

**Department of  
Environmental Science, Policy, and Geography  
Bylaws**

**Passed: 1 December 2006**

Revised: February, 2007; February, 2008; April, 2008; August, 2008; October 8th, 2009;

The Department of Environmental Science, Policy and Geography (henceforth, ESPG) is a interdisciplinary faculty of science, policy, geography, and mathematics, focused upon addressing environmental issues from scientific, policy and social arenas. With the diverse composition of its faculty, ESPG has a primary focus of offering courses to support environmental science majors, but also provides the underpinning courses in the general education requirements of most liberal arts majors at USFSP, as well as foundation courses for the colleges of Business and Education. Although ESPG faculty provide coursework in mathematics, environmental science, chemistry, biology, geology, and geography, the decisions about program change and the future direction of faculty efforts remain a combined decision of ESPG faculty.

**Article I. The Department of Environmental Science, Policy and Geography**

- I.1. ESPG consists of the full-time and adjunct faculty appointed to the department, non-teaching professionals, visiting instructors and professors, as well as graduate students admitted to ESP Master of Science program.
- I.2. The department faculty carries out programs of instruction leading to undergraduate and graduate degrees in Environmental Science and Policy. The department supports the research and scholarly life of the faculty and seeks to promote a scholarly and collegial community within the department and college.
- I.3. The department is comprised of five academic “clusters”: Biology, Chemistry, Geology, Policy and Geography, and Mathematics. The clusters constitute semi-autonomous entities for such issues as curriculum planning and scheduling. However, substantive changes within each “cluster” (such as creation of a major or a minor) will be ultimately approved through ESPG faculty vote.

## **Article II. The Faculty**

- II.1. The **voting** faculty consists of faculty appointed full-time to tenure-earning lines in the department at the rank of assistant professor, associate professor, and professor.
- II.2. The voting faculty determines and approves the academic, personnel, and administrative policies of the department.
- II.3. After a discussion and vote within the relevant “cluster,” adjunct faculty candidates are brought before the voting faculty of the department. Eligibility for adjunct status is granted for instructional purposes, internship or practicum supervision, Ph.D. dissertation, Masters thesis, or honors thesis committee membership, or research collaboration. Adjunct are appointed by a majority vote of the voting faculty. faculty members are appointed for a one-year, renewable term. Access to departmental resources does not automatically accompany the awarding of the adjunct title.

## **Article III. Department Meetings**

- III.1. The Chairperson calls and presides at meetings of the voting faculty and prepares the agenda. Any voting faculty member may place items on the agenda. Meetings can also be called by a documented interest of 25% of the voting faculty. In the event the Chairperson is unable to preside or there is a conflict of interest, the Associate Chair or an appointed member of the faculty will preside.
- III.2. The Associate Chair (or a suitable person designated by the Associate Chair) serves as recording secretary at faculty meetings. Minutes are recorded and published for each meeting. An approved copy of the minutes is posted on the department website.
- III.3. Meetings of the voting faculty shall take place no fewer than two times in each of the fall and spring semesters. Every attempt will be made to have meetings called at times when voting faculty members have no classroom teaching responsibilities.
- III.4. Voting
  - III.4.1. At Faculty meetings, a voting quorum is fifty-one percent of the total number of voting faculty. A majority will consist of fifty-one percent of the quorum. Written proxy votes will be accepted.
  - III.4.2. At committee meetings, a majority will consist of fifty-one percent of the total number of committee members.

III.4.3. In some circumstances, it may be required to get the input of the entire faculty (e.g., removing a chairperson, or during semester breaks). In these circumstances, a vote may be called by email. A voting quorum is 100 percent of the voting faculty. Faculty votes not received within the posted time period will be counted as "abstained." The minimum time limit for email votes is five working days.

#### **Article IV. The Chairperson**

IV.1. The chairperson's responsibilities include academic leadership within the department, administering the policies of the department, representation of the department to the College and the University, communicating to the department such administrative decisions, opinions, and actions as relates to the department, and presiding at meetings of the department faculty.

