated power and authority is conditioned by consultation with parties affected by his/her actions. In council with other Chairs, Directors and the Dean, the Chair participates in the development and implementation of policy and procedures within the College. The Chair exercises leadership both within the department and in representing the department. On departmental matters, the Chair is ultimate authority.

**Appointment, Tenure, Renewal, Termination:**
The Chair of the department is appointed by the Dean, upon the recommendation of the department faculty, and consent of the appointee. Term of three (3) years, with possible renewal. Removal for cause should be handled through grievance channels.

The Chair will be evaluated on his/her second year of a three year term by a survey instrument given to the faculty of the department. The Faculty Advisory Committee is responsible for initiating and conducting this evaluation. If the Chair requests, he/she may be evaluated on a yearly basis.

**Deputy/Associate Chair**
The Deputy/Associate Chair assists the Department Chair in the administration of the Department, and is directly responsible to the Chair. The Deputy/Associate Chair assists the Chair in implementing University and College policies and procedures, and in initiating and implementing internal policies and procedures. He/she will represent the Chair on occasions as delegated by the Chair, and will perform other administrative duties as directed by the Chair.

**Appointment, Tenure, Renewal, Termination:**
The Deputy/Associate Chair is appointed by the Chair, after consultation with the Faculty Advisory Committee, and with the consent of the appointee. Term of three (3) years with possible renewal. Removal for cause should be handled through grievance channels. It is expected that the incumbent will devote no more than a 30% assignment per semester to the task of Deputy/Associate Chair.

**Director of Graduate Studies**
The Graduate Director is responsible for the administration of both master’s and doctoral programs. Primary responsibilities include the recruitment of potential applicants, monitoring of the application process to completion, securing and monitoring financial assistance, monitoring student progress through the programs, and the solution of student and programmatic problems.

**Appointment, Tenure, Renewal, Termination:**
The Graduate Director is appointed by the Chair after advisory vote of all faculty and consultation with the Faculty Advisory Committee and with consent of the appointee. Term of three years (3) with possible renewal. Continuity is an important consideration. Removal for cause should be handled through grievance
channels. Generally, the incumbent is released from teaching one course each semester of the regular academic year.

**Undergraduate Student Advisor**

The undergraduate student advisor is responsible for advising anthropology majors and minors and potential majors and minors in all matters pertaining to undergraduate curricular requirements. The advisor is also responsible for evaluating all transfer credits and for the review of the academic record per certification of the satisfactory completion of requirements for all anthropology majors. Responsibilities include maintaining accessible office hours for student advising, curriculum planning, maintaining student record files, overseeing course and curriculum changes, liaison with college placement office, registrar, counseling service, and college advising office. Incumbent must know and understand university rules and regulations on academic and related matters. The undergraduate student advisor administers the department's undergraduate honors program.

**Appointment, Tenure, Renewal, Termination:**

The Undergraduate Advisor is appointed by the Chair after consultation with the Faculty Advisory Committee and with consent of the appointee. Term of three (3) years with possible renewal. Removal for cause should be handled through grievance channels. Generally, the incumbent is released from teaching one course each regular academic year.

**Coordinator of Archaeology**

Chairs the standing committee on the specialization in Public Archaeology, representing the interests of appropriate faculty and students in academic and other matters. In addition, supervises, with the help of other faculty and graduate assistants, the operation and maintenance of field vehicles, boat, laboratory equipment and facilities, and curation of archaeological and ethnological collections and records.

**Appointment, Renewal, Tenure, Termination:**

The Coordinator is appointed by the Chair after advisory vote of appropriate faculty and consultation with the Faculty Advisor Committee and with the consent of the appointee. Term of three (3) years with possible renewal. Removal for cause should be handled through grievance channels.

### III. DEPARTMENTAL STANDING COMMITTEES

In addition to the Faculty Advisory Committee, which is a standing committee elected by the faculty as described below, other committees may be appointed by the chair to assist in the administration of the department. Such assignments must be made for a specific term, and must be accompanied by the promulgation of specific charges and task descriptions. The chair must secure the advice and consent of the Faculty Advisory Committee before making such appointments.
Faculty Advisory Committee (FAC): Composition and Term

A. The FAC is a standing committee composed of five tenured members of the full-time faculty (whose duties are at least 51% within the department), excluding the department Chair and any visiting faculty.

