

**UNIVERSITY OF SOUTH FLORIDA
TENURE/PROMOTION APPLICATION
ACADEMIC YEAR 2017-18 effective 2018-19**

I. INTRODUCTION

This form contains data required by the USF Board of Trustees and for state reporting purposes. These data will be used by USF personnel, including deans, chairpersons, and USF faculty involved in peer evaluation pertaining to recommendations for tenure and/or promotion. Therefore, it is imperative for each applicant to ensure that the data are complete and accurate. Please attach additional sheets, if necessary, to give complete information. Original signatures are required on this form, which will become part of the faculty member's personnel file in the Office of the Provost.

Candidates are encouraged to be familiar with Articles 14 (Promotion Procedure) and/or 15 (Tenure) of the Collective Bargaining Agreement (2016-2019). The text of these articles may be accessed at ***Applicants are encouraged to be familiar with Articles 14 (Promotion Procedure) and/or 15 (Tenure) of the USF-UFF Collective Bargaining Agreement (2016-2019). The text of these articles may be accessed at <http://usfweb2.usf.edu/human-resources/pdfs/collective-bargaining/UFF-CBA-2016-2019.pdf>.***

NAME:	_____	TITLE (Dr., Mr., Ms.):	_____
		MAIL POINT:	_____
COLLEGE:	<u>Arts and Sciences</u>		
DEAN:	<u>Eric M. Eisenberg</u>	MAIL POINT:	<u>CPR 107</u>
DEPARTMENT:	_____	SCHOOL:	_____
CHAIR/DIRECTOR:	_____	MAIL POINT:	_____
SURROGATE CHAIR: (if applicable)	_____	MAIL POINT:	_____

PLEASE SUBMIT ONE ORIGINAL TENURE/PROMOTION APPLICATION.

_____ I am seeking Tenure only.

_____ I am seeking Tenure and Promotion to the rank of _____

_____ I am seeking Promotion only to the rank of _____

_____ This is a mid-point (mid-tenure) review.

_____ Applicant's Signature _____ Date

Candidates are encouraged to retain a copy of the Application, as the Office of the Provost does **NOT** return it to the candidate. At the end of the process, the Application will be placed in the respective candidate's personnel file in the Office of the Provost.

II. GENERAL DATA

Initial Date of USF Employment: _____ **Initial** Rank _____

Present Rank **AND** Effective Date: _____ Years **Completed** in Rank at USF _____

Tenured: _____ Yes Effective Date: _____

_____ No
Years of Credit Awarded Toward Tenure Upon Appointment (if applicable) _____ (Attach copy of letter awarding credit upon appointment behind this page)

Years of Credit WITHDRAWN (if applicable) _____ (Attach copy of letter acknowledging years of credit withdrawn behind this page)

EARLY Consideration (if applicable) _____ (Attach copy of letter from Provost acknowledging early consideration behind this page)

Tenure Earning FTE (Percent of Appointment): _____ Non-Tenure Earning FTE (Percent of Appointment): _____

Pathway (College of Medicine Only): _____

Appointment: _____ 9 month Salary _____
_____ 12 month

Education:

<u>Institution</u>	<u>Field of Study</u>	<u>Degree</u>	<u>Date</u>
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Other Education (institutes, short courses, etc.):

Areas of Specialization in Research/Creative Activity:

Honors, Awards, etc.:

Employment (List current position first including military service. All changes in position or title at a given institution should also be shown.)

Place

Position/Title

Time Period

III. **ASSIGNED DUTIES OF CANDIDATE** *(To be completed by Candidate)*

Assigned duties normally consist of teaching, research/creative activity, and service. However, some applicants may have been assigned additional duties. All assigned duties during the tenure and/or promotion-earning period should be provided as indicated below.

If the assignments reflect extraordinary or unusual circumstances, the Department Chair or other appropriate administrative officer should append a brief explanatory narrative for benefit of the reviewers.

NOTE: In all sections to follow, "Chair" is used as a generic term to include Directors, Deans, or other administrative designees as appropriate.

Please complete the Excel summary table using the link provided below. One form accommodates six years. Use as many forms as necessary to provide information for the periods covered. Place your assigned duties forms behind the summary tables in the same order as reported on the summary table. Do not paginate (as separate document pages) the assigned duties form, but place most recent years first. Please do not include the end-of-semester narrative documentation.

Tenure applicants: include all your tenure-earning years at USF.