IV.2. The chairperson shall be elected as follows: An *ad hoc* Balloting Committee consisting of voting faculty members of the department submits a list of all willing, tenured faculty to the department (at least three, with the option to waive this requirement by majority vote) and prepares a ballot consisting of those names. This does not preclude consideration of someone not currently in the department. The candidate for chair recommended to the Dean will be the person receiving the largest number of votes from the faculty. A department meeting will be called to hear the results (a meeting may be called before final preparation of the ballot if the committee deems it necessary or desirable).

IV.3. The chairperson shall serve a three year term, which may be renewed by election.

IV.4. The chairperson does not cast a vote in formal decisions of the voting faculty, with the exception of breaking a tie vote.

IV.5. The chairperson serves as an *ex officio* member of all department committees.

IV.6. A chairperson's term may be terminated early if just cause can be shown for his or her removal. Removal proceedings may be initiated by a petition signed by not less than 40% of the voting faculty. The dean of the college will appoint an *ad hoc* committee to review the chairperson's record. This committee must consist of at least two members from ESPG and at least two outside members. The findings of the committee will be presented to the dean and to the ESPG faculty, after which the ESPG faculty will vote. Successful removal of the standing chair requires a simple majority vote of all ESPG voting faculty.

## **Article V. The Associate Chairperson**

- V.1. The Associate Chair will assist the chair with duties and will substitute as Acting Chair in the Chair's absence.
- V.2. When feasible, the Associate Chair will be from a different disciplinary cluster than the chairperson. The Associate Chair shall be elected as follows: An *ad hoc* Balloting Committee voting members of the department submits a list of all willing faculty to the department (at least three, with the option to waive this requirement by majority vote) and prepares a ballot consisting of those names. This does not preclude consideration of someone not currently in the department. The candidate for Associate Chair recommended to the Dean will be the person receiving the largest number of votes from the faculty. A department meeting will be called to hear the results (a meeting may be called before final preparation of the ballot if the committee deems it necessary or desirable).
- V.3. The Associate Chairperson shall serve a three-year term concurrent with the Chairperson, which may be renewed by election.
- V.4. In the eventuality that the Chair is unable to complete his or her term, the Associate Chair will be promoted to the position of Acting Chair until such time as a formal election of a new Chair can be conducted.

## **Article VI. Organization**

The department is organized as a single unit whose primary function is to conduct research and offer the appropriate instruction leading to the BS and MS degrees. Its organization consists of the above-mentioned five clusters, a set of committees (see Article VII), and the Chair and Associate Chair.

- VI.1. The course of study leading to the Bachelor's degree (B.S.) is organized into two areas of specialization consisting of a Science Track and Policy Track. These specializations are intimately and conceptually interrelated such that a core course of study is required of all Bachelor's degree students. The Department offers minors in chemistry, and geography, designed to prepare students for entry into graduate school or, after cross-disciplinary training, for careers in environmental science, policy and geography. The content of the undergraduate program is planned by the Curriculum Committee.

VI.2. The course of study leading to the Master's degree (M.S.) is organized into two areas of specialization: "Applied Environmental Science" and "Society-Environment Interactions". These specializations are intimately and conceptually interrelated such that a core course of study is required of all Master's degree students. Oversight of the Master's degree program is the responsibility of the Graduate Committee and the Graduate Coordinator. The content of the graduate program is planned by the Curriculum Committee.

## **Article VII. Standing Committees**

VII.1. All committee meetings are open to all Faculty and ESPG students. When feasible, meetings should be announced at least one week in advance.

VII.2. All committee actions constitute recommendations to the department faculty.

VII.3. The following constitute voluntary department committees and functions. In consultation with faculty, the ESPG Chairperson may make appointments to meet the minimum requirements of the committees.

VII.3.1. Assessment Committee – This committee, comprised of at least three (3) members, will be charged with designing and implementing an ongoing assessment of the "outcomes" of the department; namely, evaluating our undergraduate and graduate programs (and their respective Academic Learning Compacts). For example, one suggestion for assessing our graduate program is to design an "exit interview" process for our graduate students. This might focus on subjective impressions of the workings of the programs, as well as collecting objective information on first jobs, time to completion of degree, etc. Similarly, an analogous assessment of our undergraduate program should be undertaken to determine student outcomes (e.g., percentage going to graduate school, related careers, etc.) and impressions of the program.

