

Governance of the College of Marine Science University of South Florida

Approved: 15 May 2002

**Amended 28 October 2002, 4 April 2003, 4 April 2012, 5 June 2013 Preamble, July 2019,
May 2020, 16 April 2021, 17 December 2021**

The University of South Florida [USF], organized in 1952 and opened to students in 1960, is a tax-supported public university and an integral part of the State University System of Florida. Its founding authorities included the Governor, the Legislature, the Chancellor of the State University System, the Commissioner of Education, and the Board of Control. Presently, the USF Board of Trustees appoints the President of the University of South Florida, who, in turn, appoints all faculty and staff.

The College of Marine Science [CMS] was formed during 2000 from the previous Department of Marine Science, initiated in 1967 with three founding faculty members. The Florida Board of Regents declared it a University Center of Excellence in 1978 and approved the Marine Science Ph.D. program in 1982. Staff and faculty serve students on the Saint Petersburg, Tampa, and the Sarasota-Manatee campuses together with their surrounding communities, espousing goals of both diversity and equal opportunity. The CMS at the University of South Florida is constituted as a graduate-level research program that forms the basis for educational opportunities at the Ph.D. and M.S. degree levels and for public service to the State of Florida. The College administratively reports to the Provost of USF.¹

Mission

The primary mission of the College is to conduct basic and applied research in ocean science. Here, ocean science is defined by application of the traditional fields of science to the biology, chemistry, geology, and physics of the marine environment and to the interactions between the marine environment and the adjoining atmosphere and land systems - presently and throughout earth's history. Included in the primary ocean science mission is the development of new technologies and tools for exploring the coupled ocean-atmosphere-land systems. The College expects its faculty to develop research programs of outstanding caliber and to fully engage the national and international scientific communities, through the reporting of research results in the most respected oral and written venues, and by professional service.

¹ The College of Marine Sciences is not currently a multi-campus unit. If future CMS faculty are hired at other campuses we will modify our governance and T&P documents to ensure that those faculty are included in matters of faculty governance and Tenure & Promotion to ensure they have voice in department/school/college issues. We recognize the principles of equity of assignment, resources and opportunities of faculty across a multi-campus university.

Integral to the ocean science research mission is the education of graduate students. The College recruits and trains productive, creative scientists at the masters, Ph.D. and postdoctoral levels that are prepared to make independent contributions to ocean science. The faculty are expected to develop outstanding graduate education programs that will afford students the opportunity to participate in all aspects of research. The College recognizes that graduate education requires strong mentoring along with traditional classroom instruction. Faculty contact hours are largely determined by individual interactions in the laboratory, office, and during sea-going expeditions, in addition to traditional course offerings.

An ancillary but important mission of the College is educational outreach for students at all levels and for the public at large. Our outreach programs have significantly expanded our educational responsibilities, and they are intended to motivate all generations to become scientifically literate citizens and to understand the environment in which they live. The College pursues innovative avenues for educational outreach. Efforts are made to attract more junior and senior level undergraduates into both the ocean science core courses and into advanced courses for which they have pre-requisites. Historically, this is a way in which students have made career decisions to engage in ocean science. In this manner the College maintains close ties with the student body in other University of South Florida Colleges and campuses.

Fulfilling our primary and ancillary missions requires strong partnerships with international, federal, state, county, and local government agencies, and with the private sector. The College thus nurtures and strengthens existing partnerships, while developing new ones through a combination of increased public awareness, professional service, and excellence in our primary and ancillary missions.

A strong community involved in the activities of teaching, research, and service is central to the mission of the CMS. It is necessary that faculty governance be collegial and represent diverse points of view. At the same time, the governance process should be efficient and aim to achieve broad participation of tenured, tenure-earning, and non-tenure-earning faculty and staff.

The fundamental premise of this document is that a relationship of mutual respect and trust exists among those faculty named as College administrators and other faculty and staff members whose activities are focused primarily on teaching, research, and other professional service. The College administration shall represent the interests of the CMS to the central administration of the USF and oversee and allocate the human, financial, and material resources of the College among the various units comprising the CMS.

