

**FACULTY TENURE AND PROMOTION PROCEDURES**  
**COLLEGE OF BUSINESS**  
**UNIVERSITY OF SOUTH FLORIDA ST.PETERSBURG**  
**Approved by the Tenured Faculty on February 23, 2006**  
**Approved by the Tenured Faculty on March 28, 2008**  
**Approved by the Tenured Faculty on April 1, 2011**

The guidelines enumerated in this document are the established procedures of the College of Business [COB] at the University of South Florida St. Petersburg [USFSP] for candidates seeking tenure and promotion. For purposes of this document the term academic discipline refers to the six disciplines within the College of Business: Accounting and Business Law, Economics, Finance, Information Systems, Management, and Marketing.

Nothing in this document should be construed to be in conflict with either the existing USFSP Tenure and Promotion Procedures or the USF university-wide guidelines for Tenure and Promotion. This document shall be effective beginning in the Fall semester, 2006.

It is understood that the USFSP Tenure and Promotion Procedures and the USF university-wide guidelines for Tenure and Promotion take precedent over the guidelines and procedures established in this document, should there be any discrepancy or conflicting interpretations between them.

The guidelines and procedures enumerated herein are supplements to the USFSP and USF guidelines and procedures. Candidates for tenure or promotion should consult these documents as well as this one when submitting their applications.

**Report of the Academic Discipline Committee [ADC]**

At the written request of the candidate, and only if there is no member of the Tenure and Promotion Committee from the candidate's discipline, an ADC report will be created. Candidates who choose to have an ADC report included in his or her tenure and/or promotion portfolio shall first submit his or her application portfolio to the ADC of his or her academic discipline. The ADC is elected by the tenured and tenure-earning faculty of the discipline, but should include all tenured members of the discipline if the number of tenured members is five [5] or less. Each academic discipline is responsible for establishing guidelines for the composition of its ADC. The applicant can request that another faculty member from a different academic discipline serve on the ADC, if the applicant has significant research in this other discipline. Only one other faculty member outside the primary discipline is allowed to join the ADC. The CBC will resolve disputes about the selection of members to the ADC that are outside the main academic discipline of the candidate for tenure and promotion.

The ADC will review the candidate's application portfolio and provide the College of Business Faculty Tenure and Promotion Committee [TPC] with a written report on the candidate, which is then added to the candidate's application portfolio. The ADC does not vote as a body on the tenure or promotion of the candidate.

**The College of Business Faculty Tenure and Promotion Committee**

The COB Faculty Tenure and Promotion Committee [TPC] establishes the college-wide criteria for tenure and promotion in compliance with USFSP procedures and USF university-wide guidelines, and reviews all candidates for promotion and tenure, except as noted below for Full Professors. The committee makes its recommendations directly to the Dean.

### ***Membership of the Committee: General Rules***

Only tenured faculty members are eligible to serve on the TPC. The TPC is comprised of seven members. Academic Officers are not eligible for membership on the TPC, even in an *ex officio* capacity, and are not allowed to attend the meetings of the TPC. Academic Officers include the Dean and any faculty member whose primary duties are administrative in nature. The TPC shall annually elect its own chair from its membership.

### ***Annual Elections for Tenure and Promotion Committee***

The TPC shall be comprised of seven tenured faculty members. Elections to the TPC are made annually each Fall semester. The eligible faculty to vote for the TPC includes all tenured and tenure-earning faculty who are not presently serving as Academic Officers. Members are elected for a term of two years, with the terms staggered so that four new members are elected in one year and three new members elected in the following year. After serving two consecutive years on the TPC, the faculty member must rotate off of the committee for at least one year.

At the beginning of the Fall semester of each academic year, tenured faculty who wish to serve on the TPC will nominate themselves for election to open seats on the committee. Once the field of candidates is established the entire tenured and tenure-earning faculty will vote on the slate of candidates, with secret voting being used. Each faculty member who votes shall vote for the same number of candidates as there are open seats on the TPC. For years when there are three open seats the faculty member votes for three candidates among the slate of candidates. For years when there are four open seats the faculty member votes for four candidates among the slate of candidates.