VII.3.2. Budget Committee – This committee is responsible for oversight of departmental funds, including travel to meetings, recommending purchases for classroom equipment, and departmental acquisitions. The Budget Committee will be comprised of at least three (3) members, with the members representing the academic diversity of the program.

VII.3.3. Awards Committee – This committee, comprised of at least three (3) members, will coordinate department, university, and outside award nominations for the ESPG Department. Included will be efforts to nominate current and former undergraduate and graduate students, as well as staff and members of the faculty for a variety of awards related to the missions of the department.

- VII.3.4. Colloquium Organizer - This person arranges for colloquium presentations for the ESPG Department commensurate with available colloquium funds, and with input from other faculty.
- VII.3.5. Laboratory Safety Officer – This person oversees the safety and health standards of the teaching and research laboratories.
- VII.3.6. Library Liaison - This person coordinates the needs of the department with the resources of the University Library and maintains contact with the Library in an effort to update the Environmental Science collections.
- VII.3.7. Social Functions – The purpose of this committee, comprised of at least one (1) person, is to plan department-wide social functions involving our faculty and graduate students.

VII.4. The following committees are staffed by election as noted:

- VII.4.1. Annual Review Committee – This committee is responsible for the annual review of faculty performance, and submits its assessments to the Dean of the College of Arts and Sciences. The review committee consists of three faculty members, at least one of whom is tenured, and elected by the departmental faculty. When those committee members are being reviewed, they excuse themselves and the Department Chair will appoint an alternate faculty member to participate in those reviews.
- VII.4.2. Curriculum Committee - This committee reviews all proposals for both graduate and undergraduate curricular matters and makes recommendations to the faculty regarding these matters. All curriculum recommendations voted out of committee are automatically placed on the agenda as motions at the next faculty meeting. Notification to the faculty of such recommendations is made prior to the faculty meeting. If such motions are not discussed at the faculty meeting, then they are automatically considered passed. In addition, one Senior- or Junior-level undergraduate or graduate student will be a voting member of the Curriculum Committee.
- VII.4.3. Graduate Committee - This committee consists of one representative from each area of graduate specialization, as chosen by each area, or appointed by the Chair.

## VII.5. Tenure and Promotion Committee

VII.5.1. The Environmental Science, Policy, and Geography Department Tenure and Promotion Committee will be composed of tenured faculty members from the department. At least one member of the committee must have a disciplinary background similar to the applicant being considered for tenure and promotion. If such a faculty member does not reside within the department, outside faculty in the same discipline, a cognate discipline, or with adjacent research interests will be chosen, in consultation with the applicant, chairperson, tenured faculty within the department, and the college dean. *This faculty member will be a non-voting member of the committee, and will serve in an advisory role.* Outside members will be sought as noted in the USF Guidelines for Tenure and Promotion (August 7, 1998).

[http://www.stpt.usf.edu/academics/faculty\\_resources/documents/USFGuidelinesforTP.pdf](http://www.stpt.usf.edu/academics/faculty_resources/documents/USFGuidelinesforTP.pdf)

VII.5.1.1. In cases of tenure and promotion to associate professor all tenured faculty members in the department are eligible to serve on the Department Tenure and Promotion Committee.

VII.5.1.2. In cases of promotion to full professor, all full professors in the department are eligible to serve on the Department Tenure and Promotion Committee.

VII.5.1.3. Committee members will consist of all eligible faculty members within the department until the Department attains a minimum of 10 tenured faculty members (not counting the chair). When there are 10 or more tenured faculty members within the department in addition to the chair, the committee will consist of five tenured faculty members, to be elected by the department.

VII.5.1.4. The terms of the tenure and promotion committee will be one academic year (fall and spring).

VII.5.1.5. The Committee will choose a committee chairperson to represent the committee.

VII.5.1.6. The Department Chair is not a member of the committee, though may be invited to attend meetings at the discretion of the committee. The department chair should not be present during deliberations of a candidate's application, or during the drafting of the committee's recommendation.

