

## Promotion and Tenure Review Procedures

### 1. Timing

Faculty can apply for promotion and tenure within a time line determined by campus policies. For Assistant Professors the review is mandatory during the 6<sup>th</sup> year of continuous service in the tenure-earning position. Earlier reviews are possible but are often subject to special scrutiny by the College and Campus committees. Associate Professors may apply after serving at least five years at the rank of Associate Professor. Application for promotion to the rank of Full Professors is often done following the advice of the Chair, who may call for an internal review of the case. However, campus rules allow an Associate Professor to apply for promotion regardless of the Chair's advice.

### 2. Promotion and Tenure Committee

A Promotion and Tenure Committee is appointed by the department Chair (after consultation with the department's Executive Committee) for each faculty member who is to be reviewed for promotion that year. Each committee will consist of 3-5 faculty, all of whom are at or above the rank to which the candidate would be promoted, at least two of whom are relatively close to the candidate's areas of specialization. For candidates holding joint appointments in other units, at least one of the committee members will hold an appointment in that other unit. Each such committee may be asked to review more than one candidate.

The first phase of the process of reviewing a faculty member for potential promotion involves soliciting information about the candidate's scholarship, teaching, and service and about the impact and recognition of that candidate's contributions in the three areas. The first source here is the candidate's own report (the Tenure and Promotion packet).

Concurrent with the appointment of the Promotion and Tenure Committee, the Chair will solicit letters from external referees (see Appendix for a draft of the letter soliciting such reviews). The candidate will, in consultation with the Chair and other faculty, provide a list of potential referees and document their records. These referees must meet the criteria set by the university, and their names will be forwarded to the Dean for approval. The Chair will advise candidates that, although USF rules provide candidates the right to examine all letters of reference, the candidate also may explicitly waive the right to read the letters of reference. The department recommends that these rights be waived because the promise of c



## **Appendix**

### **Sample Letter for Requesting External Evaluations**

Requests for letters of reference from colleagues external to USF will be accompanied by a copy of the candidate's full vita and copies of representative reprints and preprints. They will also include a copy of the department's current Promotion and Tenure Criteria. Here is a sample of the kind of letter used to solicit these letters.

Although the policies of the University of South Florida allow candidates to review the letters of reference, our department allows candidates to waive this right, and Prof. \_\_\_\_\_ has indeed done so. Only the committees and administrative officers directly responsible for the decision of concern here will have access to your letter [Alternative language: The policies of the University of South Florida allow candidates to review the letters of reference.]

We realize that you are busy and that we are burdening you with an additional chore, but I am sure you are aware of the importance of your letter to this department's deliberations and to Dr. \_\_\_\_\_'s future.

The \_\_\_\_\_ campus is on an "early" calendar. I would appreciate, therefore, if you could reply as soon as possible so that your letter can be available to the Promotion and Tenure Committee in August [accurate?].

Thank you in advance for your help.