B. FAC members will serve two-year terms, staggered so that two members will rotate off the committee each year.

C. All department faculty who will be evaluated by the FAC in a given year are eligible to vote for the members of the FAC.

D. The annual election for the two vacant positions will be held by secret ballot within the first two weeks of the fall semester.

E. The FAC shall elect a chair and a deputy chair from among its members. The previous chair is not eligible to serve as chair.

F. Members of the FAC shall remove themselves temporarily from the Committee when they are being evaluated and are directly involved in another matter before the Committee.

Faculty Advisory Committee: Charge

A. The FAC is charged with generating evaluation statements and other recommendations regarding salaries, tenure, promotion and termination. Evaluation will normally begin in March and cover the preceding three academic terms.

B. The FAC will also meet whenever called by any member of the department to consider any and all matters relevant to the activities of any faculty member which have not been satisfactorily resolved through discussions between the faculty member and the Chair of the Department.

C. The FAC may be responsible for the development or explanation of departmental standards of evaluation as may be required by College or University guidelines. Where such depart significantly from the established departmental guidelines the FAC shall inform the departmental faculty and/or seek their approval, depending on the circumstances.

D. The FAC is responsible for evaluating CV’s submitted for graduate credentialing (see below, criteria for membership on the graduate faculty and procedures for special credentialing of non-anthropologists for service on graduate Committees).
E. The FAC and the Chair may consult each other with regard to any departmental activities.

F. The FAC Chair shall initiate a survey evaluation of the Chair of the department in the second year of a three year term. However, if the Departmental Chair requests he/she may be evaluated each year.

**Faculty Advisory Committee - Chair**

The Chair of the FAC is responsible for the administration of the activities of the FAC. The individual in this position consults with the Chair as required. The primary routine responsibility is to insure the timely submission of tenure, promotion, annual evaluation and other recommendations to the Chair by the committee.

**Appointment, Tenure, Renewal, Termination:**
Annual election by the FAC from among the annually elected members of the FAC. Removal for cause should be handled through grievance channels.

### IV. DEPARTMENTAL STANDARDS FOR EVALUATION

The following departmental standards are intended to conform to relevant College, University and Board of Trustees guidelines, contracts and regulations.

**A. Recruitment**
Under limitations specified in the BOT and BOG regulations governing the awarding of tenure, considerations of credit for prior service in an academic and/or non-academic position should occur before appointment to this College. The department FAC and the Chair should make recommendations to the Dean regarding the crediting of prior experience for purposes of promotion and/or tenure. Credit should be given only for prior service pertinent to the individual's field of expertise and assignment in the department. The Dean should then forward a recommendation to the Office of the Provost. Should the decision from the Office of the Provost be satisfactory to all parties, it should be fully stated and included in the appointment documents. All documents related to such considerations should be retained in the individual's permanent file, in the Dean's office. In the absence of appointment provisions as outlined above, if credit for prior professional academic or non-academic experience is sought for promotion and/or tenure, it must be clearly stated and documented as a request for variance. The minimum criteria for recruitment at each rank are as follows:

1. **Instructor**
a. Department determination of the completion of substantial work in the discipline.

b. Expected completion of the Ph.D. in Anthropology within two years of initial appointment.

2. **Assistant Professor**

   a. Completion of all requirements for the Ph.D. in Anthropology by date of appointment.

   b. Expectation of performance commensurate with the minimum criteria for promotion to Assistant Professor.

3. **Associate Professor**

   a. Possession of the Ph.D. in Anthropology.

   b. Documented supporting evidence, of performance in assigned areas of activity, during prior employment commensurate with the minimum criteria for promotion to Associate Professor.

   c. Typically, five years experience in a tenure- earning rank, or the equivalent.

   d. Documented evidence of national or international visibility.

4. **Professor**

   a. Possession of the Ph.D. in Anthropology.

   b. Documented evidence of outstanding achievement in scholarship and other areas of professional activities.

   c. Typically, five years as an Associate Professor or the equivalent.

   d. Documented evidence of national or international visibility.