CONSTITUTION

Governance in the CMS operates within four major structures:

I. Office of the College Dean:

The principal administrator of the CMS shall be the College Dean, who shall also be a tenured Full Professor of the College. The College Dean, in consultation with the Provost, may name Associate College Deans and Directors to assist in the administration of the CMS.

II. The College Assembly:

The College Assembly shall consist of all staff, students, tenured, tenure-earning, and non-tenured faculty, shall meet at least once a year, and shall be convened and presided over by the Chair of the College Dean's Advisory Council [DAC]. The voting membership of the Assembly shall consist of all full-time (e.g., 9 and 12-month), tenured and tenure-earning faculty. The restricted composition of the electorate follows from the recognition that the accreditation and reputation of an academic institution is based on, and is ultimately the responsibility of, the tenured and tenure-earning faculty.

III. The College Dean's Advisory Council:

The DAC is the primary interface between the members of the CMS and the Office of the College Dean. The composition of the DAC consists of seven voting members and ex officio, non-voting members - the College Dean, all Associate College Deans, and the Director of Academic Affairs. The seven voting members have staggered two-year terms, except for a one-year term for the representative of the graduate students. They are elected each term by their constituents to represent their concerns to the College Dean and other administrators, as well as to be advised by the College Dean on the evolving status of the College.

The voting members of the DAC are: four tenured faculty - one from each of the biological, chemical, geological, and physical disciplines; one representative from the Center for Ocean Technology (COT); one from the other staff; and one graduate student. The Chair of the DAC is elected by the voting members at the first meeting of each year. The voting members cannot serve consecutive terms. The DAC shall meet monthly with the College Dean to facilitate information exchange during the fall and spring semesters. However, special meetings of the DAC may be called by the College Dean, the Chair of the DAC, or three or more of its voting members.

IV. The CMS Standing Committees:

The Standing Committees shall include: Admissions; Annual Evaluation Oversight; Curriculum; Diversity, Equity, and Inclusion; Honors and Awards; Information Technology; Non-tenure-earning Faculty Promotion; Safety; Seminar; Space and Planning; Student Recruitment; Tenure and Promotion. Normally, membership of the committees will consist of tenured, tenure-earning, non-tenure-earning faculty, staff, and student members of CMS where appropriate. Qualified individuals from associated outside groups, such as the Florida Marine Research Institute-FWCC or the USGS Coastal Geology Division, may also be appointed.

THE BYLAWS

Article I. The Office of the College Dean:

- a. As chief academic and financial officer for the College, the College Dean has oversight and responsibility for all activities within the College. The duties and responsibilities of the College Dean and the College Dean's administrative officers are subject to approval by the President of the University of South Florida.
- b. The College Dean and the College Dean's administrative officers shall solicit the opinions and advice of appropriate individuals within CMS on major decisions affecting its academic, financial, and material resources.
- c. The office of the College Dean shall provide requisite administrative support to the College Assembly, the DAC, and the Standing Committees.
- d. The College Dean shall select the members and chairs for all Standing Committees and shall solicit the advice of the DAC and strive for even representation across the core disciplines (Chemical, Physical, Geological and Biological Oceanography) concerning these selections.
- e. The issues of privileges and responsibilities regarding nontenure-earning faculty seeking outside funding are within the purview of the Office of the College Dean. The College Dean may delegate the handling of these issues to the CMS administrative staff (e.g., an Associate College Dean). When assignment of space is involved, the College Dean (or the College Dean's designate) shall consult the Space and Planning committee and the immediate supervisor, if any, of the nontenure-earning faculty member.

