Article 1: Members

1.1 **Membership**: Faculty with contracts assigned to the Department of Biological Sciences. Faculty include: (1) tenured or tenure-track appointments, (2) visiting assistant professor/instructor/lecturer appointments, (3) adjunct appointments, (4) joint appointments with other USFSP academic units, (5) research scientist appointments (6) courtesy faculty appointments.

1.2 **Department Chair**: A tenured faculty Member may volunteer or be elected at the Annual Meeting by motion or by ballot as Department Chair for a term of at least 1 calendar year. There are no term limits for the Department Chair.

1.3 **Associate Chair**: Any Member may volunteer or be elected at the academic year Annual Meeting by motion or ballot to carry out the duties of the Department Chair when needed. There are no term limits for the Associate Chair.

1.4 **Recording Secretary**: Any Member can volunteer or be appointed as Recording Secretary at the Annual Meeting. There are no term limits for Recording Secretary. The Secretary shall distribute the minutes to the Department Chair within 2 days of a meeting. The Department Chair shall distribute the minutes to the Members within a week thereafter. Modifications shall be sent from Members to the Secretary within a week of receiving the draft minutes. The Secretary incorporates all modifications and provides a final draft to the Department Chair at least 1 week before the next regular meeting. After approval by a majority of quorum, the minutes are posted on the Department’s Website.

1.5 **Quorum**: Defined as a simple majority of Members (>50%).

1.6 **Voting Rights**: All Members (Article 1.1) have a right to vote.

1.7 **Voting**: Voting is usually indicated by a show of hands. However, a member may at any time direct the Department Chair to conduct voting through an anonymous written ballot. Hand votes and ballots will be tallied by the Recorder Secretary and verified by one other voting member before being recorded in the minutes. Electronic votes by email are acceptable.
1.8 Approval: Subject to a quorum (see above), a simple majority is required.

Article 2: Meetings

2.1 Annual Meetings: Annual Meetings will be held on or before the first week in October. Departmental positions and committee membership will be established for the subsequent calendar year.

2.2 Regular Meetings: The Department Chair will convene at least 3 Departmental meetings each semester during the academic year. The first meeting will occur within 2 weeks of the start of each semester. Meeting times shall be established at the first meeting. Meetings shall be held during normal hours that do not interfere with assigned teaching duties. Discretionary meetings can be called by the Department Chair.

2.3 Meeting Attendance: Members (Article 1.1) shall notify the Chair in advance if they cannot attend a meeting.

2.4 Meeting Protocol: The Department Chair will provide: (1) an agenda; (2) a draft of the minutes of the previous meeting; (3) other supporting documents.

2.5 General Rules of Order: Faculty meetings will conform to Robert’s Rules of Order, the Bylaws and “Rock, Paper Scissors”.

Article 3: Committees

3.1 Committee Rules: Committees shall consist of at least 3 Members. When vacancies occur, committees will fill the vacancy at the next Annual Meeting or sooner if needed. The committee chair will volunteer or be elected at the Annual Meeting and will serve for at least 1 year. There are no term limits for committee members or committee chairs.

3.2 Undergraduate Program Committee: Responsibilities include (1) annual review of undergraduate and graduate curricula; (2) annual review of course content; (3) review proposals for course or program changes including elimination; (4) review USFSP catalog for content and course descriptions; (5) developing ALCs and SLOs for the Health Sciences Program and the Biology Program.

3.3 Tenure and Promotion Committee: Shall consist of tenure or tenure-earning members. Committee shall follow the USF System Tenure and Promotion Guidelines when evaluating faculty and writing their report (see attached). The T&P Committee shall develop quantitative standards for Tenure and Promotion (see attached criteria for standards). The T&P Committee shall submit its report with recommendations to the Department Chair in a timely fashion to meet the appropriate deadlines (see attached procedures).
3.4 **Annual Review Committee**: Committee composition shall consist of at least 3 tenure-track and tenured faculty from within and outside the department. The Annual Review Committee will use the USF System Tenure and Promotion Guidelines (see attached) and Department Standards to assess each member’s annual performance in research and/or teaching. The Annual Review Committee shall submit their reports to the Department Chair in a timely fashion to meet the appropriate deadlines.

3.9 **Health Sciences Internal Committee**: This committee shall consist of at least 1 member from each cognate (Business, Interdisciplinary, Public Health). The committee shall meet at least once a semester to review program courses/requirements and report changes to the Curriculum Committee.

3.10 **Health Sciences Advisory Committee**: This committee shall consist of 1 member from the Health Sciences Internal Committee and a number of community leaders from health care fields to advise the Curriculum Committee on program needs.

3.11 **Faculty Search Committee**: This committee shall advertise, recruit and evaluate prospective new full-time tenure-track members. Duties include writing job descriptions, prioritizing applications, making recommendations for interviews to the Department Chair and Members, notifying faculty of interview opportunities, submit recommendations to the Department Chair.
Summary of the USF Guidelines for Tenure and Promotion

1. This document summarizes USF System T & P Guidelines (adopted 08/07/1998). The USF System Guidelines are consistent with the Board of Regents regulations [Regent’s Rule 6C-5.940] and the Collective Bargaining Agreement.