Promotion applicants: include all since your original USF appointment, or since your last promotion at USF, whichever is the more recent.

[Excel Table](#) (must be filled out online (most recent years first), printed, and inserted into application)

Summary of Assigned Duties form: <http://www.cas.usf.edu/facultyaffairs/tenure-ap/>

IV. TEACHING

- A. GOALS & ACCOMPLISHMENTS (Provide a concise narrative describing your goals and accomplishments in the area of teaching. Please attach additional sheets if necessary.)

- B. **COURSES TAUGHT** (List & include course number and title.) In order to provide reviewers with an overview of the variety of courses you have taught, please list all courses you have taught while at USF, but list each only one time.

Notes:

Tenure applicants: Please list courses taught during your tenure earning years at the University of South Florida. (If candidate is seeking early tenure consideration based on courses taught at other institutions, please include a list of the courses taught along with course evaluations.)

Promotion applicants: Please list courses taught in the past **five** years or since last promotion/tenure award, whichever is the more recent.

- C. **TEACHING AWARDS, DISTINCTIONS** (List all awards, distinctions, etc. and year received.)
1. Teaching Awards and Other Recognition:

 2. Textbooks Published:

 3. New Courses Developed:

 4. Collaborative Efforts With Colleagues to Improve Teaching:

 5. Scholarly Papers Published on Teaching in Your Field (items entered here should not also be listed in the research section):

 6. Innovative Methods (please describe how this method is innovative in your field):

 7. Training Grants: describe the training grant and the impact it has had on the instruction or professional development. Training grants may be listed in the teaching category even though they are reported as research for purposes of Assigned Faculty Duties and in the FAIR system (but, do not list here and on Page 26 Section V.E.). The Department Chair should include an explanation in Item III of this application packet (page 4) to describe the difference in assigned faculty duties for purposes of tenure and/or promotion consideration.

 8. Other:

D. SUPERVISION OF POST-DOCS

Note: Please indicate if your department does not utilize Post-Docs

List including:

- names of Post-Doc
- dates of service
- indicate what type of work the Post-Doc conducted for you
- where possible, give information regarding the subsequent professional careers of these Post-Docs

E. DOCTORAL DISSERTATION COMMITTEES

Note: Please indicate if there is *not* a Ph.D. Program in your department.

List including:

- names of students
- dates of service
- indicate if Dissertation Director
- where possible, give information regarding the subsequent professional careers of these students

F. MASTER'S THESIS COMMITTEES

Note: Please indicate if there is *not* a Master's Program in your department.

List including:

- names of students
- dates of service
- indicate if Thesis Director
- where possible, give information regarding the subsequent professional careers of these students

G. HONOR'S THESIS COMMITTEES

List including:

- names of students
- dates of service
- indicate if Thesis Director

H. STUDENT EVALUATION OF TEACHING

Note: Data from student evaluations must be completed by the Department Chair/Director or by the Chair or member of the faculty peer review committee. The applicant is not permitted to complete this section.

Please use the table provided through the links below to report for each course taught. ***If data are incomplete or missing, please provide explanation.*** Note: If your program/college/campus has developed a similar format that better fits your situation, please feel free to use it.

Excel Table (can be filled in on-line, printed and inserted into document)

Student Evaluation of Teaching Forms: <http://www.cas.usf.edu/facultyaffairs/tenure-ap/>

- The table is set up to capture by course level a review of the candidate's mean scores on the 8-question standardized USF student evaluation of teaching instrument.
- Quantitative data should be transferred from the data provided by Evaluation and Testing onto this reporting table, for the candidate, the Department and the College.
- If the department uses an internal instrument to supplement the University instrument, please provide a copy of that instrument and the data gathered from it, comparing the candidate with departmental colleagues.
- **A summary narrative by the chair or members of the faculty review committee must be provided (number all pages used as 10a). This summary should contain, but need not be limited to, comments regarding:**
 - Professional development in the area of teaching;
 - Information on levels and types of courses routinely taught (graduate vs. undergraduate, large vs. small sections, on-line courses, etc.);
 - Evaluation scores (ranges, comparison to departmental norms, trends, differences among courses taught, etc.);
 - Peer evaluation (if conducted);
 - The essence of comments from student evaluations. If the candidate, department, or the college wants to attach the comments in their entirety, they can do so in the supplemental materials. However, some commentary that distills these comments is still required as part of the narrative.

