

BY-LAWS FOR THE DEPARTMENT OF PSYCHOLOGY

University of South Florida

May 17, 2022

Mission Statement

The Department of Psychology is a Community of Scholars dedicated to the creation and dissemination of knowledge. The department is committed to furthering our understanding of the mind and behavior by the methods of science, as well as to the development of applications of the science of psychology to better the human condition and that of individual persons. In keeping with the mission of the University of South Florida, the department is committed to helping its students to acquire knowledge of psychological theories, research findings and the methods used by both basic and applied psychologists. The department sees as its mission serving the general student body, its majors and its graduate students by providing these students with an understanding of the importance of the scientific approach in addressing issues of human behavior. The department also sees as its mission the training of graduate students as independent scholars who will dedicate themselves to the pursuit of knowledge, even as they are using their training as scientist-practitioners or as clinical scientists to contribute substantially to the solution of pressing human problems. We see it as an important part of our mission to assure that our students internalize the canons of ethics of the discipline and profession, of Psychology. The Department of Psychology values and promotes diversity of its members and students.

The Department of Psychology is a multi-campus academic unit, with faculty on all three campuses of the University of South Florida. The Department recognizes the principles of equity of assignment, resources and opportunities of faculty across a multi-campus university.

ARTICLE I. Structure of the Department

A. Membership

The Department of Psychology can confer one of the following classes of appointments on colleagues who wish to participate in the Department's activities.

1. Tenure-Track or Tenured Faculty

Definition

- These are persons with faculty appointments as Assistant, Associate and Full Professors who are either tenured or are on the tenure track in the USF Department of Psychology. They include individuals who hold tenure track appointments on any campus at USF who are assigned to the Psychology Department.

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Rights and Responsibilities

- Such faculty may hold fractional joint-appointments in the Department of Psychology. Tenure-track or tenured faculty with at least 0.51 FTE have voting privileges in departmental voting.
- No other faculty has voting privileges in the department. The exception is the election of the USF Faculty Senators, in which instructors are also eligible to vote.

Appointment Process and Terms

- Faculty recruitment request will be initiated with a position description prepared by any tenured or tenure-track individuals, Area, or Campus. The request needs to be endorsed by the Executive Committee and Chair, and then approved by the majority of the faculty.
- The search committee will conduct searches consistent with College and University guidelines and recommend candidates to be invited to an interview. The roster of nominations will be presented to the faculty who will make the final decision as to who to interview, subject to such administrative reviews as are required.
- A recommendation to the College Dean that an offer of a tenure-track appointment be made requires approval by at least 2/3 of the faculty voting, the vote tendered in a secret ballot. Votes can be tendered either in person*, during the faculty meeting called to discuss the offer, or by absentee ballot tendered to the chair prior to the faculty meeting. (* Virtual attendance by phone or video technology is considered to be in person.)

2. Instructors

Definition

- These non-tenurable appointments can be given to instructors at the level of Assistant Professor of Instruction, Associate Professor of Instruction, and Professor of Instruction based on the appointee's teaching record and years since Ph.D.
- For those instructors without a Ph.D., appointments may be given at the level of Assistant Instructor, Associate Instructor, and Senior Instructor based on the appointee's teaching record and years since earning Master's degree.

Rights and Responsibilities

- Teaching and service assignments are determined by the Chair, in consultation with the Executive Committee.
- Instructors can participate in full in the academic life of the department but are limited in their ability to draw on departmental resources.

Appointment Process and Terms

- Search Committees will be nominated by the Executive Committee and Chair. The Search Committees review, interview, select, and rank final candidates. The Chair will make a final decision, in consultation with the Executive Committee.

3. Courtesy Faculty

Definition

- Individuals who are tenure track members of the faculty at another university and who temporarily reside on the USF campus can be granted Courtesy Faculty positions.

Rights and Responsibilities

- Courtesy faculty can participate in full in the academic life of the department but are limited in their ability to draw on departmental resources, except if an arrangement is made to have them participate in the instructional program.
- Such visitors may receive remuneration from extra-mural funds controlled by a collaborator who is a member of the faculty.

Appointment Process and Terms

- A courtesy appointment is granted at the discretion of the Chair. It is extended annually for the duration of their visit.

4. Research Faculty

Definition

- Non-tenurable research appointments at the level of Assistant, Associate and Full Professor as appropriate, given the appointee's scholarly record and years since Ph.D., may be granted to scholars who wish to conduct research on the USF campus.

Rights and Responsibilities

- Research Faculty can solicit extra-mural funds as a USF faculty member and can be paid a personal salary from such grants. There is no long-term commitment of access to departmental space.

Appointment Process and Terms

- Research Professors will be appointed for the period of one year upon the approval of the majority of the faculty.
- The appointment can be renewed annually, at the discretion of the Chair, with the advice and consent of the Executive Committee.

5. Affiliate Graduate Faculty

Definition

- Affiliate appointments are granted to individuals who are not USF Graduate Faculty, such as those at non-USF institutions and non-tenured/tenure-track faculty in USF. The latter includes research professors, instructors, and retired faculty.