VII.5.1.7. Committee meetings involving deliberations of a candidate's application will be announced to the department chair. However, deliberations are closed to non-committee department faculty. Preliminary meetings, or meetings designed to discuss changes in committee procedures or tenure and promotion criteria, will be open to all faculty members, and should be announced to the department.

## VII.5.2. Committee Procedures

VII.5.2.1. The Department Tenure and Promotion Committee will review the candidate's tenure and promotion application. The committee may request clarification, in writing, from the candidate on items presented within the application. Voting will be done by secret ballot. The Committee chair will write the committee's final report, which includes an assessment of the candidate's record of teaching, research and service and this report will also include a formal recommendation for or against tenure/promotion. The final report may consist of contributions from committee members, including any advisory members, and this will be forwarded to the department chairperson, along with the final report. All committee members must sign the final report. These materials will be included in the candidate's application.

VII.5.2.2. The Department chairperson drafts a separate recommendation for/against tenure for the candidate.

VII.5.2.3. Recommendations and reports generated by the Department Tenure and Promotion Committee, and the chairperson will be forwarded to the College of Arts and Sciences Tenure and Promotion Advisory Committee.

VII.5.2.4. The Department Tenure and Promotion Committee will also conduct the mid-tenure evaluations within the department. Mid-tenure reports will be forwarded to the department chairperson, who will provide a separate recommendation and report, and forward all documents to the College of Arts and Sciences Mid-Tenure Advisory Committee.

VII.5.3. Departmental Criteria for Tenure and Promotion: Until the department faculty approve separate department criteria for tenure and promotion, the university general criteria for tenure and promotion specified in the USF/UFF Collective Bargaining Agreement, i.e. Teaching, Research/Creative Activity, and Service, will be used to evaluate a candidate's application. The following document, "USF Guidelines for Tenure and Promotion, August 7<sup>th</sup>, 1998",

[http://www.stpt.usf.edu/academics/faculty\\_resources/documents/USFGuidelinesforTP.pdf](http://www.stpt.usf.edu/academics/faculty_resources/documents/USFGuidelinesforTP.pdf)

will guide the committee's discussion and deliberations, and be used in making a recommendation.

### **Article VIII. Annual Review**

VIII.1 Each full-time member of the department faculty, including those on leave and visiting faculty, undergoes an annual evaluation to assess performance and determine salary adjustments and merit awards where applicable. In addition, the annual review is intended to assist faculty members in professional development by identifying areas for improvement. Each faculty member is responsible for completing the Annual Review Report that will be submitted to the department Annual Review Committee.

VIII.2 The annual review focuses on the faculty member's assigned duties, but also is meant to assess his or her overall contributions to higher education in general and to the university, the campus, and the community more specifically.

VIII.3 According to the faculty member's assigned duties, the following areas of performance are evaluated each year as appropriate:

- teaching
- research
- scholarship and creative activity
- academic advising and student mentoring
- service (university, professional and public)
- administration
- professional/academic leave of absence

**A. Teaching:**

Faculty members are required to submit student evaluations and copies of syllabi for the courses taught during the evaluation period. Substantiating examples of teaching effectiveness beyond student evaluations are highly recommended.

The base teaching load for tenured or tenure-earning faculty is twelve (12) credit hours per semester. The Chair can make recommendations to the Dean for reductions in the base load for faculty who are making significant efforts (and progress) in research, service, or supervision of teaching assistants or staff of the department.

**B. Research, Publication, & Creative Work:**

Research, publication, and creative activities should be continuous and significant, reflecting the faculty member's effort to remain an effective teacher and an active contributor to advancement of the profession.

A combination of scholarly work, grant applications and acquisitions, presentations at regional and national conferences, and citations of published work will be considered in this review.

**C. Service:**

Service is considered under three areas—professional, university, and public. Only public service that utilizes the faculty member's professional expertise is relevant to annual evaluation. It is the faculty member's responsibility to make the case for including any compensated activities (such as consulting) as service. Generally, the committee will not give credit to compensated activities as service.