Tenure - Please provide data for all of the tenure earning years.

Promotion - Please provide data for the past five years or since the last promotion/tenure award, whichever is the more recent.

By signing this page I certify that I have summarized the teaching evaluation information provided.

Print Name of Department Chair/Director

Signature

Date

V. RESEARCH AND CREATIVE ACTIVITY

- A. GOALS & ACCOMPLISHMENTS (Provide a concise narrative describing your goals and accomplishments in the area of research and creative activity. Please attach additional sheets if necessary.)

- B. **PUBLICATIONS** (Provide lists in your discipline's reference style format; if multiple authors, list authors in order they appear in the publication.) Items should be entered in only one place in the application. If you enter an item in one section, do not enter it again in another section (including the section on Teaching). *Copies of all publications listed in the following sections should be provided in a Supplementary File.*

Notes:

Tenure Applicants: Please list research and creative activities. (If candidate is seeking early tenure consideration based on credited time from other institutions, please include a list of research and creative activity conducted at these institutions.)

Promotion Applicants: Please list research and creative activity since last promotion/tenure award.

1. **Books**

List, beginning with the most recent

- If you wish, you may append copies of published reviews of the books you have published in a separate folder/binder. Do not include them with the Application.
- a. Scholarly Books Published:
- b. Scholarly Books Accepted for Publication (*attach a copy of the letter of acceptance of final manuscript from publisher*):
- c. Scholarly Books Submitted for Review (*attach a copy of your transmittal letter to publisher*):

2. Textbooks

a. Textbooks Published:

b. Textbooks Accepted for Publication (*attach a copy of the letter of acceptance from publisher*):

c. Textbooks Submitted for Review (*attach a copy of your transmittal letter to publisher*):

3. Chapters or Segments of Books
 - a. Chapters/Segments of Books Published:
 - b. Chapters/Segments of Books Accepted for Publication (*attach a copy of the letter of acceptance from publisher*):
 - c. Chapters/Segments of Books Submitted for Review (*attach a copy of your letter of transmittal to publisher*):

4. Refereed Articles (List, beginning with the most recent. Be certain to underline **your name** for all articles for which you are senior author)
 - a. Refereed Articles Published:
 - b. Refereed Articles Accepted for Publication (*attach copy of the letter of acceptance from publisher*):
 - c. Refereed Articles Submitted for Review (*attach a copy of your letter of transmittal to publisher*):

5. Non-Refereed Articles (List, beginning with the most recent. Be certain to underline **your name** for those articles for which you are senior author).
 - a. Non-Refereed Articles Published:
 - b. Non-Refereed Articles Accepted for Publication (*attach a copy of the letter of acceptance from publisher*):
 - c. Non-Refereed Articles Submitted for Review (*attach a copy of your letter of transmittal to publisher*):

6. Technical Reports (List, beginning with the most recent. Be certain to underline your name for those reports for which you are senior author):

7. Book Reviews Published (**List, beginning with the most recent**):

8. Other Research and Creative Activities (List, beginning with the most recent. **Be certain to underline your name** for those activities for which you were senior author or lead member):

C. CREATIVE NON-PUBLISHED WORKS:

Briefly describe your goals and achievements in the following areas.

Guidelines for Sections C.1-4:

In sections C.1-4 please provide a listing of works, exhibitions, performances/competitions, and/or other creative activities in a rank order starting with those of highest achievement measured by the following:

*In the College of The Arts, all scholarly research and creative work such as art work, performance engagements, concerts, stage performances, plays written, choreography, architecture, community design, and graphic design usually and naturally are measured by the following three dimensions: **Significance of the Work; Magnitude of Involvement; and Critical Recognition.** Rank order, therefore, would be your judgment of the relative merits of each work in terms of the cumulative assessment of its **significance**, the **magnitude of your involvement**, and the **critical recognition** which it has received.*