Rights and Responsibilities

- For Master's Theses or Dissertations, Affiliate Graduate Faculty may serve as a committee member from outside the Area or outside the Psychology Department.

Appointment Process and Terms

- Area requests an appointment approval to the Department Chair (including CV and justification).
- In consultation with Graduate Program Committee Chair, the Department Chair forwards its recommendation to the College Office of Graduate and Undergraduate Studies (Senior Associate Dean), which in turn sends it to the Office of Graduate Studies (Associate Dean).
- An appointment in Psychology can be made for a period of up to 3 years. Continuation of the appointment will be made by the Graduate Program Committee Chair in consultation with Area Director.

6. External Graduate Co-Advisor Status

Definition

- External Graduate Co-Advisor appointments are granted to individuals who are either Affiliate Graduate Faculty or Graduate Faculty at departments outside Psychology.

Rights and Responsibilities

- For Master's Theses or Dissertations, External Graduate Co-Advisors may serve as committee members from the Area.
- External Graduate Co-Advisors are not eligible to solely direct Master's Theses or Dissertations of Psychology students. However, they are eligible to co-direct with Psychology Graduate Faculty, at the discretion of the Department.
- When External Graduate Co-Advisors supply at least the first 2 years of student funding, they may be eligible to recruit students as a co-director, at the discretion of the Department. Both External Graduate Co-Advisors and Psychology Graduate Faculty who serve as co-directors share equal responsibilities for each student.

Appointment Process and Terms

- Area requests an approval to the Department Chair (including CV and justification). The Department Chair calls for a faculty vote in a secret ballot. Approval requires a two-thirds vote in favor (i.e., two-thirds or more of the votes cast).
- An appointment can be made for a period of up to 3 years. Continuation of the appointment will be made by the Department Chair in consultation with Graduate Program Committee Chair and Area Director.

B. Department Chair

1. The Department Chair is the Executive Officer of the department and has the normal powers and responsibilities as delegated by the President, Provost, and College Dean. The Chair is the official liaison between the department and the administration. Duties of the Chair include, but are not limited to, the following:

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- The Chair will convey information about the Department to the Administration, and from the Administration to the Department.
 - The Chair supervises all Departmental staff positions.
 - The Chair administers the Departmental budget.
 - The Chair sets the assigned duties of the faculty, including teaching assignments.
 - The Chair provides annual faculty evaluations, and promotion and tenure recommendations; such evaluations do not preclude separate evaluations by a faculty evaluation committee.
2. The Chair is appointed by the College Dean. The Chair will normally be appointed for a renewable three to five-year term, but serves at the pleasure of the College Dean.
 3. When the chair position becomes open, the full faculty will discuss their preferences for this position. Those preferences will be reported to the College Dean.
 4. In the semester prior to the reappointment of the Chair, the Department will conduct an anonymous survey of the faculty, reported to the College Dean, for or against reappointment of the Chair.
 5. The Chair may appoint an Associate Chair and such other Departmental administrators as may be required after consultation with the faculty.

C. Campus Chair and Regional Associate Chair (Campus Chair at St. Petersburg Campus and Associate Chair at Sarasota Manatee Campus as of March 27, 2020)

1. The Campus Chair/Associate Chair is the Executive Officer at each of the regional campuses and has the normal powers and responsibilities as delegated by the Department Chair. The Campus Chair/Associate Chair is the official liaison between the Department Chair and the regional campus administration (e.g., Campus College Deans) and faculty.
2. The Campus Chair/Associate Chair is appointed by the Department Chair, in consultation with the Campus Dean. The Campus Chair/Associate Chair will normally be appointed for a renewable three to five-year term, but serves at the pleasure of the Department Chair.
3. When the Campus Chair/Associate Chair position becomes open, the full faculty at the regional campus will discuss their preferences for this position. Those preferences will be reported to the Department Chair.
4. In the semester prior to the reappointment of the Campus Chair/Associate Chair, the

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Department will conduct an anonymous survey of the faculty, reported to the Department Chair, for or against reappointment of the Campus Chair/Associate Chair.