Article II. The College Assembly:

- a. Membership - see above, Constitution part II.
- b. Powers and Functions:
 1. The College Assembly shall receive and consider reports from the College Dean, the DAC, and the Standing Committees.
 2. The College Dean and the College Dean's administrative associates may be censured by a two-thirds majority vote of the entire voting membership of the College Assembly. Secret balloting shall be organized by the DAC, and the results and a recommended course of action shall be presented by the DAC Chair to the Provost.

c. Meetings:

1. The College Assembly shall meet at least once per academic year within the fall or spring semester.
2. Meetings of the College Assembly shall be called and presided over by the College Dean or the College Dean's designee.

d. Agenda:

1. The fall semester agenda for the College Assembly shall be prepared by the College Dean in consultation with the DAC. The agenda shall include a report from the College Dean on CMS achievements of the past year and recognition of faculty, staff, and student honors and awards, with an open period for questions, discussions, and referrals from the floor.
2. The spring semester agenda for the College Assembly shall be prepared by the College Dean in consultation with the DAC. The agenda shall include a state of the College address by the College Dean, with a written prospectus and budget summary for distribution, a report of the DAC, reports of the activities of the Standing Committees, a roster of the membership of the Standing Committees of the CMS, and an open period for questions, discussions, and referrals from the floor.

Article III. The College Dean's Advisory Council:

The composition of the DAC, its functions, and its meeting schedule are defined in the Constitution section of this document. Elections shall be held in the summer semester, prior to the first fall meeting. The outgoing members of the DAC shall conduct the election by providing ballots to each voting constituency of the CMS and shall tally the votes. Each of the seven representatives who receive the greatest numbers of votes shall serve on the DAC. At the first fall meeting of the DAC, continuing, incoming, and outgoing members shall attend. In the event of a resignation, the DAC Chair shall appoint the runner up of the most recent election, until the term has expired.

a. Powers and Functions:

1. The DAC advises the College Dean on any matter of concern to the CMS including budget and policy. It addresses issues brought to it by the College Dean and the College Dean's representatives and raises issues for the College Dean's consideration. It also receives petitions from all members of CMS and encourages their suggestions via the elected members. It may also advise the Standing Committees of the CMS, other Committees within any of the administrative structures of the CMS, and the assembly on any matter of concern to the CMS.
2. The DAC shall advise the College Dean concerning the selection of members and Chairs for each of the Standing Committees. The DAC shall also receive reports from the College Dean in a timely fashion regarding the creation, composition, charge, and recommendations of ad hoc Committees in the CMS.

3. The DAC shall prepare and administer the ballots for amendments to the Constitution and Bylaws. Proposed amendments will be submitted to the DAC, whose members will discuss the proposed changes. If a proposed amendment is approved by five of the seven voting DAC members, it will be sent to the CMS College Dean who will distribute information about the proposed amendment to the voting faculty. Proposed amendments will be posed to the voting faculty as a question that requires a yes or no answer. For an amendment to the governance document to be finally adopted, it must have the approval of at least 2/3 of these voting members of the College Assembly.
4. The DAC shall form an ad hoc committee to hear and make recommendations regarding grievances of faculty when those grievances involve issues that are not dealt with in the USF/UFF Collective Bargaining Agreement.
5. The DAC may call a meeting of the College Assembly for the purpose of proposing censure of the College Dean and/or the College Dean's administrative associates.
6. A quorum of the DAC shall consist of four voting members.
7. The agenda for the meetings of the DAC shall be prepared by its Chair. It shall include items requested by the voting members of the DAC and from the College Assembly at large. Minutes of the DAC meetings shall be kept on file in the College Dean's Office.

Article IV. The CMS Standing Committees:

The Standing Committees shall include: Admissions; Annual Evaluation Oversight; Curriculum; Honors and Awards; Human Resources; Information Technology; Non-Tenure-earning Faculty Promotion; Safety; Seminar; Space and Planning; Student Recruitment; Tenure and Promotion.

a. Membership:

1. During summer of each year, vacancies on the various CMS Standing Committees and associated subcommittees shall be filled by the College Dean, in consultation with the DAC. Membership of the CMS committees will consist of tenured, tenured-earning, non-tenure-earning faculty; staff; students; and outside members (e.g., representatives of USGS and FMRI), where appropriate.
2. Each faculty and staff member appointed to a CMS Standing Committee shall serve a two- year term. Members from the graduate student constituency shall serve a one-year term. All members of the standing committees are eligible to serve successive terms. If a member is unable to complete his/her term, the College Dean will consult with the DAC about selecting another person to complete that term. Normally, a tenured or tenure-earning faculty member will chair each of the CMS Standing Committees.

b. Powers and Functions:

1. Each CMS Standing Committee shall advise the College Dean and the DAC in the area of activity it represents. Each committee shall establish its own written operating procedures. All operating procedures, policies, evaluative criteria, and governance documents developed by Standing Committees shall be submitted to the College Dean through the DAC for approval. At least once during the fall and spring semesters in advance of the College Assembly meetings, each CMS Standing Committee Chair shall submit to the DAC a written summary of the Committee's actions.