- **Significance of Work:** *The extent to which the work, concert, architectural design and planning, etc. has significance (i.e., local significance, regional significance, national significance, international significance). The more relevance the work has within the international/national dialog and/or attention of the national/international discipline, the more SIGNIFICANT it is...this can be called "locally significant" or "regionally significant" or "nationally significant" or "internationally significant"...not because of geography but because of such factors as: where it happens; with whom it happens; and how it is recognized. So something can happen locally but be of national importance; something can happen in NYC and still be of local significance only.*
- **Magnitude of Involvement:** *A measurement of your individual contribution to the work, concert, architectural design and planning, etc. is your MAGNITUDE of Involvement with the concert, exhibition, play, architectural design and planning, etc. Like co-authoring, as an example, the greater your singular involvement, the greater the magnitude of your involvement. Or another example, an individual having a one person show may have greater magnitude than one who is in a group show...but the group show may be much more important if it is national and a solo show of less importance if it is only local.*
- **Critical Recognition:** *The measurement of CRITICAL RECOGNITION is of enormous importance. If peers notice your work, that is important...if a recognized critic systematically and contextually reviews your work and values it, that is very important ...if a magazine or journal writes about your work or even mentions your work that is an example of critical recognition.*

1. Works (Specific commissioned creative works and/or works acquired by collections)

List and briefly describe, beginning with those *works* of highest achievement, including:

- Title
- Venue, Location
- Date
- State whether Commissioned and if so, provide information
- State whether Collection Acquisition and if so, provide information
- State level of Achievement (provide evidence of significance, magnitude of involvement, and critical recognition)

a. Works Completed

b. Works In Progress and/or Scheduled

2. Exhibitions

List and briefly describe, beginning with those *exhibitions* of highest achievement, including:

- Title
- Venue, Location
- Date
- Solo or Group
- State whether Invited, Curated, Juried, Etc. and By Whom
- State whether Reviewed and if so, provide information
- State level of Achievement (provide evidence of significance, magnitude of involvement, and critical recognition)

a. Exhibitions Completed

b. Exhibitions In Progress and/or Scheduled

3. Performances/Competitions

List and briefly describe, beginning with those *performances/competitions* of highest achievement, including:

- Title or Type
- Venue, Location
- Date
- Solo or Group
- State whether Judged, Reviewed, Invited, Etc. and By Whom
- State level of Achievement (provide evidence of significance, magnitude of involvement, and critical recognition)

a. Performances/Competitions Completed

b. Performances/Competitions In Progress and/or Scheduled

4. Other Creative Activities:

List and briefly describe, beginning with those *other creative activities* of highest achievement, including:

- Title or Type
- Venue, Location
- Date
- Solo or Group
- State whether Judged, Reviewed, Invited, Juried, Etc. and By Whom.
- State level of Achievement (provide evidence of significance, magnitude of involvement, and critical recognition)

a. Other Creative Activities Completed

b. Other Creative Activities In Progress and/or Scheduled

D. DEPARTMENT CHAIR/DIRECTOR'S ASSESSMENT OF PUBLISHED/CREATIVE WORKS

For tenure applications, the chair should include all publications/journals in the analysis of faculty publications. For applicants seeking promotion only, the emphasis should be placed on the last five years but may include additional years.

1. Assessment of Books/Textbooks/Chapters or Segments of Books.

Please provide data relevant to the quality of the books/textbooks published, in press, or accepted for publication by the candidate. This may include descriptions of the nature/quality of the publisher (i.e., university press, academic press, popular press, etc.), published reviews of these works, data on the number of units sold, number of units as holding in research libraries, universities/colleges which have adopted these works, etc.

2. Assessment of Refereed Articles.

Please provide a description and evaluation of the quality of the journals in which the candidate has published and, if multiple authors, the candidate's relative contribution. This description and evaluation should include for each journal:

- name
- description
- independent evaluation of quality
- acceptance/rejection rate
- impact factor from Web of Science (if available)

3. Assessment of Creative Non-Published Works

Please provide a description and evaluation of the quality of the creative non-published works of the candidate. This description and evaluation should include a brief assessment of the significance of the works, the magnitude of the candidate's involvement, and critical recognition of these works.

Name of Chair/Director

Signature

Date

E. GRANTS AND CONTRACTS

1. List grants and contracts that you have directed as principal investigator, director, co-principal investigator, and/or other significant role (e.g., Co-Investigator, Evaluator, Other major role) during the last five years. **Begin with the most recent and include:**

- principal investigator, director, and all co-principal investigators on grants & contracts; if multiple investigators, specify the relative contribution you made to the grant/contract
- title
- agency
- purpose of research
- training
- total amount funded
- candidate's share of amount funded
- dates
- specify if grant was refereed

2. List grants that are currently under review. **Begin with the most recent and include:**
- principal investigator, director, and/or co-principal investigators on grants & contracts
 - title
 - agency
 - purpose of research
 - training
 - disposition of application

3. List grants you have applied for but were not selected during the last five years. **Begin with the most recent and include:**
- principal investigator, director, and/or co-principal investigators on grants & contracts
 - title
 - agency
 - purpose of research
 - training
 - disposition of application

F. PRESENTATION OF PAPERS / MAJOR SPEECHES

(List, beginning with the most recent, in each category. Indicate in each listing if you were “invited” to present or speak. Be certain to underline your name for those papers or presentations for which you are senior author or lead member).