D. The Areas

1. For a variety of administrative functions, the department faculty can organize themselves into "Areas." Any group comprising at least 4 FTEs may seek to create a new Area. The creation of a new Area is contingent on the approval by the Graduate Program Committee of a detailed program of study that defines the curriculum, and the degree requirements, that will constitute the graduate training program offered by the new Area. Following approval of the proposed graduate training program by the majority of the Graduate Program Committee, the Chair will create the new Area, after consultation with the Executive Committee. The Executive Committee may recommend that the new Area be reviewed by the faculty prior to its creation. Creation of a new Area by the faculty requires approval of at least 35% of the tenure-track and tenured faculty attending the meeting called to discuss this area.
2. The members of each Area will constitute a self-governing body charged with the responsibility for the graduate program offered to students affiliated with the Area and for sustaining the undergraduate instructional program assigned to the Area. Each Area will have one representative on the Executive Committee, and each Area will elect an Area Director, whose appointment will be subject to the Chair's approval.
3. While recognizing that many decisions by Area faculty concerning matters within the Area's domain (e.g., size of program, required courses within the area, comprehensive examinations, practicum facilities) are subject to review by the full faculty, the usual custom is that strictly "intra-Area questions" be decided by the faculty within the Area and honored by the larger group. It is understood, however, that some types of intra- Area decisions (e.g., departmental requirements, marked change in size, goals, new activities, establishment of new programs, and elimination of programs) are to be viewed as recommendations from the Area faculty to the full faculty.
4. All faculty members will be members of at least one area. Members of the faculty carry an FTE proportional to their appointment in the Department of Psychology. Thus, a full-time appointment is equal to one FTE that can be apportioned equally between two Areas. At present (Spring 2020) the areas are designated as: Clinical, Cognitive & Neural Sciences and Social Psychology, and Industrial/Organizational. Faculty can formally affiliate with at most two Areas, contributing half an FTE to each Area's count, and informally with any number of Areas. The number of formally affiliated members of an Area determines the Area's collective teaching obligation. Multiple affiliations are encouraged when the interests and activities of the faculty member make this appropriate.
5. Any faculty member can join any Area, except for Areas whose training program must satisfy requirements imposed by external accrediting bodies. In those Areas the majority of

the Area's members must approve a new member joining the Area. The Area affiliations for the following academic year will be formally ascertained by the Chair in a survey of the faculty to be conducted no later than December 1 of each year.

6. By affiliating with an Area, a faculty member asserts a commitment to participate in the graduate program approved for the Area and to teach the graduate and undergraduate courses that are normally covered by members of the Area. A faculty member's affiliation with an Area is permanent for as long as that faculty member wishes to be affiliated with the Area.

ARTICLE II. Faculty Meetings

- A. A quorum is defined as the presence, either in person or by proxy, of 2/3 of the faculty with voting privileges who are in residence for the semester during which the meeting is called. Virtual attendance by phone or video-technology is considered to be in person. Faculty on sabbatical or on leave of absence, or who have been assigned more than 50% time to other units, are not considered to be in residence. Faculty who are not in residence for a semester may choose to attend a meeting in person. In such a case, and for the particular meeting, they are considered to be in residence, if they have informed the chair of their intention to attend at least 1 hour prior to the meeting.

Absentee ballots are allowed for hiring decisions. The absentee ballot allows the faculty member to vote 'yes' or 'no' on the question of acceptability, that is, whether to hire each candidate. The absentee ballot also allows the faculty to rank order the candidates in terms of order of offer should each candidate be found acceptable. The results of the acceptability vote by the faculty during the actual meeting will have no effect on the order of preference for absentee ballots; if some candidates are found unacceptable, the absentee ballot will be interpreted to mean that the rank order of the remaining candidates is consistent with the initial ranking.

Proxy votes are not allowed unless the faculty giving the proxy attends a least part of the faculty meeting. Such faculty may offer their written proxies during the meeting to the keeper of the meeting's minutes. The proxy identifies the member of the faculty who is entitled to vote in the name of the absent member. Proxies are only good for the item under discussion at the time the faculty member leaves. Proxies will not extend to subsequent votes.

- B. The Chair will convene the faculty at least once each semester. Other meetings may be called by the Chair as needed. Meetings may also be called by a petition signed by 20 percent of the faculty in residence. Meetings will be scheduled so as to maximize the number of faculty who can attend. All meetings will be announced via email at least 24 hours prior to the meeting. Members of the faculty without email access must arrange with the Chair's office a substitute to email announcements.

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- C. In the case of regular meetings and for special meetings not of such an emergency character that pressure of time prevents, the Chair shall announce the meeting. An agenda shall be sent by email least 24 hours before the meeting. Any faculty member may request that an item(s) be place on the agenda.
- D. Ordinarily the Chair will preside over the faculty meeting. The Chair may make proposals and suggestions, participate actively, and lead discussions, but shall not make formal motions. The Chair is a voting member of the department and their right to vote is not confined to the case of breaking a tie. Maximum informality is desired in the conduct of the faculty meetings; however, in case of unresolved disagreements as to procedure, Robert's Rules of Order shall apply except as otherwise specified in these By Laws.
- E. A secret ballot will be taken if a personnel issue is involved, if the Chair believes the issue demands one, or if any faculty member requests a secret ballot either before or during the meeting.
- F. Minutes of all meetings will be distributed to the faculty and kept as a permanent record in the department. The actions taken regarding students, faculty, faculty recruiting, or other personal matters will be confidential and will not be included in the general minutes. Records of such matters will be retained by the Chair who shall make them available to the participating faculty member on request.

ARTICLE III. The Executive Committee

- A. The Executive Committee will consist of the Department Chair, the Area Directors, the Associate Chair (Chair of the Graduate Program Committee) as ex-officio members, one at-large representative elected by a majority of the faculty, at least one representative from each regional campus (e.g., Campus Chairs), and a graduate student representative elected by a majority of graduate students. The Undergraduate Coordinator, the chair of the Undergraduate Program Committee, and the Coordinator of Administrative Services (i.e., Business Office Manager) will also serve as ex-officio members of the committee. Staff support will be provided by the Coordinator of Academic Services, who also records and prepares the minutes.
- B. The Executive Committee will advise the Chair concerning department policies and procedures and the allocation and commitment of department resources. The committee will also assist in the development of departmental plans and budgets.
- C. The Executive Committee will establish committees as deemed necessary to assist in the operation of the department. Written charges for each committee will be distributed to all faculty when the committee memberships are determined by appointment or election each spring.
- D. Minutes of the meetings of the Executive Committee will be circulated to all faculty in a

timely fashion and kept on file in the department.