B. **Tenure**

   Pursuant to University Guidelines for Tenure and Promotion the first step in the tenure decision process is an evaluation of effectiveness in teaching. Once that is done, candidates for tenure must supply the Chair with a list of at least six reviewers from within the discipline, which will be submitted to the College for review and approval. When applying for tenure, candidates may submit a review of all information encompassing their performance, assigned or voluntary, during the period under consideration which they believe
appropriately supports the application. It is inappropriate for candidates to contact the reviewers regarding tenure consideration. Each recommendation for tenure should be accompanied by a statement of the mission, goals and educational needs of the department. Tenure considerations normally shall be initiated by the FAC in accordance with existing College, University, BOT and BOG guidelines.

Our department emphasizes applied anthropology research; therefore we want to encourage and reward scholarly activity in the field of applied anthropology. The scholarship of application can be demonstrated in the conventional ways, through publication in peer-reviewed journals or through books or book chapters. It is often the case, however, that technical reports, especially those based on grant-funded projects, are also subject to peer review or other forms of review, and can be influential in the field and widely disseminated to a broad range of audiences, including other scholars. Other forms of applied scholarship include program or policy evaluation reports, design and execution of grants or contracts, and writing for media, such as scriptwriting for film and museum exhibitions.

The importance of applied research and scholarship to the department does not preclude significant scholarly activity in other forms of basic anthropological research.

1. **The minimum criteria for tenure are as follows:**

   a. Completed five years in tenure-earning capacity.

   b. Possession of the Ph.D. degree in anthropology.

   c. Effective teaching, research and service are attested when the faculty member's performance achieves an evaluation of satisfactory or higher. Tenure requires documented evidence of outstanding performance in either teaching or research/creative activity, at least strong performance in the other, and at least satisfactory performance in service.

   d. Documented evidence of professional visibility beyond the individual's institution on the local or regional levels.

   e. Typically, recommendations for tenure shall be submitted simultaneously with a recommendation for promotion to the rank of Associate Professor.

   f. Satisfactory review of candidate's credentials by an external review process. Candidates should refer to the memorandum on external review procedures promulgated by the Office of the Vice
President for Academic Affairs for specific directives that will be operative during the academic year.

g. Consideration will be given to the degree in which the faculty member works in harmony with colleagues.

h. Consideration will be given to the degree in which the faculty member has demonstrated professional growth in a direction consistent with the department's mission.

2. Review of progress toward tenure.

a. The candidate for tenure will receive from the FAC and from the Chair of the Department written appraisals of his/her progress toward tenure as part of the annual evaluation of performance.

b. The candidate for tenure will receive from the FAC and the Chair of the Department a more extensive mid-point review midway through their pre-tenure period (typically during the third year of tenure-earning service).

c. The mid-point review shall address the performance of annual assignments including teaching, research/creative activity and service occurring during the preceding tenure-earning years of employment. In addition, the review shall critically assess overall performance and contributions in terms of mid-point expectations. The mid-point review will not be as extensive as the formal tenure review that occurs later, but it will be based on a set of documents that will include a current vita, annual evaluations, student/peer evaluation of teaching, selected examples of teaching materials and scholarship and a brief self-evaluation by the faculty member.

d. The mid-point review is intended to be informative, and to be encouraging to faculty who are making solid progress toward tenure, instructional to faculty who may need to improve in selected areas of performance and cautionary to faculty where progress is significantly lacking.

C. Promotion

The promotion process may be initiated by a faculty member, the Chair of the Department, or by the FAC. When applying for promotion, candidates may submit a review of all information encompassing their performance, assigned or voluntary, during the period under consideration which they believe appropriately supports the application. In addition, candidates may
submit letters of references in support of their promotion application. The minimum criteria for promotion to each rank are as follows:

1. **From Assistant Professor to Associate Professor**
   a. Documented evidence of outstanding performance in either teaching or research/creative activity, at least strong performance in the other, and at least satisfactory performance in service.
   b. Typically, five years experience in a tenure-earning rank or the equivalent, except in cases of compelling merit.
   c. Documented evidence of local or regional visibility.
   d. Satisfactory review of candidate's credentials by an external review process. Candidates should refer to the memorandum on external review procedures promulgated by the Office of the Vice President for Academic Affairs for specific directives effective during a given academic year.

2. **From Associate Professor to Professor**
   [please note the statement on applied anthropology research in section IV-B, above]  
   I THINK STATEMENT SHOULD BE INCLUDED HERE
   a. Documented evidence of outstanding performance in at least one major area of assigned activities (typically scholarly activity) and strong performance in the remainder of the major assigned areas.
   b. Typically, five years at the rank of Associate Professor, or the equivalent, except in cases of compelling merit.
   c. Documented evidence of national or international visibility.
   d. Satisfactory review of candidate's credentials by an external review process. Candidates should refer to the memorandum on external procedures promulgated by the Office of the Vice President for Academic Affairs for specific directives that will be operative during this academic year.