2. The objectives and minimum composition of each Committee are:

Admissions: This committee is constituted to oversee the admission process for applications to CMS and to coordinate the awarding of graduate student assistantships. The Committee shall make recommendations to the tenured and tenure-earning faculty regarding admission requirements for the College as well as recommendations regarding admission of applicants. The Committee shall make available to tenured and tenure-earning faculty all application materials of students applying to the College, and shall make recommendations on assistantships to be offered to incoming and current CMS students. The Committee is chaired by the Director of Academic Affairs and is comprised of a minimum of two tenure-earning or tenured faculty members, including the Director. The most recent Von Rosenstiel award winners (first year students) will serve as non-voting members to provide recent student perspectives of the admission process.

Annual Evaluation Oversight: The charge of this committee is to oversee annual performance reviews for all faculty and staff. The committee will be selected for two-year staggered terms to provide consistency from year to year. The DAC will provide a ballot with nominees from among eligible faculty each year for the Dean to select. Subcommittees of one-year duration will be made each year for the specific responsibility of conducting evaluations or providing oversight. There will be one subcommittee for tenured and tenure-earning faculty, a second subcommittee for non-tenure-earning faculty, a third subcommittee for the staff, and a fourth subcommittee to oversee the process each year. After the first subcommittee completes its evaluation in the first year, some of the members will then serve on the fourth subcommittee to oversee the evaluation processes and make recommendations for improvements in the evaluation process during their second year. The remaining members of the first subcommittee will stay on as second-year members to provide overlap with the new first-year members. The evaluation process and the metrics used in the evaluation process for the tenured and tenure-earning faculty can be found in Appendix 1. The second and third subcommittees shall work in consultation with the employee's immediate supervisor(s). Annual assignment and performance appraisal of all faculty will be conducted in compliance with USF policies and procedures. The Regional Chancellor or designee will provide formal written input prior to the College Dean completing the performance appraisal of branch campus faculty.

Curriculum: This committee shall make recommendations to the tenured and tenure-earning faculty regarding curriculum issues facing the College. These recommendations shall be based on the goal of enhancing the educational and intellectual experience of CMS graduate students and faculty. Membership will include one tenured or tenure-earning faculty from each discipline, one non-tenure-earning faculty, one representative from CMS Academic Affairs, and one student.

Specific issues that fall under the purview of the Curriculum Committee include, but are not limited to: developing standards for academic performance; evaluating student performance; enhancing the long-range educational mission of CMS by introduction of new programs, or the expansion and integration of existing ones; and reviewing proposals for new graduate and undergraduate courses and programs, as well as proposals for substantive changes to existing courses and programs. Offering of special topics courses by non-tenure earning faculty requires approval of the Curriculum Committee. Service on thesis and dissertation committees [including as Co-Chair] by non-tenure-earning faculty should be considered on a case-by-case basis by the Director of Academic Affairs.

Diversity, Equity, and Inclusion: The committee leads efforts to align with USF's Principles of Community. The primary charge of the committee is to aid the College in its efforts to recruit, retain, and mentor a diverse community of employees and students. This includes providing advice to the College to create and sustain an inclusive, equitable, actively anti-discriminatory culture that provides a welcoming and enriching environment for all. The committee will consist of a minimum of nine (9) regular members, representing multiple levels of tenure-earning or tenured faculty (3), administrative/scientific staff and non-tenure earning faculty (3), and students (3). The Dean may invite additional members to ensure balanced representation. Additionally, the committee will include a minimum of two permanent ex-officio members, including the Director of Human Resources and an Associate Dean (or their representatives). All committee meetings are open to the College community.