ARTICLE IV. Graduate Student Representatives

- A. Graduate students from each Area, as well as regional campuses, may elect a representative who will attend Area meetings and faculty meetings.
- B. Graduate student representatives are not permitted to vote but are encouraged to participate in all discussions except those concerning personnel matters. Student representatives may be asked to leave meetings when such matters are discussed, if that is deemed appropriate by the Chair of the meeting.

ARTICLE V. Amendments

- A. Any faculty member or departmental committee may propose amendments to these By Laws. A proposed amendment must be submitted in writing to the Chair who will place it on the agenda of the Executive Committee. The Executive Committee may refer the amendment for review by other departmental committees. This review process must be concluded within 6 weeks of the original submission of the amendment, excluding weeks falling during the Winter break or the Summer session. Upon the conclusion of the review, the amendment accompanied by the comments of the committees, will be placed on the agenda of the next faculty meeting. A vote will be taken at the next department meeting at least one week later with opportunity for further discussion prior to the vote. The vote must be by secret ballot. A 2/3 vote of all faculty members in residence is necessary to pass such amendments.
- B. Amendments may also be passed by mail ballot if 2/3 of faculty members agree that a discussion is not needed. Faculty not in residence may participate via mail ballot and will count toward the 2/3.

Article VI: Policies and Procedures Manual

- A. The Chair will maintain a Policy and Procedures manual that will be posted on the department's web site. The Policies and Procedures manual will incorporate documents adopted by the faculty, or promulgated by the chair on matters within the chair's authority. The Chair will be responsible for updating the Policies and Procedures Manual annually. The Manual will include at a minimum the following documents:
 - Faculty Evaluation Policies
 - Tenure and Promotion Criteria
 - Departmental Committee Membership
 - The Graduate Student Handbook
 - Policy and Procedures on Grievances by Undergraduate and Graduate Students
- B. The department will hold elections whenever the Faculty Senate seat for the department is

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vacant; the result will be forwarded to the Faculty Senate Office.

ARTICLE VII: Effect

Upon approval by 2/3 of the resident faculty on March 27, 2020, these Bylaws became effective and replaced the Constitution of the Department last adopted November 21, 2008.

Appendix II (Faculty Evaluation Process) was amended to reflect changes required by the Office of the Provost and approved by 2/3 of the resident faculty vote on May 13, 2022.

Bylaws approved by faculty vote on March 27, 2020.

Amendments to Article I (Structure of the Department) to update instructor position titles implemented by HR in March 2022. Instructor position titles and formatting errors corrected on May 3rd, 2023. No faculty vote needed.

Submitted to College Dean's Office on May 4th, 2023.

Effective August 7, 2022.

Appendix I. USF Psychology Department Committee Membership

The Department Standing Committees shall include the Alumni Relations Committee, the Assessment Committee, the Awards & Scholarships Committee, the Colloquium Committee, the Evaluation Committee, the Executive Committee, the Graduate Admissions, the Graduate Program Committee, the IRB Approval Committee, the Participant Pool Committee, the Undergraduate Program Committee, the Computer Committee, the Space Committee, and the Faculty Development Committee. The Department also selects a faculty representative for the College Diversity Committee, the College Core Facility Committee, and the Psi Chi Student Honor Society. The Department ad hoc Committees shall include the Faculty Search Committee and the Tenure and Promotion (T&P) Committee.

I. Membership:

During the second semester of each academic year, each Area Director (and Campus Chair/Regional Associate Chair, or the Department Chair, if applicable) shall nominate one of its members as a candidate for each Standing Committee and submit to the Executive Committee and the Department Chair. Individual nominees must have agreed to serve on the committee before the nomination is submitted. In consultation with the Executive Committee, the Department Chair shall make appointments for each of the Standing Committees. If applicable, each Committee should have appropriate proportional representation from each Area. Each Standing Committee shall choose its own Chair.

II. Standing Committees

- a. Alumni Relations Committee: The committee consists of at least two faculty members (i.e., tenured/tenure-track faculty members or Instructors) and two staff members nominated by the Office Manager.
- b. Assessment Committee: The committee consists of at least one Graduate Faculty members (i.e., tenured/tenure-track, research active faculty members) from each Area.
- c. Awards & Scholarships: The committee consists of at least one Graduate Faculty members (i.e., tenured/tenure-track, research active faculty members) from each Area, one staff member nominated by the Office Manager, and one Undergraduate Academic Advisor.
- d. Colloquium Committee: The committee consists of at least one Graduate Faculty members (i.e., tenured/tenure-track, research active faculty members) from each Area and one staff member nominated by the Office Manager.
- e. Diversity Committee (A Faculty Liaison for the College Diversity Committee and the Departmental Graduate Student Committee): In consultation with the Executive Committee, the Department Chair will appoint one faculty member (i.e., a tenured/tenure-track faculty member or an Instructor) to serve on the committee.
- f. Evaluation (see the Faculty Evaluation Process IVa-1 in Appendix II below).
- g. Executive (see the Bylaws ARTICLE III. The Executive Committee above).