V. **EVALUATING PERFORMANCE**

A. **Assignments**
   Faculty members are evaluated on the basis of their assignment of duties in the three areas of teaching, research and service. Those assignments reflect the rank of the faculty member and the needs of the department. All faculty
should carry a research assignment of 15-20%, with more for untenured faculty (who should have a lower teaching/service load). The assignment for service should be no more than 10-15%, with teaching being the major portion of the faculty's assignment. According to the contract the faculty workweek is 40 hours.

At the time of assignment, the percentage distribution among categories assigned is shown in the Assigned Faculty Duties (AFD) column of the AFD/FAR form, which is completed online through the FAIR system. The (Faculty Activity Report (FAR) column is the opportunity for faculty to adjust the percentages according to actual work performed, in consultation with the Chair, before the forms are signed at the end of each semester. The FAR portion should reflect the work actually carried out, as described in the Supporting Documentation, and is the basis on which faculty are evaluated. Evaluation of the faculty member's performance will then be based on both the amount and the quality of work performed within each category. In addition to the assigned duties, professional visibility of a faculty member will be a factor in the evaluation by the Chair and the FAC.

B. Criteria for Merit Pay
Criteria for merit pay were originally adopted by the faculty in the Department of Anthropology in December 1985, and have been reviewed annually.

Faculty are evaluated separately by a peer committee, the Faculty Advisory Committee (composed of four tenured members of the full-time faculty, elected annually by all members of the department), and by the Chair. Performance in each area of assigned duty is typically rated on a 5-point scale; 5=outstanding, 4=above average, 3=average, 2=below average, and 1=poor. In assigning a rating, the FAC and Department Chair may award numerical scores intermediate between two points on the scale, e.g. 4.6 to indicate performance that is well above average, but not quite "outstanding."

The separate ratings for each area are combined into an overall rating score; an average weighted by the percentage assignments. In any instance, a case may be advanced for a level of merit increment either higher or lower than the level suggested by the faculty member's rating score, when the full record of the faculty member's performance warrants that such action be taken. It is always the responsibility of the FAC and the Chair to document and fully explain their recommendations regarding faculty merit increments.

The recommendations of the FAC and Chair are prepared independently.

The annual evaluation will be based on the following formula:
Individuals in the "considerable" category receive 0.6667 of the amount of the raise received by individuals in the "large" category, and individuals in the
moderate category receive 0.3333 of the raise received by individuals in the "large" category. For example, for each $100 received by individuals in the first category, individuals in the second category should receive $66.67, and individuals in the third category should receive $33.33.

Five percent of the merit money will be given to the Chair for discretionary use. The basis of her/his decision to give discretionary merit money to a faculty member will be detailed in the Chair’s narrative. 95% of the merit money will be distributed according to the formula approved by the faculty (see above).

VI. REPORTING DATA FOR EVALUATION

A. It shall be the responsibility of the faculty member to complete relevant departmental, College, University reports (e.g., the Assigned Faculty Duties form, Personnel Activities Report), these reports will be made available to the Faculty Advisory Committee.

B. It is required that each faculty member submits annually a self-evaluation of his/her performance in the role of professor; this report should reflect the categories delineated in the Assigned Duties Forms. The self-evaluation shall include an up-to-date vita and reports on other documentation as discussed in these guidelines. The annual report should be uploaded into the FAIR system; a printed copy is then placed in a folder with other supporting materials for use by the Chair and FAC in annual evaluation. C. Faculty members, as well as the FAC, are urged to examine the College evaluation guidelines, which include examples of the information, which may be required to meet minimal standards.

D. Faculty members should include comments they deem indicative of their professional visibility in the narrative portion of their self-evaluation.

E. Faculty members may wish to indicate their efforts directed towards self-improvement in the annual self-evaluation report.