Honors and Awards: This committee shall make recommendations regarding any honors or awards that the College shall grant to its faculty, staff, or students. One major charge for this committee is to oversee the voting process for students applying for CMS fellowships. It may also, when appropriate, make recommendations to the University Honors and Awards Council. Membership will be comprised of a minimum of two tenure-earning or tenured faculty members, one non-tenure-earning faculty or staff member, and two non-voting student members who are Knight Fellowship recipients. Subcommittees for special awards may include temporary members who are specially appointed to reflect expertise relating to the award.

Information Technology: This committee ensures that the CMS stays at the forefront of information technology (IT) and that faculty, students, and staff have the IT resources needed to perform their work with maximum efficiency. The Committee assesses new and emerging information technologies and positions the College to take advantage of these technologies as opportunities arise. It prioritizes the IT needs of the College so that limited financial resources can be used to optimum benefit. The committee also sets and enforces policies for proper use of the College IT resources. This committee will also ensure that the CMS stays up-to-date with periodicals, books and other teaching/ learning/research materials such that faculty, students, and staff have adequate access to library resources needed to perform their work with maximum efficiency. The committee oversees various aspects of interaction between CMS and USF libraries, particularly Nelson Poynter Library on the USF St. Petersburg campus. Membership will include faculty, staff, and students with expertise in IT from all disciplines.

Non-tenure-earning Faculty Promotion: This committee shall make recommendations to the College Dean regarding all candidates for promotion of non-tenure-earning faculty. It shall be convened by the College Dean for its initial meeting at a time early enough for it to complete its work prior to the College Dean's recommendations to the Provost's Office. It shall review candidates' vitae and references, annual evaluations, and all other relevant materials.

Recommendations shall be made on the basis of the College's criteria for promotion of these individuals. This committee shall develop its own policies and procedures. Membership will include tenured and senior non-tenure-earning faculty.

Safety: This committee will consider the state of safety in the facilities and research activities of the CMS, to regularly schedule specialized safety training, to evaluate incidents involving a lapse in safety, and to suggest improvements. It shall consist of all CMS faculty, staff, and student members who are also College representatives to USF Research Compliance boards (e.g., Radiation Safety, Diving Safety, etc.), as well as the Associate College Deans, the Director of Administration, and other representatives as appropriate to bring membership to a minimum of two tenure-earning or tenured faculty member, two non-tenure-earning faculty or staff members, and two student members.

Seminar: This committee oversees the weekly CMS Seminar Series, the Eminent Scholar Lecture Series, which is conducted 1-2 times per year, and the Graduate Research Symposium, which is convened in the late spring of every year. These series are considered to be a vital part of the intellectual life of the CMS. The committee is responsible for maintaining the quality and accessibility of the professional series, as well as the professional development opportunity that the Graduate Research Symposium provides to the students. The committee will annually review attendance, assess reasons for less than optimal attendance, and implement policies as necessary to improve the series. Membership will include a minimum of two tenure-earning or tenured faculty members, two non-tenure-earning faculty or staff members, two student members, and may also include outside members (e.g., from USGS and FMRI).

Space and Planning: This committee is charged with coordinating the allocation and usage of office, laboratory, and storage space in and around the MSL, KORC, and other CMS buildings. The committee typically makes recommendation to the College Dean on student office space, faculty office and laboratory space, and assists in planning space allocations for new faculty hires. Membership will include a minimum of two tenure-earning or tenured faculty members, one non-tenure-earning faculty member, one staff member, and two student members.

Student Recruitment: The committee oversees and actively implements all graduate student recruiting practices for the CMS. These recruiting practices shall include updating and maintaining hard copy and electronic sources of recruiting materials. This committee shall work in cooperation with the CMS Information Technology Committee to update and maintain the CMS website. Membership will include a minimum of two tenure-earning or tenured faculty members and two students, and one non-tenure-earning faculty or staff.