2. T & P Criteria: Successful candidates will have participated as a citizen of USFSP, displaying an ability and willingness to work cooperatively within the program, department, college and institution [USF System criteria].
   a. **Teaching:**
      Acknowledged record of success in teaching assessed by the Dean and Chair [USF System criterion]; Peers and Students [Regent’s Rule 6C-5.940]
   b. **Scholarship**
      Associate professor: Focused program of independent and collaborative research/creative work supported by substantial publications or their equivalent. Original, coherent, meaningful research/creative scholarship judged against national and/or international standards. Productivity should be sufficient to predict, with a high degree of confidence, continuing productivity in research/creative scholarship throughout the individual’s career. A short period of intensive research/creative activity in the years immediately preceding tenure consideration is not an acceptable substitute for a continuous and progressive record [USF System criteria]:
      1. Citations [USF System criterion]
      2. Quality of refereed journals [USF System criterion]
      3. Quantity of publications [USF System criterion]
      4. 3 to 6 external letters from scholars in the discipline [USF System criterion]
      Professor: Substantial contribution with true distinction [USF System criteria] representing a paradigm shift in your field of research/creative scholarship. Significant achievement and highly competent performance [Regent’s Rule 6C-5.940] at the national or international level.
   c. **Service**
      Associate professor: Community, Discipline and University [Regent’s Rule 6C-5.940]
      Professor: Substantial contribution at the university level and in the discipline at the national or international level (e.g. grant reviews, manuscript reviews, journal boards, society boards).

3. Standards
   a. **Minimum standard for T & P:** There must be evidence of strong performance in both teaching and scholarship and outstanding achievement in at least one of these areas.
   b. **Specific standards:** Must be developed by individual colleges and departments [Regent’s Rule 6C-5.940]. Academic programs may further refine these criteria according to the standards of the respective disciplines [USF System criterion]. Annual review standards must support T & P standards.

4. Time period of assessment
   a. **Mid-tenure review:** Will be conducted during the third year after appointment to a full probationary term of five years (see Guidelines 1998 for exceptions)
   b. **Associate professor:** Must be awarded based on an assessment of productivity occurring during the faculty member’s five years of continuous service (BOR-UFF Collective Bargaining Agreement, Article 12b1) in the USF system (see Guidelines 1998 for exceptions).
   c. **Professor:** Tenured faculty may apply at any time following 5 years of service at the rank of Associate Professor, if and when overall productivity meets or surpasses criteria outlined above.
USFSP
Program/Department
Tenure and Promotion Evaluation Procedures

The Bylaws for each academic program/department must include, at a minimum, the following procedures for evaluating an applicant’s packet for Tenure and Promotion. Mid-tenure reports will follow Procedures 1-5.

1. **T & P Committee Membership:** (a) Excludes the Department Chair for T & P to Associate Professor or Professor. (b) For tenure and promotion to Associate Professor, membership includes 3-5 tenured faculty. (c) For promotion to Professor, membership includes at least 5 full professors from the USFSP CAS. Professors from comparable programs/departments from inside the USF system may be substituted.

2. **Schedule:** The Department Chair will set the time, date and place for the first meeting, notify committee members and present them with copies of the T & P procedures, guidelines and standards. If a sufficiently small number of candidates have applied for T & P, the first and second meetings (see below) may be combined.

3. **First Meeting:** (a) Committee members will select a Committee Chair. (b) Members will determine if additional information about the candidate’s productivity is needed to evaluate the packet. If additional information is needed, one committee member will volunteer or be assigned by the Committee Chair to ensure that the packet is complete and that sufficient quantitative and qualitative information is available to assess the candidate’s productivity against the T & P standards. (c) Members may receive specific assignments (for example, review a subset of packets). (d) A second meeting may be scheduled before adjournment.

4. **Second Meeting:** (a) Committee members will review their assigned packets before the meeting. (b) Committee members will compare each candidate’s productivity to the T & P established standards for their program/department. (c) For each candidate, the assessment of productivity to standards will be presented to committee members and discussion will ensue. (d) For tenure, a secret written ballot on each candidate will be made; for promotion, a secret written ballot on each candidate will be made. (e) The Committee Chair will tabulate results and write a draft summary of the committee’s discussion and decision and circulate this summary to committee members for their approval. (f) The Committee Chair shall modify the summary in light of suggestions. (g) Any committee member may file a separate minority or a concurring report.

5. **Report:** Each candidate’s report must be filed in the candidate’s packet with a copy submitted to the Department Chair. The candidate shall be notified when the final report is completed.

6. **Candidate:** The candidate has the right to respond within the time frame specified by the university T & P procedures.
Dear Name:

Dr. X is being considered for tenure and promotion to Associate Professor of Discipline/College at the University of South Florida St. Petersburg (USFSP). You were recommended as a qualified scholar capable of providing an external review and evaluation of the scholarly contributions produced by Dr. X. External evaluations contribute substantially to our academic review process and we would greatly appreciate your willingness to serve in this capacity.

USFSP is a research-intensive Bachelors and Masters granting institution. Successful candidates are expected to produce the same quality but not necessarily the same quantity of research as research-intensive Doctoral granting institutions. We expect our tenure and promotion candidates to display original, coherent and meaningful research/creative scholarship supported by substantial independent and collaborative publications, or their equivalent. We ask that external reviewers judge our candidate’s scholarship against national and/or international standards for significant achievement and highly competent performance (see attached USFSP guidelines for Tenure and Promotion).

Should you agree to serve as an external reviewer for Dr. X, we will send materials to you in early-mid July. We kindly ask that we receive your response by early-mid September. If you are unable to accept our invitation to serve as an external reviewer for Dr. X, we would appreciate your letting us know at your earliest convenience by email (Harriet Fletcher hfletcher2@mail.usf.edu), by phone (727-873-4156) or by letter. In either case, please be assured that we are grateful for your consideration of our request.

Sincerely

Dean
College