

## College of The Arts Procedures for the Tenure and Promotion College Committees

The following document identifies the procedures that are to be followed, by the College Committees, in the determination of eligibility and application review for Tenure and Promotion applicants in the College of The Arts. The procedures, criteria, and guidelines for Tenure and Promotion review in CoTA are provided by this document along with the approved CoTA unit/school criteria; and the *USF Tenure & Promotion Guidelines, July 15, 2014*.

These procedures are intended to support the USF Tenure & Promotion Guidelines and, in any case where there is conflict between these procedures and the university guidelines, the USF Tenure & Promotion Guidelines, July 15, 2014 will prevail.

### TIMING:

In consideration of the *USF Tenure & Promotion Guidelines, July 15, 2014, Item II. TIMING; A. Probationary period:*

Tenure applicants in the College of The Arts are eligible to submit an application within the following time frame:

- *Maximum of (6) six-year probationary and must submit the application by year seven (7).*

### EVALUATION CRITERIA:

The approved unit/school criteria of the applicant's academic discipline, is the criteria to be used for the CoTA College Committees' review.

### TENURE AND PROMOTION COMMITTEES:

AUSPICES: The Tenure and Promotion Committees consist of the Tenure and Promotion to Associate Professor Committee and the Promotion to Full Professor Committee. These committees are standing committees of the College and receive authority for their actions through the Dean and the Directors Council.

### THE TENURE AND PROMOTION TO ASSOCIATE PROFESSOR COMMITTEE

CHARGE: The Tenure and Promotion to Associate Professor Committee is responsible for reviewing applications for tenure, promotion to Associate Professor, and/or mid-point reviews, and advises the CoTA Deans and Directors of the College of its recommendations. The committee reports to the Dean on matters pertaining to the qualifications of each candidate for tenure, promotion, and/or midpoint review. Responsibilities include the review and evaluation of the candidate's application materials and supporting documentation. The committee

will also advise the Deans, Directors, and faculty of the College on the format of the application materials, the criteria for its evaluation, and shall aid them in developing, reviewing and updating the format and criteria in accordance with the University Guidelines for Tenure and Promotion. Additionally, the Committee will consult the Discipline Specific Tenure and Promotion Criteria developed by each individual School when evaluating applicants in that unit.

**OPERATING PROCEDURE:** The Tenure and Promotion to Associate Professor Committee will adhere to the operating procedures described in this section of the College Bylaws and also the University Guidelines for Tenure and Promotion. These include:

- Provision for the review of applications for tenure, promotion to Associate Professor, and/or midpoint reviews within the College and University schedules. Duties include reviewing the complete tenure and promotion application and supporting documentation held by the Associate Dean, voting on tenure and promotion to Associate Professor decisions, completing the required rating and evaluation charts provided in the application, and making written recommendations for tenure, promotion and/or midpoint reviews to the Dean, as instructed in the application.
- A committee member from a given academic unit may not vote on a recommendation concerning a member of his/her unit and may not volunteer opinions about the fitness of the candidate for tenure, promotion, and/or midpoint review. However, s/he may be asked by and provide the committee with specific information about matters unique to the discipline and respond to direct questions to assist the committee in assessing the fitness of the candidate for tenure, promotion, and/or midpoint review.
- The Associate Dean will convene the initial committee meeting, charge the committee, call for the election of the committee chairperson, and facilitate the committee's activities in accordance with College and University guidelines. The chairperson will thereafter convene the T&P committee.
- Voting will be by secret ballot and the recommendation of the committee will be forwarded to the Dean. Deliberations, findings, and data of this committee will be treated with the same degree of confidentiality as the balance of the tenure/promotion/midpoint review file.
- The final narrative evaluation for each candidate will be written by one or more members of the committee not from the candidate's unit. This written evaluation will be submitted to and approved by the evaluating committee.

**ADDITIONALLY THE FOLLOWING SPECIFIED OPERATIONAL PROCEDURES FOR THE TENURE AND PROMOTION TO ASSOCIATE PROFESSOR COMMITTEE ARE TO BE FOLLOWED:**

**MEMBERSHIP: TENURE AND PROMOTION TO ASSOCIATE PROFESSOR COMMITTEE**

- Faculty members will be elected for one year terms by the tenured and tenure track faculty from their academic unit. The committee term runs for

- one - year from September 1 to August 31.
- The membership will consist of two elected representatives from each academic unit plus one elected alternate. The three representatives from each unit must be tenured faculty members with a mix of Full Professors and Associate Professors when available in the unit.
  - The alternate committee member will serve in cases of "conflict of interest " and in the case of a regular committee member's approved absence. These substitutions require Unit Director approval. The alternate also serves if for any reason a regular member fails to attend the deliberative meeting.

#### MEETING TIME:

- The Associate Dean will convene the initial organizational committee meeting, charge the committee, call for the election of the committee chairperson, and facilitate the committee's activities in accordance with College and University guidelines. The chairperson will thereafter convene the T&P committee.
- The Dean's office will set one day (M-F) for the deliberative meeting of the committee prior to the review completion date for the college committee to meet for application deliberations, ratings, votes, and any other business of the committee.
- The meeting date will be announced no later than the first day of classes for the fall semester.
  - This meeting will last until business is completed.

#### ATTENDANCE:

- All committee members will be required to attend in person and will need to cancel, reschedule, or make appropriate arrangements for all other obligations, including classes.