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- h. Graduate Admissions Committee: The committee consists of at least one Graduate Faculty members (i.e., tenured/tenure-track, research active faculty members) from each Area and two staff members nominated by the Office Manager.
- i. Graduate Program Committee: The committee consists of at least one Graduate Faculty members (i.e., tenured/tenure-track, research active faculty members) from each Area.
- j. IRB Approval Committee: In consultation with the Executive Committee, the Department Chair will appoint at least one Graduate Faculty member (i.e., tenured/tenure-track, research active faculty members) from Tampa Campus and one Graduate Faculty member from regional campuses of St. Petersburg and Sarasota-Manatee.
- k. Participant Pool Committee: The committee consists of at least one faculty member (i.e., tenured/tenure-track faculty members or Instructors) from each Campus and one staff member nominated by the Office Manager.
- l. Psi Chi Honor Society (A Faculty Advisor): In consultation with the Executive Committee, the Department Chair will appoint one faculty member (i.e., a tenured/tenure-track faculty member or an Instructor) to serve on the committee.
- m. Undergraduate Program Committee: The committee consists of at least one Graduate Faculty members (i.e., tenured/tenure-track, research active faculty members) from each Area, the Coordinator of Undergraduate Affairs, and one Undergraduate Academic Advisor.
- n. Computer Committee: In consultation with the Executive Committee, the Department Chair will appoint at least one faculty member (i.e., tenured/tenure-track faculty members or an Instructor) and one and the User Applications Specialist to serve on the committee.
- o. Core Facility Committee: In consultation with the Executive Committee, the Department Chair will appoint at least one faculty member (i.e., tenured/tenure-track faculty members or an Instructor) to serve on the committee.
- p. Space Committee: The committee consists of the Department Chair, Area Directors, Associate Chair, and the Office Manager, and the User Applications Specialist.
- q. Faculty Development Committee: The committee consists of at least one full professor from each Area.

III. Ad-hoc Committees:

- a. Faculty Search Committee: The committee consists of at least one Graduate Faculty members (i.e., tenured/tenure-track, research active faculty members) from each Area. Regional Chancellors or their designee will serve as a voting member on all search committees for faculty hiring on branch campuses.
- a. T&P Committee: In consultation with the Executive Committee, a T&P Committee is appointed by the Department Chair each year in which one or more faculty members apply for promotion/tenure. The T&P Committee will consist of three to six professors of the sought rank or above representing all doctoral areas of the department. The Committee must include members from at least two different campuses and at least

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one member representing the campus where the candidate is appointed. For candidates holding joint appointments in other units, at least one of the committee members will hold an appointment in that other unit.

Approved by the Executive Committee on April 29, 2020.

Appendix II. USF Psychology Faculty Evaluation Process

Policy on Spouses/Domestic Partners

Spouses/domestic partners may not serve on one another's Annual Evaluation or Tenure and Promotion committees. If one spouse/partner is a member of the Annual Evaluation or Tenure and Promotion committee, they must recuse themselves from discussions about, and evaluations of, their spouse's/partner's performance.

I. Categories of Evaluation

The performance of each faculty member of the Psychology Department is evaluated annually with respect to three categories:

- a. Research and Scholarship
- b. Teaching
- c. Service

II. Purposes

These evaluations provide the basic data for:

- a. Feedback to the faculty member
- b. Merit salary increases (if available)
- c. Access to departmental resources (if available)

III. Information Base

Each year, each faculty member is asked to provide a current progress report covering activities in the preceding calendar year. Annual evaluations are based only on the prior year's performance. The report has three (3) components:

- a. A formal CV, covering the faculty member's entire career
- b. Syllabi for courses the faculty member taught, including only the most recent syllabus for classes taught multiple times
- c. A formal/narrative report covering the preceding year (see the attached template)

The report must be submitted into the Faculty Information System ("FIS" for short) in a timely manner. Reports arriving past the deadline may not be considered and the faculty member may receive the lowest possible rating.