F. In order to evaluate teaching more accurately and fairly, the following items should be submitted:
   a. Formal student evaluations, including summary sheet and qualitative student comments.
   b. Syllabi for all courses taught.
   c. A brief statement about graduate student committee assignment, undergraduate honor students supervised, independent study courses, etc. Faculty should include information about the students’ work that year, e.g., what stages of the degree were completed, etc.
   d. Statement from faculty member about teaching activities that
year, e.g., new courses, multiple preparations, curriculum development, teaching grants, etc. Faculty members are also encouraged to describe work such as mentoring students, including students in research, and other relevant activities.

e. Peer reviews, if applicable.

G. Research evaluation: Faculty should include a statement outlining their research agenda/achievements for the year, in as much detail as they wish to offer.

While faculty members are encouraged to write grant proposals and contracts to support their research activities, unfunded research is also important. Regardless of whether research is funded, and regardless of the type of funding it receives, it is considered vital if it furthers the mission of the department and the university and if it is committed to engaged scholarship.

H. Service evaluation: since the AFD/FAR forms and college evaluation forms divide up service activities differently, it will be up to individual faculty members to split this number as they see fit.

I. Administration evaluation: The FAC will distribute a short survey to the faculty to gather data to evaluate the Chair. The undergraduate advisor and the GD should make a statement in their evaluation describing their work, accomplishments, etc.

VII. EVALUATION FORM

A. All evaluation and grievance procedures will be carried out in accordance with current operative College, University, and State University System guidelines, and with specifications in the current BOT/UFF contract.

B. Increments (beyond any mandatory increments) shall be proposed by the FAC and the department Chair, based on their respective evaluations of a faculty member's performance in the role of professor as discussed above. These proposals shall take the form of the categories spelled out on the official university forms.

C. The Chair of the department forwards the recommendations to the Dean.

D. Recommendations for the distribution will be submitted to the Dean. When union, legislative, BOT, BOG, university or college directives concerning the distribution of merit dollars appear to be in conflict with the departmental distribution plan, the Chair shall resolve such issues in consultation with the college Dean. The Chair shall consult with the FAC and/or the department at large in the resolution of such problems.
E. The FAC may submit recommendations for special adjustment increments over and above the salary increments allocated to the department for transmission through appropriate administrative channels.

F. Faculty members who feel they are in situations of inequity are encouraged to call the FAC's attention to their situation.

G. Termination may be recommended by the FAC in accordance with the procedures specified in the current USF Staff Handbook and other relevant college, university and BOR guidelines.

H. Annual evaluations and recommendations made by the FAC shall be forwarded to the department Chair. The Chair will add his/her evaluation and distribute the evaluations and recommendations to each faculty member, who will indicate having reviewed it.

VIII. GRIEVANCES

A. Departmental grievance procedures function within the context of College, University and BOG procedures. Faculty members who feel they may have a grievance case should consult the appropriate handbook and guidelines, and should be careful to conform to all such guidelines and related time periods.

B. Any faculty member may request the FAC to meet on any and all matters which he/she has been unable to satisfactorily resolve by discussion with the Chair.

C. Should any matter not be satisfactorily resolved by the FAC, the aggrieved may take the matter to the department as a whole, after which the FAC or the aggrieved may take it to the Dean of the College of Arts and Sciences.

D. Annual evaluations and recommendations made by the FAC shall be forwarded to the department Chair. The Chair will add his/her evaluation and forward the evaluation and the recommendation to each faculty member. Faculty members must respond promptly to the evaluations. In the case of faculty grievance the parties involved shall attempt to come to a mutual agreement regarding the grievance within two (2) weeks after the initial communication. Should a faculty member remain aggrieved, he/she may appeal to the department as a whole, or inform the FAC in writing of his/her position, at which time it shall be the FAC's responsibility to bring the matter to the attention of the Dean of the College of Arts and Sciences. If resolution cannot be achieved at that level, College and University grievance
procedures must be followed in sequence, with due attention to relevant forms and time schedules.

IX. OTHER FACULTY

In addition to regularly appointed members of the department, the Department of Anthropology may appoint Joint, Adjunct, Courtesy, and Visiting faculty, including Research Associates.

1. Joint appointment refers to any situation where a General Faculty member is regularly participating in the teaching and/or graduate supervision responsibilities of more than one department or academic unit and may or may not be budgeted in one or more departments.