#### QUORUM:

- The full committee will have 12 members (8 regular members and 4 alternates).
- All 12 members must attend the scheduled deliberative meeting and are responsible for complete review of candidate applications. The alternates will be released from duty unless one of the two representatives from their school is absent or unable to serve.
- Advanced scheduling of the alternate would only occur when approved by the committee member's Unit Director.
- Required quorum for the deliberative meeting of the Tenure and Promotion to Associate Professor committee is (8) eight. For the initial organizational meeting 50% or (6) six members are required for quorum. The deliberating body for any individual tenure and promotion to associate rank application consists of the (6) six members from outside the applicant's school, in most cases the (6) six regular members.

#### UNIT/SCHOOL DIRECTOR RESPONSIBILITIES:

- It is the Unit Director's responsibility to see that the School's timetable for review is scheduled to insure that the deadline for presenting completed applications to the College is met.
- In the case of a committee member's absence, the Director should take immediate and appropriate action to insure compliance with quorum requirements.

#### COLLEGE TENURE AND PROMOTION TO ASSOCIATE COMMITTEE CHAIR RESPONSIBILITIES:

- Coordinate with the College Office staff to facilitate the deliberative meeting.
- Serve as the communication liaison with the Associate Dean regarding questions/concerns/issues as they may arise with the work of the committee.
- Work with the College office staff to record attendance at meetings. Any absence of a committee member from the scheduled meetings should be immediately reported to the Associate Dean. The Associate Dean will present this issue to the Director of the School and they will agree on appropriate action, understanding that failure to fulfill the obligations of this committee is not acceptable.

### THE PROMOTION TO FULL PROFESSOR COMMITTEE

CHARGE: The Promotion to Full Professor Committee is responsible for reviewing applications for promotion to Full Professor and advises the CoTA Deans and Directors of the College of its recommendations. The committee reports to the Dean on matters pertaining to the qualifications of each candidate for promotion to Full Professor. Responsibilities include the review and evaluation of the candidate's application materials and supporting documentation. The committee will also advise the Deans, Directors, and faculty of the College on the format of the application materials, the criteria for its evaluation, and shall aid them in developing, reviewing and updating the format and criteria in accordance with the University Guidelines for Promotion to Full Professor. Additionally, the Committee will consult the Discipline Specific Promotion Criteria developed by each individual School when evaluating applicants in that unit.

OPERATING PROCEDURE: The Promotion to Full Professor Committee will adhere to the operating procedures described in this section of the College Bylaws and also the University Guidelines for Tenure and Promotion. These include:

- Provision for the review of applications for promotion to Full Professor within the College and University schedules. Duties include reviewing the complete promotion application and supporting documentation held by the Associate Dean, voting on promotion to Full Professor decisions,

completing the required rating and evaluation charts provided in the application, and making written recommendations for promotion to the Dean, as instructed in the application.

- A committee member from a given academic unit may not vote on a recommendation concerning a member of his/her unit and may not volunteer opinions about the fitness of the candidate for promotion. However, s/he may be asked by and provide the committee with specific information about matters unique to the discipline and respond to direct questions to assist the committee in assessing the fitness of the candidate for promotion.
- The Associate Dean will convene the initial committee meeting, charge the committee, call for the election of the committee chairperson, and facilitate the committee's activities in accordance with College and University guidelines. The chairperson will thereafter convene the Promotion to Full Professor committee.
- The committee will determine its own attendance and quorum policy.
- Voting will be by secret ballot and the recommendation of the committee will be forwarded to the Dean.
- Deliberations, findings, and data of this committee will be treated with the same degree of confidentiality as the balance of the promotion review file.
- The final narrative evaluation for each candidate will be written by one or more members of the committee not from the candidate's unit. This written evaluation will be submitted to and approved by the evaluating committee.

#### MEMBERSHIP: PROMOTION TO FULL PROFESSOR COMMITTEE

- The Promotion to Full Professor Committee will be selected from all Full Professors from the College of The Arts including academic unit directors.
- Each College Academic Unit will provide up to (2) two full professors from their unit to serve on the membership of the College Full Professors Committee. Membership is by rank of Full Professor. If a unit does not have available (2) two full professors to serve on the committee then the unit director is responsible for finding an appropriate USF Tampa campus full professor as a substitute from out side the school or college.
- In those units where there are more than (2) two Full Professors, the representatives will be selected by a vote of the Full Professors in that Unit.
- An academic unit director is eligible to serve on this committee unless s/he is in a unit where there are more than (2) two full professors who can serve on the Full Professor Committee. An academic unit director serving on the committee is not eligible to vote on a candidate from his/her unit.
- The committee term runs for one-year from September 1 to August 31.
- The chairperson of the Full Professor Committee has voting privileges and must be elected from and by the committee membership.

#### UNIT/SCHOOL DIRECTOR RESPONSIBILITIES:

- It is the Unit Director's responsibility to see that the School's timetable for

review is scheduled to insure that the deadline for presenting completed applications to the College is met.

COLLEGE FULL PROFESSOR COMMITTEE CHAIR RESPONSIBILITIES:

- Coordinate with the College Office staff to facilitate the committee meetings.
- Serve as the communication liaison with the Associate Dean regarding questions/concerns/issues as they may arise with the work of the committee.
- Work with the College office staff to record attendance at meetings.