Tenure applicants: include all your tenure-earning years at USF.

Promotion applicants: include all since your original USF appointment, or since your last promotion at USF, whichever is the more recent.

1. Papers Presented at Professional Conventions (**Please indicate if refereed**)

- International

- National

- Regional

- Local

2. Major Speeches

- International
- National
- Regional
- Local

VI. SERVICE

- A. GOALS & ACCOMPLISHMENTS (Provide a concise narrative describing your goals and accomplishments in all areas of service. Please attach additional sheets if necessary.)

B. SERVICE TO THE UNIVERSITY

Notes:

Tenure Please list service to the University during your tenure earning years.

Promotion Please list service to the University during the past five years.

List including:

- description of your involvement in and contributions to university, college, department, SUS councils or committees
- dates of service
- indicate if chairperson

C. SERVICE TO YOUR PROFESSION

- List offices held in national, regional, and/or local organizations associated with your professional field; indicate dates of service
- List professional organizations to which you currently belong
- Other professional service rendered, e.g., editorships, service on editorial boards of scholarly journals, review panels, accreditation teams

D. SERVICE TO THE COMMUNITY

- List community committee councils, boards, etc., on which you have served or other public service activities. Include dates of service.

E. OTHER SERVICE ACTIVITY

- List including dates of service

VII. EXTERNAL REVIEWS OF RESEARCH AND CREATIVE ACTIVITY (Not applicable to mid-probationary reviews)

NOTE: Letters from faculty, staff and/or administrators, who are employees of the University of South Florida, are **not** considered to be “external reviewers” and **will not** be considered in evaluating the applicant.

See Guidelines for Tenure and Promotion

External reviewers should be selected so as to minimize the possibility of conflicts of interest; actual, potential, or apparent. **Generally, outside reviewers should not be selected from among those with whom the candidate has had familial, or close personal relationships, who have been current or past colleagues, major professors, co-authors, etc.** Reviewers should be highly regarded and recognized scholars in the candidate's field and able to evaluate the quality, productivity, and significance of his/her research/scholarly/creative activity.

Candidates should recommend at least five reviewers to their department chair or equivalent academic officer. Recommendations should be accompanied by brief statements supporting the choices and stating any current or previous relationship. **The statements should include brief bios of the proposed reviewers including their academic credentials, most recent academic appointments, and a summary of their research and creative activities, publications and/or grants.** If reviewers have had significant previous contact with the candidate are recommended, reasons for that choice should be presented in sufficient detail to facilitate a reasonable and fair decision about the approval of the reviewer. The chair, in consultation with the dean, will select a minimum of three (but not exceeding six) from whom reviews will be solicited. In choosing reviewers it is recommended the chair seek the counsel of the department promotion and tenure committee. ***All contact with reviewers should be by the department chair/director/dean or dean's designee only.***

In the event the chair believes additional recommendations are desirable or necessary, then (1) the candidate should be requested to make supplementary recommendations, and (2) the chair may suggest additional reviewers to the candidate. Ordinarily this process should result in a list of reviewers acceptable to the candidate and to the chair. Should agreements not be reached in this fashion, the candidate and the chair will select an equal number of preferred reviewers. A minimum of three (3) external letters, but not exceeding six (6), is required.

The final list of reviewers, however it is reached, will be submitted to the dean of the college for review and acceptance.

The candidate will provide copies of a current vita and other materials he/she chooses as appropriate for an external review of research/scholarly/creative activity. The chair will forward these materials with an invitation to the reviewers. The process should be scheduled to ensure adequate time for the reviews to be returned and be considered by the departmental and college committee. An illustrative letter of invitation follows.

ILLUSTRATIVE LETTER

Insert here, as Page 37, a copy of the letter sent by your chair/director to the external reviewers.

- List the approved external reviewers and provide for each a brief paragraph that describes their academic credentials. Paginate as Page 37a, Page 37b, etc.
- Include letters from the reviewers. Do not paginate.