Two kinds of joint appointments are possible:

a. When a faculty line is officially designated as split and the faculty member is evaluated in part by the Anthropology Department. In these cases, the faculty member may not serve on the FAC (unless their appointment in Anthropology is at least 51%), but he/she may vote in FAC elections. The faculty member is also permitted to vote in elections within the department. The faculty member is evaluated by the FAC in the Anthropology Department for the percent of assignment, which is in Anthropology.

b. When the line is assigned 100% to another department and the faculty member is not evaluated by the FAC in the Anthropology Department, these faculty members have no voting rights in Anthropology Department matters.

2. Adjunct appointment refers to temporary academic appointments that perform teaching, research, or extension functions. Such persons are appointed on a semester by semester basis, are normally compensated on a per course basis, and are paid from OPS funds. Adjunct faculty have no voting rights in Anthropology department matters.

3. Courtesy appointments apply to those appointments in a department which do not include compensation, and are made in accordance with normal General Faculty qualifications. Courtesy faculty have no voting rights in Anthropology department matters.

4. Visiting appointments are made in accordance with normal General Faculty qualifications, and maybe at any level (Instructor, Assistant/Associate/Professor; Research Associate). Full time Visiting faculty have full voting rights in department matters, except for Tenure and Promotion,
and they will be evaluated by the Faculty Advisory Committee and Chair, according to their assignment.

5. Research Associates appointed for limited periods on grants are not considered faculty members, are not expected to attend faculty meetings, and do not have a vote in departmental affairs.

6. Candidates for joint, adjunct, visiting, or courtesy faculty appointments in the Department of Anthropology must possess a degree in Anthropology or a related field appropriate to the duties to which they are assigned. The CVs of such candidates will be reviewed by the FAC, who will bring recommendations to the full faculty. The Chair will forward candidates approved by the faculty to the College Dean, who will write the formal letter of offer.

X. **Departmental procedures for Special Credentialing of Non-Anthropologists for Service on Graduate Committees (Includes Associate, Affiliate, and Temporary Membership).**

1. The student and advisor determine whether the potential committee member is willing to serve, learning at the same time whether that person is has been previously credentialed by the Graduate Council. If so, the committee member is automatically approved.

2. The advisor informs the Graduate Director of desired committee appointment, including whether the person was previously credentialed. If a faculty member has not been previously credentialed, the Graduate Director sends a letter requesting a curriculum vita and other information necessary for the process.

3. The Graduate Director submits documentation to the Department Faculty Advisory Committee for approval (see credentialing criteria above), which considers the case, and notifies the Graduate Director of approval/disapproval within 30 days. Graduate Director forwards the appointment to the College Graduate Program Coordinator who acts upon it and forwards it to the Graduate School.

XI. **Department Policy on Spouses/Domestic Partners**

It has become increasingly common for two spouses or domestic partners to be members of academic departments. To avoid any questions of potential or perceived conflict of interest, the department has established the following guidelines, bearing in mind the need to maintain and support the academic autonomy of all individuals:

1. Spouses/domestic partners should not serve on the FAC at same time.
2. Spouses/domestic partners may serve on any other committee at the same time (e.g. student committees, search committees, other department committees).

3. In accordance with the USF policies on nepotism, it is not appropriate for one spouse to serve as Chair and the other as Associate Chair, Graduate Director, or other significant departmental administrative positions. However, spouses/domestic partners may serve at the same time as Associate Chair, Graduate Director, Undergraduate Advisor, FAC Chair, or other departmental administrative positions, where no supervision of each other is involved.

XII Department Policy on Summer Teaching Appointments

In developing summer offerings, the department will strive to meet student curricular needs with quality instruction, within budgetary constraints. Priority is given to required classes.

Every effort will be made to offer faculty members opportunities to teach if they wish. If courses are not available for all who indicate an interest, a priority order will generally be followed: assistant professors/instructors, associate professors, and full professors. After teaching a course one summer, the faculty member will go to the bottom of the rotation for the following year. The faculty member’s expertise in the subject matter, the quality of the faculty member’s teaching record, and the availability of other sources of summer funding (such as grants) will be considered in assigning courses. If possible, the Department will assign faculty; however, when appropriate (and when budgetary constraints require it), qualified graduate students and adjuncts may teach summer courses.

Where financially feasible, the Graduate Director and Associate Chair will be assigned a class in Summer, especially if they have no other sources of funding.

XIII REVISIONS

This document is subject to annual review by the faculty of the department at the beginning of each academic year. The guidelines will become effective for the evaluation period beginning at the start of Spring semester of that academic year.

Revised 01/09