As part of the FAIR annual review report, faculty members should provide a written description of the significance of service and the time and effort involved in performing the service,.

**D. Academic Advising/Administration/Professional or Academic Leave of Absence**

As part of the FAIR annual review report, a statement of additional duties, along with supporting documents indicating time obligation, in these areas must be included for evaluation purposes.

**E. Progress Towards Tenure:**

As a separate component of the annual review, each tenure-earning faculty member will be provided an annual evaluation of his/her progress toward tenure by the peer committee, the Department Chair, and the college dean. The evaluation will apply the criteria described in the University of South Florida Guidelines for Tenure and Promotion. This evaluation is informative and intended to provide assistance and counseling. **The evaluation is not binding.**

VIII.4. The Committee members/chairs are to report the numerical ratings for each review area (teaching, research, advising, service, administration, leave) using the following scale:

|                     |   |
|---------------------|---|
| Outstanding         | 5 |
| Strong              | 4 |
| Satisfactory        | 3 |
| Weak                | 2 |
| Poor/Unsatisfactory | 1 |

VIII.5. The evaluation process begins and is completed within the spring semester. The evaluation period covers the previous calendar year.

VIII.6. As part of its responsibilities, the review committee will: assess comments and scores on student evaluations; assess all material submitted by the faculty member; consider assigned duties, and take into account varied professional expectations. Committee members then make recommendations, completing the “Annual Faculty Review Summary” form for each faculty member. In addition to completion of the annual review form, the committee provides a written narrative explaining its recommendations. This narrative is intended to summarize and highlight key accomplishments of each faculty member and to help clarify the basis by which the committee made its recommendation.

VIII.7. After the review committee completes its evaluation, the recommendations and explanatory narrative will be distributed to faculty members through the FAIR system. Faculty members then will be asked to review their evaluation, and, if they wish, to present a written response to the review committee requesting a re-evaluation. This request must clearly state the concern and describe it in detail. The review committee may reconvene to amend the annual review.

VIII.8. The faculty member will sign the Annual Faculty Review Summary form to indicate his or her review of the document. A statement of response to the Committee's evaluation may be included when the Annual Review Summary is delivered to the Dean.

#### **Article IX. Faculty Assigned Duties**

IX.1. Assigned duties are determined in consultation between the Chair and individual faculty members, in keeping with the mission and goals of the Department, and according to guidelines for faculty roles and responsibilities developed by the Department. Faculty assigned duties will be recorded in the FAIR system each year.

#### **Article X. Academic Matters**

X.1. Before a new course is recommended for inclusion in the undergraduate or graduate curriculum, it must first be submitted to the Curriculum Committee to undergo formal oversight procedures before being presented to the faculty for approval.

#### **Article XI. Administrative Matters**

XI.1. The voting faculty are responsible for making recommendations concerning all department personnel actions, including but not limited to appointments of new voting faculty and non-voting faculty, reappointments, continuing appointments, and promotions.

XI.2. Recommendations for discretionary salary increases are made by the Chairperson, in consultation with the Associate Chair and the Annual Review committee. Written nominations may be solicited from all members of the voting faculty. The Chairperson forwards his/her recommendations to the Dean and notifies the faculty of the same.

- XI.3. Recommendations to the college relating to department approval of sabbatical and other leaves, departmental approval of released time requests, and other department actions not specifically mentioned elsewhere in these bylaws, are the responsibility of the Chairperson.
- XI.4. The chairperson, on a case-to-case basis, has the authority to appoint *ad hoc* committees of three faculty members to investigate and arbitrate faculty and/or staff conflicts.

## **Article XII. Implementation and Amendment**

- XII.1. These Bylaws were approved by the voting faculty on 1 December 2006.
- XII.2. These Bylaws may be revised or amended by a simple majority of all voting faculty only during the academic year. Not less than five working days' notice shall be given to the voting faculty in the department before any proposal for the amendment of the Bylaws shall be voted upon.
- XII.3. These Bylaws shall apply to department policies and procedures not previously allocated to the purview of other University offices or agencies (Graduate Department, Board of Trustees Policies, etc.).