Do not append reviewers' vitae.

VIII. EVALUATIONS BY DEPARTMENT, COLLEGE, CAMPUS ACADEMIC OFFICER, AND DEAN

Please attach copies of candidate's annual evaluations for each tenure-earning year for tenure candidates, and the last five years for promotion candidates. Both should be ordered with the most recent years first. Annual evaluations should include the standard University rating form and all evaluative narratives including the statements of "progress toward tenure" (for all faculty seeking tenure). Do not paginate the annual evaluations.

In comparison with faculty in similar positions with similar assignments, indicate the candidate's performance in the following chart (evaluations must include all assigned duties including service). Use the following legend to complete the evaluation table below. **PROVIDE A DEFINITIVE EVALUATION** (that is, do **NOT** indicate that a candidate is *Strong/Outstanding* or *Satisfactory/Strong*. State *Outstanding* or *Satisfactory*).

O = Outstanding ST = Strong SA = Satisfactory	W = Weak UN = Unacceptable NA = Not Applicable
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Performance Area	Department Faculty Committee Evaluation	Chair/Director Evaluation	School Committee Evaluation	College Committee Evaluation	College Dean Evaluation
Teaching					
Research, Scholarship, Creative Activity					
Service					
Overall Quality					

Guidelines for Evaluations:

- Behind this page, each reviewing body should append a narrative to support the evaluation.
- Each narrative should include a careful analysis of the evaluation with rationale and reasons for positive and/or negative evaluation.
- Does the candidate work in reasonable harmony with his/her colleagues and students? Explain.
- Do the candidate's talents, expertise, experience and resources fit the needs, plans and goals of the Program/Department/College? Explain.
- The narratives should be appended in the order of review (department faculty committee, department chair, college or joint review committee, campus academic officer, college dean).
- Where a split recommendation for Tenure &/or Promotion exists, the committee should provide a Majority Report and a Minority Report to provide a balanced view.

	<u>Name</u>	<u>Signature</u>	<u>Date</u>
Dept Fac Cmte Chair			
Department Chair/Director			
School T&P Cmte Chair			
College T&P Cmte Chair			
Dean or Designee	Elizabeth Bell, Assoc. Dean		

IX. MID-POINT (MID-TENURE) REVIEW EVALUATIONS BY DEPARTMENT, COLLEGE, CAMPUS ACADEMIC OFFICER AND DEAN

COMPLETE THIS SECTION FOR TENURE APPLICANTS ONLY

Insert a copy of the following materials from your mid-point (mid-tenure) review:

Section VIII. Evaluations by Department, College, Campus Academic Officer, and Dean
Narrative to support the evaluation from each reviewing body

COMPLETE THIS SECTION FOR TENURE RECOMMENDATION

X. TENURE RECOMMENDATION

The University has established minimum criteria for tenure and promotion as follows. Tenure and promotion in the professional ranks will be granted only to persons of significant achievement, especially in teaching, research/creative activity and service. As a minimum standard for tenure and/or promotion, there must be evidence of strong performance in both teaching and scholarship and outstanding achievement in at least one of these areas. Academic units in which public/professional service receives significant prominence may so recognize service contributions within unit guidelines. [NOTE: **Tenure and promotion from Assistant Professor to Associate Professor must be recommended jointly.** That is, a candidate who is recommended for tenure must be recommended for promotion from Assistant Professor to Associate Professor and vice versa. A candidate who is not recommended for tenure cannot be recommended for promotion from Assistant Professor to Associate Professor and vice versa.]

1. Total length of time served in tenure earning position at the University of South Florida: _____
2. Total length of time that the nominee has served in tenure earning positions during his/her professional career at accredited institutions, other than the University of South Florida: _____
3. On the following table, list the names and locations of all institutions, including the University of South Florida, where the nominee served in tenure earning positions but did not earn tenure. In each case, indicate the length of each tenure earning period with beginning and ending dates as well as the highest ranks or titles held by the nominee during these periods.

Name of Institution	Highest Title/ Rank	Beginning Date	Ending Date	Number of Years	Percentage of FTE

4. On the following table, list the names and locations of institutions at which the applicant actually held tenure prior to coming to the University of South Florida. In each case, show beginning and ending dates of tenured employment and highest title or rank.

Name of Institution	Highest Title/ Rank	Beginning Date	Ending Date	Number of Years	Percentage of FTE

COMPLETE THIS SECTION FOR TENURE RECOMMENDATION

Note: A vote to “Defer” is applicable only to candidates applying prior to their 6th year in tenure-earning status.