Tenure and Promotion: This committee shall make recommendations to the College Dean regarding tenure and promotion for all candidates who are tenured or tenure-earning. It shall be convened by the Chair for its initial meeting at a time early enough for it to complete its work prior to the College Dean's recommendations to the Provost. It shall review tenure and promotion package(s). Recommendations shall be made on the basis of the College's criteria for tenure and promotion. All tenured faculty are members.

c. Meetings:

1. The outgoing Chair of each CMS Standing Committee shall assume responsibility for convening the Committee for its first meeting of the new academic year. Subsequent meetings shall be called by the new Chair as necessary to carry out the Committee's functions. Members of each Committee, members of the College Assembly, or the College Dean may request that the Chair of a given Standing Committee call meetings to discuss specific issues.

2. The College Dean shall appoint the Chair of each CMS committee. The Chair of each Standing Committee shall ensure that proper minutes are kept of the committee actions and shall be responsible for preparing reports of committee actions to the College Dean, the DAC, and the General Assembly. The minutes will be kept on file in the College Dean's Office.

d. Agenda:

The agenda for each Standing Committee shall be set by its Chair. The College Dean as well as members of the committee and the DAC may request that items be added to the agenda.

Article V. Special Committees of the CMS:

Special Committees will be appointed and convened when the need arises. Present examples are:

Academic Grievance Committee: This committee provides CMS graduate students the opportunity for peer review of events pertinent to the cause of academic grievances. Academic grievance will be considered to mean any complaint or controversy regarding instruction, grading, advising, probation, dismissal, or classroom activity that may affect a student's performance or participation in the CMS courses and academic programs. The committee consists of the Director of Academic Affairs, two CMS tenure-track or tenured faculty and two graduate students selected by the Director. The College Dean shall approve the composition of the committee.

Search Committees: These committees will be appointed by the CMS College Dean, or his/her designee, to fill vacancies within the College with the highest quality new personnel possible. Regional Chancellors or their designee will serve as a full member on all search committees for faculty hiring on branch campuses. In the case of hiring of tenure-earning faculty, the committee will oversee the process of hiring new faculty. After consultation with the tenure-earning and tenured faculty, the Search Committee then forwards that decision to the College Dean. The composition of a tenure-earning faculty Search Committee shall include a minimum of one tenure-earning or tenured faculty from each of the four oceanographic sub-disciplines.

Article VI. Amendments:

This governance document may be amended by a two-thirds majority of the voting members of the College Assembly by ballot.

Article VII. Procedure:

The manual of procedure for all Assemblies and Councils shall be Robert's Rules of Order. A quorum of a simple majority of voting members shall be required to conduct the business of the DAC, CMS Standing Committees, and College Assembly. CMS amends Robert's Rules of Order to allow write-in voting and proxies by e-mail, fax, and written communication.

CMS Statement on Collegiality

It is the expressed position of the College of Marine Science that all persons who learn and work together in the College should treat each other with respect and dignity. Collegiality among and between faculty, staff, and students is desirable behavior. Universities are, and should be, institutions where ideas are freely and openly exchanged and discussed. However, critiques of ideas should not extend to disrespectful treatment of particular persons, especially our colleagues. Faculty, staff, and students should speak to each other and about each other with courtesy, whether the conversations are in private or in public settings.

This position extends to the use of language in professional settings that implies or condones disrespect of a class of persons or of specific individuals. Faculty, staff, and students should endeavor to use language that does not denigrate or draw inappropriate attention to age, disability, ethnicity, gender, religious affiliation, sex, or sexual orientation.

Appendix 1: Annual Evaluation Expectations

The metrics used for faculty evaluations of tenure-track faculty are derived from the five-page Faculty Activities and Evaluation Form, which follow this page. These forms are filled out in early spring semester and submitted to the tenure-track faculty subcommittee of the Annual Evaluation Oversight committee.