IV. Process

- a. Evaluation by the Evaluation Committee:
 1. The Evaluation Subcommittee of the Executive Committee will conduct the evaluation. This subcommittee will consist of the Associate Chair, the Area Directors, the At Large member of the Executive Committee, and the campus Chairs (Sarasota-Manatee and St. Petersburg) or their appointed designees. The Associate Chair of the Department will chair this subcommittee. In the rest of this document the evaluation subcommittee will be called "the Committee."
 2. The annual progress reports, syllabi, and CV – which have been uploaded by the faculty member into FIS – are made available to all members of the Committee. All Committee members will read in detail all of these materials. For reference, the Committee Chair will be also provided with 1) the workload effort distributions for the three categories, and 2) annual evaluation ratings and feedback letters from previous years; these may be shared with Committee members as needed.
 3. All members of the Committee rate each Assistant and Associate faculty member (except self) according to the rating system described in the section below. The Committee divides the Full faculty such that each Full is evaluated by at least three (3) Committee members, at least one of whom is in their concentration, and at least one of whom is from their campus. Like Assistant and Associate faculty, Full faculty are rated according to the rating system below.
 4. The arithmetic mean of the Committee members (except the Department Chair) will be calculated for each faculty member across Committee members across each category.
 5. The Committee will meet and discuss the evaluation ratings of individual faculty members. If necessary, rating adjustments will be made based on the discussion.
 6. Campus Chairs (or their appointed designees) will provide any information about faculty members on regional campuses that must be considered for evaluation. Such information includes, but is not limited to, the assignment of duties and the research infrastructure available to regional faculty prior to consolidation.
 7. The Committee Chair will provide the outcome of the evaluation to the Department Chair, along with notes / explanation if requested.
 8. Regional Chancellors or their designees may provide formal written input prior to a College Dean or Vice President completing the annual performance appraisal.
- b. Evaluation by the Department Chair
 1. The Chair will rate each faculty member (except self) for each category.
 2. The Chair will provide a narrative summary and explanation of the ratings.

V. Rating System

- a. The Committee members and Department Chair will rate all the faculty members on each of the following categories: Research, Service, and Overall Teaching (with consideration of different teaching assignments / expectations across the campuses).
- b. The ratings should be in the range of 5 (Outstanding) to 1 (Unacceptable) for each category according to the USF rating scale (see the table below). Committee members will leave blank any scales for which a faculty member does not have assigned duties sufficient to be evaluated. Means will be calculated on those ratings that are not missing; data will not be imputed. Committee members will provide ratings in increments of .25.
- c. The arithmetic mean of the Committee ratings for each of the categories will be rounded to the nearest half point (e.g., 3.24 will become 3.00; 3.25 will be rounded up to 3.50).
- d. The Chair will supply his/her ratings, which will also be rounded to the nearest half point.
- e. The final scores of the Committee and Chair will then be entered into the USF Annual Faculty Review Summary ratings form in FIS according to the table below:

Committee / Chair Ratings	Final Ratings submitted to FIS	USF Rating Scale
4.75 - 5.00	5.0	Outstanding
4.25 - 4.74	4.5	Strong to Outstanding
3.75 - 4.24	4.0	Strong
3.25 - 3.74	3.5	Satisfactory to Strong
2.75 - 3.24	3.0	Satisfactory
2.25 - 2.74	2.5	Weak to Satisfactory
1.75 - 2.24	2.0	Weak
1.25 - 1.74	1.5	Unacceptable to Weak
1.00 - 1.24	1.0	Unacceptable

VI. Profiles of Ratings with Illustrative Examples

	Research	Teaching	Service
Outstanding (5)	<p>Evidence of significant contribution to a research topic or area. Evidence of outstanding national / international recognition of research.</p> <p>Examples of significant contribution to a research topic or area appear below. <u>Note that the examples listed under each rank are neither necessary nor sufficient.</u> To earn a 5, the individual will likely have a combination of these (or other comparable achievements).</p> <hr/> <p><u>Full Professor:</u> Recognition of a national or international reputation as a leading scholar / researcher.</p> <p>Research award(s)</p> <p>Multiple first-author publications in top-tier, peer-reviewed journals</p> <p>Authorship of a book or edited volume (as first or solo author)</p>	<p>Evidence of outstandingly effective teaching with real efforts towards improvement of courses and curricula. Evidence of effective research mentorship for post-docs, graduate students, and undergraduate students (depending on campus).</p> <p>Examples of outstandingly effective teaching appear below. <u>Note that the examples listed under each rank are neither necessary nor sufficient.</u> To earn a 5, the individual will likely have a combination of these (or other comparable achievements).</p> <hr/> <p><u>Full and Associate Professors:</u></p> <p>Regularly teaching curriculum-critical courses</p> <p>Developing new courses to meet department needs</p>	<p>Evidence of major department, college, university, and/or professional service. Shows participation in routine university and/or professional affairs appropriate to one's standing and experience.</p> <p>Examples of major service efforts appear below. <u>Note that the examples listed under each rank are neither necessary nor sufficient.</u> To earn a 5, the individual will likely have a combination of these (or other comparable achievements).</p> <hr/> <p><u>Full Professor:</u> Service to the department/college/university must include leadership roles on major committees.</p> <p>Significant service to profession (e.g., president of a professional society, USF Center director or leadership team,</p>