The candidates receiving the highest vote totals during each election cycle shall be elected to the TPC, subject to the condition that no more than two faculty members from any academic discipline shall serve on the committee at any one time. If an election would result in three or more candidates from one discipline serving, the faculty member(s) from that discipline with the smallest number of votes in that election shall be excluded from the TPC. If the continuing members of the TPC include two from one academic discipline, no additional member from that discipline may be a candidate.

For purposes of the first year in which these procedures are in effect, which is the academic year 2006-7, there will be an election for all seven [7] members of the TPC. The four faculty members receiving the highest vote totals will be elected for a two-year term. The three faculty members receiving the next highest votes shall be elected for a one-year term, after which they must rotate off the TPC for one year.

The election to the TPC will be conducted by the Chair of the College of Business Council. For purposes of the TPC election, this is the Chair of the incoming College of Business Council, elected at the beginning of the Fall semester of the academic year. The College of Business Council, and its Chair, must be elected before there are elections to the TP committee. The CBC should consider the TPC election its first order of business for the Fall semester. The TPC elections should be completed no later than September 15 of each year. The CBC shall also conduct special elections to the TPC should a member resign before his or her term is completed.

The CBC shall resolve any disputes that arise during the voting procedures as well as resolving issues that arise after the voting is complete. In addition the CBC will resolve disputes about the

selection of members to the ADC that are outside the main academic discipline of the candidate for tenure and promotion.

#### ***Membership of the Committee when there are Candidates for Full Professor***

The USFSP Tenure and Promotion Procedures state that only Full Professors can vote on a candidate's application for promotion to Full Professor. For this reason, when the candidate is seeking promotion to Full Professor, the College of Business Faculty Tenure and Promotion Committee shall comprise all the existing Full Professors of the College who are not presently serving as Academic Officers. This committee shall be named the Full Professor Promotion Committee. The members of the Full Professor Promotion Committee shall make its recommendations regarding the candidate's promotion directly to the Dean.

Once the number of Full Professors in the College who are not Academic Officers exceeds seven, the membership of the Full Professor Promotion Committee shall be limited to seven members. The representation of the Full Professors on this seven member committee shall represent all of the academic disciplines, if there is a Full Professor in each academic discipline. Elections to the seven-member Full Professor Committee shall be done by a vote of the Full Professors who are not currently serving as Academic Officers.

#### ***Resignations from the TPC Committee***

If a faculty member resigns from TPC before the expiration of the two-year elected term, a special election will be conducted by the CBC to replace that member. The newly elected member will serve out the remainder of the original two-year term of the faculty member who has resigned. The member who has resigned is not eligible to serve on the TPC until one year after the expiration of the original two-year elected term.

#### **Committee Recommendations and Votes of Other College Faculty**

The committee that has deliberated on the candidate's qualifications, either the TPC or the Full Professor Promotion Committee makes its recommendations to the Dean in a written report submitted by the Chair of the committee. In the case of a candidate applying for tenure and Full Professor at the same time there will be two separate reports, one from the TPC on the tenure recommendation and one from the Full Professor Promotion Committee focusing on promotion.

In addition to the report of the committees, the remaining tenured members of the College Faculty who have not participated in committee deliberations and voted on a candidate shall cast a vote for tenure and/or promotion. Only Full Professors who have not taken part in the deliberations of the Full Professor Committee may vote on candidates who are applying for promotion to Full Professor. Members of the College Faculty who are also serving as Academic Officers, as defined in the COB governance document, may vote at this stage of the process. The results of these votes of the remaining College Faculty are forwarded to the Dean without any report.

#### **Amendment and/or Repeal**

Action to amend or to repeal this document may be proposed through a written petition to the Chair of the CBC from at least 50% of the tenured faculty or from a majority of the College Business Council (CBC). After the signed petition to amend or repeal has been submitted to the CBC, the Chair of the CBC calls a meeting of the tenured faculty to discuss the petitioned modifications. The CBC gives at least three weeks advance notice of the meeting and a copy of the petitioned modifications accompany the meeting notice. Passing the petitioned modifications requires an

affirmative vote of a majority (over 50%) of the tenured faculty. Approved modifications or repeal of this document are effective at the beginning of the next academic year.