

*UNIVERSITY OF SOUTH FLORIDA  
COLLEGE OF ARTS AND SCIENCES  
DEPARTMENT OF HISTORY*

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**GOVERNANCE DOCUMENT**

**Department Mission:**

History is the study of change over time. It is an encompassing discipline that examines the connection between historical events and human experiences. History provides a deeper understanding and awareness of conflicting

students, the profession, the  
program is designed to provide both

perspective  
of societies

will include achievement of an  
research, writing, and analytical  
skills in graduate and professional  
writing and oral communication  
“read between the lines,” to  
know what attributes contribute to  
present them coherently and  
research papers to cutting-edge digital  
fluid economy that today’s

to Assistant, Associate, and Full  
whose appointment is exclusively  
Sarasota-Manatee

on and hiring, will be extended  
Continuing Instructors appointed to  
and Sarasota-Manatee, including

those on leave. As non-continuing faculty members, adjunct and visiting faculty do not have voting rights, unless expressly indicated by a vote of two-thirds of the department on a case-by-case basis.

## II. **Administration**

### A. Department Chair

1. The duties of the department Chair will include representing the department within and outside the university, proposing and overseeing the budget, and allocating resources including travel funds and office space. In consultation with the Executive Council, the Chair will select the associate department Chair (including those in St. Petersburg and Sarasota-Manatee), the Undergraduate Director, the Graduate Director, the Outreach Coordinator, and members for

electronically. If a Chair cannot complete his/her term, a special election will be called to elect an interim Chair to serve for the remainder of the academic year.

4. The Chair will be evaluated annually according to the procedures of the department for regular faculty except for the following stipulations. The Chair will be evaluated by the Executive Council relative to his/her relationship with the council and department as an administrator. The Chair will also be evaluated by all continuing faculty relevant to his/her effectiveness as Chair. The Executive Council will develop and administer the mechanisms, which may be written and/or oral, to complete the evaluation. This may include (but is not necessarily limited to) an instrument developed by the Dean's office.

#### B. Associate Department Chair

1. The principal responsibility of the Associate Chair will be to assist the department Chair. The specific duties of the Associate Chair will be determined by the department Chair and may include drawing up each semester's class schedule, representing the department throughout the

the university and serving as “acting Chair” in the absence of the department Chair, and acting as department representative on the relevant campus.

2. All full members of the department who hold tenure are eligible to serve as Associate Chair. The Campus Associate Chair must identify their “home campus” as the campus for which they serve as Campus Associate Chair.



The Undergraduate Director (who will serve as Chair of the committee)  
One or more members of the department at large (selected by the Chair with a view toward fair representation of the various fields/constituencies of the program)

At least one member from St. Petersburg or Sarasota Manatee Campuses

The department Chair (ex officio)

The undergraduate advisor (ex officio)

Members of the Undergraduate Committee will be appointed annually by the Chair with the concurrence of the Executive Council.

#### 4. The Outreach Committee



faculty member's assignment for that calendar year. Faculty seeking tenure and promotion to Associate Professor or promotion to Full Professor should always consider the expectations of the College as well as those of their field when deciding how to distribute effort over the categories of teaching, research, and service.

The Executive Council and the Department Chair perform independent reviews, with the Department Chair's following the completion of the Executive Council review. Evaluations are based on a faculty member's annual assignment in Teaching, Research, and Service. Faculty members will also be evaluated on

- x Variety of courses offered
- x Teaching large course sections
- x

Satisfactory (3) will be based on a holistic consideration of the following:

x

In cases where multiple peer-reviewed works are published in a single year, the faculty member may instruct the EC to defer credit on one or more of them to subsequent years.

B. Strong/Outstanding (4.5):

- x At least three items from the list below (Strong).

C. Strong (4):

- x Acceptance of a manuscript for a forthcoming publication
- x Delivery of a scholarly paper
- x Presentation of a written commentary at a professional conference
- x Publication of a book review or review essay
- x Posting of juried or invited professional blog or website entry
- x Delivery of a professional report
- x Editing of journal or book
- x Ongoing of (e)u3 (r)-1 1.oaevih (r)l 1 Tf -1.5 -Tj /TT0t5 (w)2 Tf 0.01k9-1(r)D0(r)-1

university, commensurate with the typical assignment-10% (service expectations for outstanding will increase or decrease relative to an increase or decrease in assignment).

#### Department

- x Executive Council
- x Graduate, Undergraduate, Diversity, Awards/Events Committees
- x Ad hoc committees
- x Tenure/Promotion, Midtenure review committees
- x Preparation of department external review
- x Mentorship
- x Some language for “invisible labor”?

#### College/University

- x SHUM committees
- x CAS Committees
- x University Committees
- x Faculty Senate
- x Informal/ad hoc committees

#### Profession

- x Journal manuscript review
- x Book manuscript review
- x External Review for tenure and promotion
- x Letters of recommendation
- x Conference panel organizer
- x Conference panel chair
- x Officer in professional organizations
- x Editing of journals or book series

#### Community

- x Work with public schools
- x Public lecture
- x Communityengaged work

#### Outstanding (5):

- x 1 item of Departmental Service plus 4 or more items from the list above

#### Strong (4)

- x 1 item of Departmental Service plus 3 items from the list above

#### Satisfactory (3)

- x 1 item of Departmental Service plus 2 items from the list above

#### Unsatisfactory (2)

x No Departmental Service but 1 or more items from list above

Weak (1)

x No Service performed

VII . Departmental Procedures for Review of Promotion Applications

A. Applicants for Tenure and Promotion to Associate Professor

1. The application file will first be reviewed and evaluated by the Executive Council.
2. The department Chair will add her/his narrative review
3. Finally, the entire tenured fac15 TDr

regulations, and policies of the University of South Florida; and any applicable collective bargaining agreement or legislative mandated management right. The foregoing authorities will govern in the event that any provision of this document is inconsistent with or in conflict with them.

Adopted: April 28, 1995

Revised: October 25, 2000, April 18, 2003, April 16, 2004, April 27, 2007, September 6, 2013, April 25 2018, January 16, 2019, April 17, 2019, April 7, 2020, and January 17, 2023.

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