



guidelines in the Faculty Senate Constitution. The results of the election will be sent by the Department Chair to the Faculty Senate Office.

**B. College Faculty Policy Council.** The Faculty Policy Council (FPC) is the policy-making authority for the college engaged in faculty governance on matters that concern more than one department. The Department has two faculty representatives on the FPC. All members of the Department faculty are eligible for election to the FPC. Instructors and Assistant Professors must have 3 years of full-time service at USF before being eligible to serve on the FPC. Faculty at the rank of Professor are particularly encouraged to serve. Representatives will be elected following the procedures determined by the College Constitution. If faculty members whose primary assignments are at Sarasota- Manatee, St. Petersburg, and Tampa campuses are not elected to represent the department, an at-large member(s) from the missing campus(es) will be elected (College of Education Faculty Constitution, Article 2C). Department representatives shall serve staggered 2-year terms, limited to no more than two consecutive terms. The term of service begins with the first contract day for 9-month faculty.

**C. College Tenure and Promotion Committee.** The College Tenure and Promotion (T&P) Committee serves in an advisory capacity to the College Dean on matters of tenure and promotion. The Department has two tenured faculty representatives on the College T&P Committee. Representatives will be elected following the procedures determined by the College Constitution; representatives will serve a two-year term. Members should not serve consecutive terms. One representative must hold the rank of Professor, and the other member needs to be tenured and have the rank of Associate or Full Professor. If faculty members whose primary assignments are at Sarasota- Manatee, St. Petersburg, and Tampa campuses are not elected to represent the department, an at-large member(s) from the missing campus(es) will be elected (College of Education Faculty Constitution, Article 3.A.1).

**D. College Instructor Promotion Committee.** The Instructor Promotion Committee (IPC) serves in an advisory capacity to the College Dean on matters of instructor promotion. The Department has one faculty representative on the College IPC. Representatives will be elected following the procedures determined by the College Constitution; representatives will serve a 2-year term. Members may not serve consecutive terms. Preference for appointment to this committee will be given to individuals who have held an appointment within the Instructor Promotion Career Path Levels 2 or 3 for at least 2 years. If there are not yet instructors in a department who have been at Levels 2 or 3 for at least 2 years, faculty in all career paths within the COEDU, who have held assignments that include teaching, and who hold the rank of Associate or Full Professor, will be





Requests for Affiliate Faculty appointment may be initiated by an individual seeking appointment or by a faculty member nominating an individual. Requests/nominations (including self-nominations) should be made to the Department Chair via a written letter or email. The request/nomination should include a rationale for seeking Affiliate Faculty appointment, a description of the individual's possible contributions to the department, and a current curriculum vitae (CV).

The Chair will forward the nomination/application materials to the appropriate Program Area Coordinator. The Program Area Coordinator will share the nomination/CV with program faculty. A vote of approval of two-thirds of the program faculty is needed. If approved by the program faculty, the Program Area Coordinator will notify the Department Chair regarding whether or not the Program Faculty endorse the nomination. To serve on masters, specialist, and doctoral level committees and to serve as the Instructor of Record for graduate courses, the Affiliate Faculty must be special credentialed as Graduate Faculty. The Department Chair will complete the required College forms and obtain appropriate signatures for review and approval by the Associate Dean for Academic Affairs.

The appointment process may be initiated at any time; initial approval is for 3 years and for 5 years for subsequent re-appointment. The re-appointment process will follow the same process as the initial appointment. Affiliate Faculty may terminate his/her status at any time or be denied continued or reappointment by a two-thirds vote of the program faculty.

Affiliate faculty will be listed on websites (program, department, College) and recruitment materials. Affiliate faculty may also attend and participate in program/department meetings as invited.

Affiliate faculty are not eligible to: (a) serve on the department's standing committees, including department annual evaluation and tenure and promotion, or (b) vote in the department's elections and governance decisions.

**D. Courtesy Faculty.** Persons appointed as Courtesy Faculty do not hold a primary position of

the Program

staff. The Chair supervises department staff; manages the department budget; coordinates/participates in







In the annual evaluation of faculty on branch campuses, a representative from the candidate's campus will be added to the committee if a department member from the branch campus is not elected to the committee. The committee will select its chair when the annual evaluation process is launched at the beginning of the spring semester.

When the department has more than two Instructors, they may have a separate committee to evaluate the performance of Instructors. All promoted faculty (tenured faculty and Instructors at the rank of Associate and Full) are eligible to serve on such a committee. The committee is an elected committee composed of one Instructor (Associate or Full), or tenured faculty member, from each of the program areas in the department. Committee members are elected for the next academic year by the eligible faculty as a whole during the last spring semester department meeting. Program unit faculty recommend their unit representative; the eligible faculty as a whole approve the roster of committee members. In the annual evaluation of faculty on branch campuses, a representative from the candidate's campus will be added to the committee if a department member from the branch campus is not elected to the committee. The committee will select its chair when the annual evaluation process is launched in the beginning of the spring semester.