Vote of the Departmental Tenured Faculty Advisory Committee (where applicable). Please **attach a list** of the names of all Committee Members, including rank and department (Committee members are not required to sign their names).

<p>#Grant _____ #Defer _____ #Deny _____ #Abstain _____ #Absent _____ #Ineligible _____</p> <p>I certify that the above accurately represents the secret balloting of the Committee.</p> <p>Name, Advisory Cmte Chair: _____ Signature: _____</p>

Note: In the following sections please include by race and gender the numbers of faculty Eligible (E) to serve in the tenure recommendation and the number of faculty who actually Served (S).

Vote of the Departmental Tenured Faculty. Please **attach a list** of the names of all tenured faculty members eligible to vote, including rank and department (faculty are not required to sign their names).

	American Indian or Alaskan Native		Asian or Pacific Islander		Black, not Hispanic		Hispanic		White, not Hispanic		Total	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
E												
S												

#Grant _____ #Defer _____ #Deny _____ #Abstain _____ #Absent _____ #Ineligible _____

I certify that the above accurately represents the secret balloting of the tenured faculty.

Name of person conducting vote: _____ Signature: _____

Vote of the School Committee (where applicable). Please **attach a list** of the names of all Committee Members, including rank and department (Committee members are not required to sign their names).

	American Indian or Alaskan Native		Asian or Pacific Islander		Black, not Hispanic		Hispanic		White, not Hispanic		Total	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
E												
S												

#Grant _____ #Defer _____ #Deny _____ #Abstain _____ #Absent _____ #Ineligible _____

I certify that the above accurately represents the secret balloting of the eligible membership of the College Committee.

Name, School Cmte Chair: _____ Signature: _____

Vote of the College Committee (where applicable). Each campus establishes a joint review committee, consisting of an equal number of faculty members from the campus and the college Tenure and Promotion Committee. This committee serves as the “college” review committee for all candidates from a campus other than Tampa. Please **attach a list** of the names of all Committee Members, including rank and department (Committee members are not required to sign their names).

	American Indian or Alaskan Native		Asian or Pacific Islander		Black, not Hispanic		Hispanic		White, not Hispanic		Total	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
E												
S												

#Grant _____ #Defer _____ #Deny _____ #Abstain _____ #Absent _____ #Ineligible _____

I certify that the above accurately represents the secret balloting of the tenured faculty of the joint campus review committee.

Name, College Cmte Chair: _____ Signature: _____

RECOMMENDATIONS ON THE CANDIDACY FOR TENURE

Department Chair/Director

- My recommendation is to GRANT tenure for this candidate.
 My recommendation is to DEFER tenure at this time (applicable only to candidates applying prior to their 6th year in tenure-earning status).
 My recommendation is to DENY tenure for this candidate.

Name: _____ Signature: _____ Date: _____

School Committee Chair

- My recommendation is to GRANT tenure for this candidate.
 My recommendation is to DEFER tenure at this time (applicable only to candidates applying prior to their 6th year in tenure-earning status).
 My recommendation is to DENY tenure for this candidate.

Name: _____ Signature: _____ Date: _____

College Committee Chair

- My recommendation is to GRANT tenure for this candidate.
 My recommendation is to DEFER tenure at this time (applicable only to candidates applying prior to their 6th year in tenure-earning status).
 My recommendation is to DENY tenure for this candidate.

Name: _____ Signature: _____ Date: _____

College Dean

- My recommendation is to GRANT tenure for this candidate.
 My recommendation is to DEFER tenure at this time (applicable only to candidates applying prior to their 6th year in tenure-earning status).
 My recommendation is to DENY tenure for this candidate.

Name: Elizabeth Bell, Associate Dean Signature: _____ Date: _____

STATEMENT OF REVIEW BY CANDIDATE PRIOR TO CONSIDERATION BY THE PROVOST.

I have reviewed the ratings and recommendations made on my application and have had the opportunity to enter a statement as provided above.

Signature: _____ Date _____

Signing indicates only review of the document(s) involved in my nomination. It does not imply consent, approval or agreement.

Provost and Executive Vice President

___ My recommendation is to GRANT tenure for this candidate.

___ My recommendation is to DEFER tenure at this time (applicable only to candidates applying prior to their 6th year in tenure-earning status).