	<p>PI on refereed, external research grant(s)</p> <p>Large overall # of citations or high h-index</p> <p>Recognition for developing a novel theory, stimulus, measure, paradigm, software app, etc. that is widely used</p> <p><u>Associate Professor:</u> Recognition of a growing, national or international reputation as a scholar / researcher.</p> <p>Research award(s)</p> <p>Review of research program published in major journal</p> <p>First-author publication(s) in top-tier, peer-reviewed journal</p> <p>Multiple publications in second-tier or specialized journals</p> <p>Authorship of a book or edited volume (as first or solo author)</p> <p>Citation count or h-index commensurate with mid-career status</p>	<p>Receiving mean teaching evaluations above the department and college means</p> <p>Teaching overload when needed</p> <p>Sitting on multiple thesis committees</p> <p>Mentoring post-doc/ graduate/ undergraduate students in independent research (depending on campus)</p> <p>Mentoring Honors Thesis students in independent research</p> <p>Mentoring student presentations at undergraduate conferences</p> <p>Converting variable title courses to new formal courses</p> <p>Receiving Teaching Awards</p> <p><u>Assistant Professor:</u></p> <p>Regularly teaching curriculum-critical courses</p> <p>Receiving mean teaching evaluations above the department and college means</p>	<p>plenary address at national meeting, or editorship/ Associate Editorship for a scholarly journal)</p> <p>Dissemination of research to the community (e.g., consulting for community/ government/ etc. agency, officer or Board Member of civic organization).</p> <p><u>Associate Professor:</u> Service to the department/college/university must include leadership roles on committees.</p> <p>Evidence of service to profession (e.g., professional society committee member, USF Center leadership team, or editorship/ Associate Editorship for a scholarly journal)</p> <p>Dissemination of research to the community (e.g., consulting for community/ government/ etc. agency, officer or Board Member of civic organization).</p> <p><u>Assistant Professor:</u> (Service expectations for Assistants Professors are modest)</p> <p>Consistent evidence of routine</p>
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	<p>Research presentations at multiple national and international conferences</p> <p>PI on refereed, external research grant</p> <p><u>Assistant Professor:</u> A contribution to knowledge in a scholarly field that has received national or international recognition.</p> <p>Research award(s)</p> <p>First-author publication in a top-tier, peer-reviewed journal</p> <p>Multiple publications in second-tier or specialized journals</p> <p>Contributions to a book or edited volume</p> <p>Trajectory of increasing citation count or h-index</p> <p>Research presentations at multiple national and international conferences</p> <p>PI on internal seed grant</p>	<p>Sitting on multiple thesis committees</p> <p>Mentoring graduate/ undergraduate students in independent research (depending on campus)</p> <p>Mentoring Honors Thesis students in independent research</p> <p>Mentoring student presentations at undergraduate conferences</p>	<p>activities to insure smooth operation of the department, college, university.</p> <p>In addition, there must be consistent evidence of service to either the profession (e.g., ad hoc journal reviews) or community (e.g., consulting work).</p>
Strong (4)	Evidence of demonstrably high	Evidence of demonstrably high	Evidence of demonstrably high

	<p>research activity for the rank, which is considered to be within the norm in our department. The work shows unusual merit.</p> <p><u>Note that the examples listed under each rank are neither necessary nor sufficient.</u> To earn a 4, the individual will likely have a combination of these (or other comparable achievements).</p> <hr/> <p><u>Full Professor:</u></p> <p>First-author publications in top-tier, peer-reviewed journals</p> <p>Multiple publications in second-tier or specialized journals</p> <p>Authorship of a book or edited volume (as coauthor)</p> <p>Moderate # of citations or h-index</p> <p>Research presentations at national and international conferences</p> <p>Co-I or Co-PI on refereed, external or internal research grant(s)</p> <p><u>Associate Professor:</u></p>	<p>quality of teaching for the rank, which is considered to be within the norm in our department.</p> <p><u>Note that the examples listed under each rank are neither necessary nor sufficient.</u> To earn a 4, the individual will likely have a combination of these (or other comparable achievements).</p> <hr/> <p><u>Full and Associate Professor:</u></p> <p>Receiving mean teaching evaluations above the department and college means</p> <p>Working to improve courses and/or curricula</p> <p>Sitting on multiple thesis committees</p> <p>Mentoring post-doc/ graduate/ undergraduate students in independent research (depending on campus)</p> <p><u>Assistant Professor:</u></p> <p>Receiving mean teaching evaluations above the department and college means</p>	<p>quality of service for the rank, which is considered to be within the norm in our department.</p> <p><u>Note that the examples listed under each rank are neither necessary nor sufficient.</u> To earn a 4, the individual will likely have a combination of these (or other comparable achievements).</p> <hr/> <p><u>Full Professor:</u></p> <p>Participation in a significant number of routine activities to insure smooth operation of the department, college, university, with some leadership roles.</p> <p>In addition, there must be evidence of significant service to either the profession (e.g., conference reviews, grant reviews, ad hoc journal reviews) or community (e.g., consulting work).</p> <p><u>Associate Professor:</u></p> <p>Participation in a number of routine activities to ensure smooth operation of the department, college, university,</p>
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	<p>First-author publication(s) in top-tier, peer-reviewed journal</p> <p>Multiple publications in second-tier or specialized journals</p> <p>Authorship of a book or edited volume (as coauthor)</p> <p>Moderate citation count or h-index</p> <p>Research presentations at national and international conferences</p> <p>PI on refereed, internal research grant</p> <p><u>Assistant Professor:</u></p> <p>First-author publication in a top-tier, peer-reviewed journal</p> <p>Multiple publications in second-tier or specialized journals</p> <p>Contributions to a book or edited volume</p> <p>Moderate (but not large) citation count or h-index</p>	<p>Sitting on multiple thesis committees</p> <p>Mentoring graduate / undergraduate students in independent research (depending on campus)</p>	<p>and may involve leadership roles.</p> <p>In addition, there must be evidence of broad service to either the profession (e.g., conference reviews, grant reviews, ad hoc journal reviews) or community (e.g., consulting work).</p> <p><u>Assistant Professor:</u> (Service expectations for Assistants Professors are modest)</p> <p>Some evidence of routine activities to insure smooth operation of the department, college, university.</p> <p>In addition, there must be some evidence of service to either the profession (e.g., ad hoc journal reviews) or community (e.g., consulting work).</p>
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	<p>Research presentations at multiple national and international conferences</p> <p>Trajectory of increasing citation count or h-index</p>		
Satisfactory (3)	<p>Research activity meets the minimum expectation for the rank in our department. There is evidence of continuing research.</p> <hr/> <p><u>All statuses of Professor:</u></p> <p>Small number of publications in lower-tier or specialized journal(s)</p> <p>Small number of chapters in edited volumes</p> <p>Articles under review but not in press</p> <p>Research presentations at national or regional conferences</p>	<p>Teaching activity meets the minimum expectation for the rank in our department.</p> <hr/> <p><u>All statuses of Professor:</u></p> <p>Receiving mean teaching evaluations close to the department and college means</p> <p>Sitting on thesis committees</p>	<p>Service activity meets the minimum expectation for the rank in our department.</p> <hr/> <p><u>Full and Associate Professor:</u></p> <p>Service is limited to either the department/ college/ university/ or profession, and does not hold leadership roles.</p> <p><u>Assistant Professor:</u> (Service expectations for Assistants Professors are modest)</p> <p>Service is limited to either the department/ college/ university/ or profession</p>
Weak (2)	<p>Research activity is less than expected for the rank. There is little or no clear evidence of productive research during the year of evaluation.</p> <hr/> <p><u>All statuses of Professor:</u></p>	<p>No clear evidence of adequate teaching at the level expected for the rank during the year of evaluation.</p> <hr/> <p><u>All statuses of Professor:</u></p>	<p>No clear evidence of adequate service at the level expected for the rank during the year of evaluation.</p> <hr/> <p><u>All statuses of Professor:</u></p>