**Annual Evaluation Criteria.** The purpose of the annual evaluation is to assess and communicate the nature and extent of an employee's performance of assigned duties consistent with the criteria specified in Article 10.4 of the UFF-USF Collective Bargaining Agreement.

Faculty assignments are made by the Department Chair at least six weeks prior to the beginning of the academic year. The assignment is discussed between and chair and the faculty member. Each faculty member will be given assignments, which provide equitable opportunities, in relation to other employees in the department regardless of the geographic location of the faculty member, to meet the required criteria for tenure and/or promotion and merit salary increases

Evaluation of teaching effectiveness is considered in the context of the department's academic mission, class size, scope and sequence within a curriculum, format of delivery and media used, and discipline/field-appropriate pedagogy and learning outcomes.

*Potential Documentation Sources:* student evaluations of teaching, peer observations and evaluations; teaching awards; course syllabi and/or instructional materials; assessment

research or



**NOTE:** Regional Chancellors or their designees will provide “formal written input” for all branch campus faculty prior to completion of the annual evaluation process and review by the College Dean.

**Progress toward Tenure and/or Promotion.** The annual performance evaluation for a faculty member holding a rank below that of Full Professor or Full Professor of Instruction (previously designated Level III) should include an evaluation of progress toward tenure and/or promotion. In the case of a tenure-track Assistant Professor, progress toward mid-tenure would be included in the committee’s narrative, and if successful in mid-tenure review, progress toward tenure and promotion. In the case of an Associate Professor seeking promotion to Full Professor, progress toward promotion would be included in the committee’s narrative. For an Instructor I (Assistant Professor of Instruction) seeking promotion to Instructor II (Associate Professor of Instruction), the annual evaluation committee would address progress toward promotion, and for an Associate Instructor (Level II) seeking promotion to Full Professor of Instruction (Level III), the committee would also address progress toward promotion.

A faculty member in consultation with the Department Chair may request a more comprehensive evaluation of progress toward tenure and/or promotion. This may include seeking additional input and evaluation from Full Professors who are eligible for membership on the College Tenure and Promotion Committee but who are not currently on that committee.

Evaluations of progress toward tenure and/or promotion at this stage are intended to be informative: to be encouraging to faculty who are making solid progress toward promotion, and instructional to faculty who may need to improve in selected areas of performance.

The annual evaluation guidelines are attached as an Appendix.

## **B. Credentialing Committees**

### **1. Adjunct Faculty Credentialing**

Adjunct Faculty Credentialing is conducted by voting faculty in the respective Program Areas. Program Faculty will meet at the request of the Program Area Coordinator to review adjunct instructor applicants as needed.

Program Faculty are responsible for ensuring quality by certifying the disciplinary expertise of each adjunct instructor applicant. To teach graduate courses applicants must possess a doctoral degree, in a field relevant to the teaching assignment, or have a doctoral degree in a related field and at least 18 graduate credit hours in the discipline

The Program Area Coordinator presents the program's recommendation to appoint an adjunct instructor to the Department Chair for approval. Approved applicants will be processed by the Department Chair through the appropriate USF Human Resources procedures. Adjunct instructors are evaluated annually by the Department Chair in consultation with the Program Area Coordinator in cases of ineffective teaching evaluations.

## **2. Graduate Faculty Credentialing**

The University of South Florida recognizes Graduate Faculty and Affiliate Graduate Faculty. Only Graduate Faculty, and Affiliate Graduate Faculty approved for such purposes, may serve as the Instructor of Record for graduate level courses.

In the USF Graduate Catalog, 2020-2021, Graduate Faculty are defined as "all tenure-track or tenured faculty appointed at the Assistant, Associate, or Professor rank, who holds a terminal degree or equivalent in their discipline." Graduate Faculty may teach graduate courses and may direct and serve on masters, specialist, and doctoral level committees.

To chair a doctoral level committee, "a Graduate Faculty member must engage in current and sustained scholarly, creative, or research activities, such as publications, performances, exhibitions, patents, inventions and research grants." The Graduate Catalog defines "active in scholarly pursuits" as evidenced by at least one refereed publication in the last three years.

In addition to the minimum requirements established in the Graduate Catalog, the department follows these guidelines:

- (1) Only full-time Graduate Faculty will serve as major professors of dissertations;
- (2) A major professor should have published at least 2 refereed publications during the last 5 years to be considered publishing on a regular basis. **Faculty who fail to publish the minimum** will be allowed to remain as major professor until students under their supervision complete their degree or drop from the program. They will not be allowed to accept new students unless there are extenuating circumstances to be evaluated by department credentialed graduate faculty.
- (3) Tenure-track Assistant Professors may be credentialed as Graduate Faculty if their record of publications complies with the department minimum requirements and if they have served as member on dissertation committees within the previous two years.