___ My recommendation is to DENY tenure for this candidate.

Name: _____ Signature: _____ Date: _____

COMPLETE THIS SECTION FOR PROMOTION RECOMMENDATION

XI. PROMOTION RECOMMENDATION

The University has established minimum criteria for tenure and promotion as follows. Tenure and promotion in the professional ranks will be granted only to persons of significant achievement, especially in teaching, research/creative activity and service. As a minimum standard for tenure and/or promotion, there must be evidence of strong performance in both teaching and scholarship and outstanding achievement in at least one of these areas. Academic units in which public/professional service receives significant prominence may so recognize service contributions within unit guidelines. [NOTE: **Tenure and promotion from Assistant Professor to Associate Professor must be recommended jointly.** That is, a candidate who is recommended for tenure must be recommended for promotion from Assistant Professor to Associate Professor and vice versa. A candidate who is not recommended for tenure cannot be recommended for promotion from Assistant Professor to Associate Professor and vice versa.]

Note: In each section please include by race and gender the numbers of faculty Eligible (E) to serve in the promotion recommendation and the number of faculty who actually Served (S).

Vote of the Departmental Faculty Committee. Please **attach a list** of the names of all Committee Members, including rank and department (Committee members are not required to sign their names).

	American Indian or Alaskan Native		Asian or Pacific Islander		Black, not Hispanic		Hispanic		White, not Hispanic		Total	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
E												
S												

#Grant _____ #Deny _____ #Abstain _____ #Absent _____ #Ineligible _____

I certify that the above accurately represents the secret balloting of the faculty.

Name, Dept. Faculty Cmte Chair:

Signature:

Vote of the School Committee (where applicable). Please **attach a list** of the names of all Committee Members, including rank and department (Committee members are not required to sign their names).

	American Indian or Alaskan Native		Asian or Pacific Islander		Black, not Hispanic		Hispanic		White, not Hispanic		Total	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
E												
S												

#Grant _____ #Deny _____ #Abstain _____ #Absent _____ #Ineligible _____

I certify that the above accurately represents the secret balloting of the faculty.

Name, School Cmte Chair:

Signature:

Vote of the College Committee (where applicable). Each campus establishes a joint review committee, consisting of an equal number of faculty members from the campus and the college Tenure and Promotion Committee. This committee serves as the “college” review committee for all candidates from a campus other than Tampa. *Please **attach a list** of the names of all Committee Members, including rank and department (Committee members are not required to sign their names).*

	American Indian or Alaskan Native		Asian or Pacific Islander		Black, not Hispanic		Hispanic		White, not Hispanic		Total	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
E												
S												

#Grant _____ #Deny _____ #Abstain _____ #Absent _____ #Ineligible _____

I certify that the above accurately represents the secret balloting of the faculty.

Name, College Cmte Chair: _____ Signature: _____

RECOMMENDATIONS ON THE CANDIDACY FOR PROMOTION

Department Chair/Director

My recommendation is to GRANT promotion for this candidate.

My recommendation is to DENY promotion at this time.

Name: _____ Signature: _____ Date: _____

School Committee Chair

My recommendation is to GRANT promotion for this candidate.

My recommendation is to DENY promotion at this time.

Name: _____ Signature: _____ Date: _____

College Committee Chair

My recommendation is to GRANT promotion for this candidate.

My recommendation is to DENY promotion at this time.

Name: _____ Signature: _____ Date: _____

College Dean

My recommendation is to GRANT promotion for this candidate.

My recommendation is to DENY promotion at this time.

Name: Elizabeth Bell, Associate Dean Signature: _____ Date: _____

STATEMENT OF REVIEW BY CANDIDATE PRIOR TO CONSIDERATION BY THE PROVOST.

I have reviewed the ratings and recommendations made on my application and have had the opportunity to enter a statement as provided above.

Signature: _____ Date _____

Signing indicates only review of the document(s) involved in my nomination. It does not imply consent, approval or agreement.

Provost and Executive Vice President

My recommendation is to GRANT promotion for this candidate.
 My recommendation is to DENY promotion at this time.

Name: _____ Signature: _____ Date: _____

XII. AMENDMENTS

This section is for additional information that is submitted at any time by the candidate after the review process has begun. However, if a committee/chair/dean has already reviewed the application, there is no obligation that the application must be returned to the individual or body for an additional review. The date the materials are added to the file must be noted.

XIII. CV (insert here)