The subcommittee evaluates the information using the metrics listed in the last two pages of this appendix. There should be no conflict of interest, i.e., spouses/partners cannot evaluate each other. The subcommittee provides a score for teaching, research, service, and administration (if applicable) for each tenured or tenure-track faculty member. The scores are then weighted by the % effort assigned to the faculty member for each category. The final committee score is rounded to the nearest half integer (from 1 to 5) for the Archivum Evaluation tool. A narrative is also provided regarding accomplishments and achievement goals for the following year, especially in regards to tenure and/or promotion. The evaluation then goes to the Dean for a similar assessment, score, and narrative.

Part of the Dean's narrative may include recommendations to improve performance. For example, recommend attending USF CITL workshops, if teaching score is low. Increase number of proposal submissions, if grant count is low. Enroll in a writing improvement program, such as the USF funded program, National Center for Faculty Development & Diversity, if number of papers are low, etc. Service to the profession (e.g., editorial, leadership role in a professional organization, etc.) can also be made if appropriate. Same for service to the University. Progress towards these achievement goals or recommendations should be reviewed the following year.

**COLLEGE OF MARINE SCIENCE
FACULTY ACTIVITIES AND EVALUATION FORM**

Calendar Year - January 1 through December 31,

Name:

Rank:

The information for the column “Activity Percent Assigned” on the **USF – Annual Faculty Review Summary** reflect the percent of effort for each category (____ %) on this form.

CMS ANNUAL REPORT STATEMENT

Please provide a concise statement (250 words) describing your most significant accomplishments and your most impressive publication in YEAR. This is only for the **CMS Annual Report**. Feel free to suggest a picture, and use this as an opportunity to update your website. The statement should be 3rd person, past tense, and in paragraph form. For example, “Dr. YOUR NAME was recognized for the best paper of the year in the prestigious *Journal of Irreproducible Results* ...” Remember that the target audience for this statement is the upper administration, possible donors and the general public, not us, so please craft it appropriately. Finally, please note that this statement does NOT replace the section where you are allowed to write a longer statement for your faculty evaluation. That section still appears at the end of this document.

1) TEACHING - COURSEWORK

All courses taught are listed below from Banner. Lead instructor means that you organized the course, taught more than 50% of the lectures, and were responsible for grading.

	Title (lecture or seminar course)	Prefix	Number	Enroll-ment	Credit Hours	Lead Instructor (yes/no)	# Guest Lectures (x/xx)	% Effort	Formally Evaluated (yes/no)
Spring									
Summer									
Fall									

Total undergraduate and graduate credit hours taught as lead instructor: _____

Graduate Student Supervision (USF)

Please list the names(s) of the student(s) for whom you are the major professor. Attach their annual reviews at the end of this document. Please note any special circumstances (e.g., you are co-advisor or you have recently become major professor due to retirement of original major professor, etc.). Post-doc mentoring and outside USF graduate student supervision will appear in the *Instruction Related* category below.

Major Professor (inside USF)

Name of Student	MS or PhD	Start date	Anticipated graduation date	Thesis/Dissertation Topic/special consideration

Number of MS graduate students:

Number of Ph.D. graduate students:

List the graduate student committees of which you are a member.

Committee Member (inside USF)

Name of Student	MS or PhD	Start date	Anticipated graduation date	Thesis/Dissertation Topic

Number of MS graduate student committees: _____

Number of Ph.D. graduate student committees: _____

2) Teaching - Instruction Related

(course development/outside student committees/post-docs)

List new course proposals, course revisions, or programmatic proposals now under consideration. Identify the semesters in which they might be taught. Provide a brief explanation of your course development efforts. List post-docs mentored and service on outside-USF graduate students or graduate student committees. Percent effort in supervising a post-doctoral fellow is equivalent to serving on a PhD committee.