**Affiliate Graduate Faculty** may serve on masters, specialist, and doctoral level committees, direct master's and specialist's level committees, and co-direct doctoral level committees. Affiliate Graduate Faculty can also teach in the affiliated program with concurrent approval of the affiliated and home department chairs. Affiliate Graduate

Faculty must demonstrate “active in scholarly pursuits” as evidenced by at least one refereed publication in the last three years.

### **3. Emeritus Status Requests.**

The department follows the USF Emeritus Status Guidelines approved by the USF Faculty Senate, September 24, 2015:

- a. **Initiation of process.** Typically, a letter from a retiring faculty member is submitted to the Department Chair, indicating an interest in holding the Emeritus title and summarizing contributions made to the program, department, college and university. Alternately, a nomination letter from a faculty member in the department indicating nomination of the retiring faculty for Emeritus status and summarizing contributions made to the program, department, college and university can be submitted to the Department Chair.
- b. **Timing.** The process should begin during the faculty member’s final semester of full employment and be submitted to the Provost’s Office no later than one month before the end of that semester.
- c. **Consultation with Program Faculty.** The Department Chair will inform the program faculty that a request for Emeritus status has been received and seek comments on contributions and indication of support from Program faculty.
- d. **Notification of Department.** The Department Chair will notify department faculty at the regular department meeting following receipt of the request/nomination for Emeritus status. An indication of Department faculty support will be requested.
- e. **Department Cha**



f. **Appointment to Emeritus Status.** Approved appointment is reported through appropriate channels for personnel changes in Human Resources.

### **C. Periodic Review Committees**

A periodic review committee supports and advances organizational effectiveness and learning through advisory and oversight responsibilities.

#### **1. Governance Document Review Committee**

This committee works with the Department Chair to review, update and/or revise the Department Shared Governance Guidelines. A representative from each program area would be selected by the program faculty or appointed by the Department Chair. The committee will select its chair.

#### **2. IRB Review Committee**

The IRB Review Committee reviews the applications for Internal Review Board approval for faculty and students in the department. A representative from each program area will be selected by the program faculty. A member of the IRB Review Committee who is the Chair or Co-Chair of dissertation committee cannot review/approve that doctoral candidate's IRB proposal.

#### **3. Academic Program Review Committee**

An Academic Program Review committee (masters, specialist, or doctorate) completes a self-study and makes recommendations for updates to program curriculum and procedures in response to institutional or accrediting body requests for review. Academic Program Review Committee membership consists of 10 members.

If a committee has a report, the report should be given for informational purposes with appropriate documents prepared for distribution either at the meeting or via email. If a committee brings a report that requires a faculty vote, a motion should be provided and a vote taken.

## **ARTICLE**

## **ARTICLE V: Changes to Shared Governance Guidelines and Other Departmental Guidelines**

Proposals for change(s) to Shared Governance Guidelines or other departmental guidelines may be distributed for discussion in writing at any scheduled department meeting; voting will not generally be conducted until the next regularly scheduled department meeting to enable faculty review and referral of the proposed change(s) to a department committee if needed. On matters of governance and other departmental guidelines, all voting faculty members have the opportunity to comment and provide feedback on a proposed change to the guidelines before a vote is taken. If a proposed change is raised between department meetings, information on the issue will be sent to faculty via email. Department faculty should be prepared to discuss the issue at the next meeting. When a vote is taken, a change(s) is approved if the majority of those faculty voting agree to the change(s).

The department's shared governance guidelines are consistent with university guidelines that specify operating procedures in matters of collegial governance at the department level. All procedures approved by the department will be consistent with applicable law and the Rules, Regulations, and Policies of the University and, as applicable, the Florida Board of Governors, collective bargaining agreement(s) between the University of South Florida Board of Trustees and

**APPENDIX TO THE LPLL SHARED GOVERNANCE GUIDELINES OF 2020**

















- e. Failed to pursue expected professional enhancement activities (e.g., licensure, continuing education, technology training).
- f. Avoidance/neglect of grant exploration or pursuit.

of expertise and the service function.

Weak performance demonstrates only minor tangible progress in service contributions that may result from many factors, including the limited pursuit of service, passive participation, or inability to manage obligations. In general, the weight of evidence suggests that service is moderately below the department norms. Performance improvement planning is recommended to assist the faculty member in coming to terms with the service obligations and appropriate behaviors to achieve positive outcomes in this university context.

Performance indicators that support weak ratings:

- a. Appropriate arenas for service identified and explored.
- b. Minimal contributions made (e.g., "sits" on committees vs. actively participates).
- c. Service commitments are unrelated to research, grants, or teaching assignments.
- d.