	<p>Articles under review but not in press</p> <p>No articles or chapters</p> <p>No presentations</p>	<p>Receiving mean teaching evaluations below the department and college means</p> <p>Sitting on few or no thesis committees</p> <p>Little or no supervision of students in independent research</p>	<p>Not doing service to the department /college /university / profession</p> <p>Little or no evidence of committee participation</p>
Unacceptable (1)	<p>Research activity is definitely less than expected for the rank. <i>The pattern continues more than a year.</i></p> <hr/> <p><u>All statuses of Professor:</u></p> <p>Not actively engaged in research projects</p>	<p>No clear evidence of adequate teaching at the level expected for the rank. <i>The pattern continues more than a year.</i></p> <hr/> <p><u>All statuses of Professor:</u></p> <p>(Depending on campus): Does not participate actively in graduate student recruitment/ teaching/ training</p> <p>Instructor ratings below the mean with no effort to improve</p> <p>Low instructor ratings that are inconsistent with what is expected given the course topic</p> <p>Syllabi fail to follow required USF template requirements, are missing critical information</p>	<p>No clear evidence of adequate service at the level expected for the rank. <i>The pattern continues more than a year.</i></p> <hr/> <p><u>All statuses of Professor:</u></p> <p>Continuing not to do any service to the department/ university/ or profession</p> <p>Continued evidence of little or no committee participation</p>

VII. Feedback Process

- a. The evaluation outcomes by the Committee and Chair will be available to individual faculty members through FIS. The departmental Academic Program Specialist will upload them. Faculty members can respond through FIS, if they wish.
- b. Each Assistant Professor will meet with the Department Chair to discuss the final ratings. The Chair will also be available to Associate and Full Professors who wish to discuss the outcome of the evaluation. If the faculty member is on the regional campus, the campus Chair (or designee) will also be involved in these meetings.
- c. If the final ratings by both the Committee and Department Chair are less than Satisfactory (i.e., 2.5 or lower) for any of the three categories (i.e., Research, Teaching, Service), the Chair needs to discuss with the faculty member to clarify the issues and problems that hinder productivity and performance. The faculty member and the Chair will explore options for improvement and the Chair will make a decision on a case- by-case basis in consultation with the Committee. These options include, but are not limited to:
 1. Matching with an appropriate mentor or colleague who would provide guidance;
 2. Encouraging the faculty members to use available campus resources and services to help them improve; and
 3. Adjusting the workload effort distributions based on strengths and weaknesses. For example, a faculty member who received a low evaluation for Research may be assigned to have increased percentages of duties allocated for Teaching or Service (e.g., teaching additional courses or serving on more committees).

Approved by the Executive Committee April 18, 2022 and by faculty vote May 13, 2022.
Approved by Vice Provost James Garey on May 17, 2022.