Students annual reviews and course evaluations will be considered in the annual review process by the committee and dean

PERSONAL STATEMENT

Total All Teaching _____ % Effort

3) RESEARCH

3a) Scholarship and Creative Activity – Non Funded Research for calendar year YEAR

Number of proposals submitted _____
Average number of proposals submitted over last three years _____
List submitted proposals with PIs, agency, dates, budget amounts:

List other non-funded research activities and relative % effort on all non-funded research activities:

3b) Scholarship and Creative Activity –Externally Funded Research for calendar year YEAR

	ALL	SINCE 2016
Citations		
h-index		
i10-index		

Provide link to Google Scholar Profile:

3b.1) Publications (65% of Externally-Funded Research Score)

Number of peer-reviewed publications with YEAR publication date

Number of 1st-authored publications

Number of student or postdoc 1st-authored publications

Average number of publications over the past 3 years

Number of papers in press or submitted (NOT in prep)

Number of patents received

List peer-reviewed research papers with a 2021 publication date. Please use the format below to assist in the compilation for the annual report:

First, A. B., and C. D. Second (2017) Quantifying recent improvements in St. Petersburg brew pubs. *Geophys. Res. Lett.* 55, 3, doi:xxxxx/xxxxx.

List papers accepted or in press (expected 2021 publication date)

List books, other publications, academic brochures, films, study guides, etc., published, or if underway indicate progress status.

3b.2) Externally-Funded Research Funding (25% of Funded Research Score)

Data from <http://reports.research.usf.edu/> will be supplied for you.

Attached at the end of the annual review is the FY20 summary of direct direct/indirect/total external research expenditures. These data reflect the past **FISCAL**

YEAR (July 1 to June 30), for which the university has compiled and released data, in contrast to the **CALENDAR** year, applicable to the rest of the evaluation form. (Please make sure your CV includes the full grant name, dates, and annual funding. It is important to distinguish what portion of each grant is attributed to you.)

Number of currently funded awards

_____ Total research expenditures (direct + indirect) for FY20

If university-provided data does not properly represent your funding, please explain.

3b.3) Awards & Presentations (10% of Funded Research Score)

List awards, invited talks, and presentations at national and international meetings

PERSONAL STATEMENT

Total Research, Scholarship and Creative Activity _____ % Effort

4) SERVICE (COLLEGE, UNIVERSITY, PROFESSIONAL, COMMUNITY)

4a) College Committee Assignments

Number of CMS committees

_____ List CMS committee membership (note if committee chair)

4b) University Committee Assignments

Number of USF committees

_____ List USF committee membership (note if committee chair)

4c) Professional

Editorial

Number of manuscript or proposal reviews

_____ Number of journals as Associate Editor

_____ Number of journals as Senior Editor

National (review panels or NSF, NOAA, IPCC, NASA, etc. working groups)

Professional Society (leadership position in AGU, AMS, etc.)

4d) Community

5) OTHER ASSIGNED DUTIES

Academic Administration

Leave of Absence With/Without Pay

PERSONAL STATEMENT

**Total Other Duties (Service-Editorial, Community, Department or Institutional)
_ % Effort**

ADDITIONAL FACULTY COMMENTS

Faculty Member

Date

Metrics used for CMS Faculty Annual Evaluations

1. Percent effort in Teaching (weighting factor)
2. Name, number, and percentage of courses taught
3. Total number of advisees
4. Number of students graduated
5. Number of MS committees serving on
6. Number of other PhD committees
7. Number of non-USF student committees
8. Number of postdocs supervised
9. Percent Effort in Research (weighting factor)
10. Number of proposals submitted with details
11. Average number of proposals submitted within last 3 years
12. Number of Funded awards with complete details
13. Number of publications within the year with details
14. Number of first-authored publications with details
15. Number of supervised student/postdocs first-authored pubs with details
16. Average number of publications/year over the past 3 years
17. Number of manuscripts in press or submitted
18. Number of patents
19. Number of technical reports
20. Direct Expenditures for Fiscal Year
21. Indirect Expenditures for Fiscal Year
22. Total Expenditures for Fiscal Year
23. Number of honors and awards with details
24. Number of invited talks with details
25. Number of supervised Student/Postdoc presentations
26. Total number of talks
27. Service percent effort (weighting factor)
28. Name and number of CMS Committees
29. Name and number of USF Committees
30. Name and number of committees chaired
31. Number of reviews with details
32. Name and number of Associate Editorships
33. Name and number of Editorships
34. Name and number of National Committees/Working Groups
35. Name and number of National Panels
36. Name and number of International Panels
37. Name and number of other public service/community outreach
38. Comments