

College of The Arts
Procedures for the Tenure and Promotion College Committees

The following document identifies the procedures that are to be followed, by the College Committees, in the determination of eligibility and application review for Tenure and Promotion applicants in the College of The Arts. The procedures, criteria, and guidelines for Tenure and Promotion review in CoTA are provided by this document along with the approved CoTA unit/school criteria; and

These procedures are intended to support the USF Tenure & Promotion Guidelines and, in any case where there is conflict between these procedures and the university guidelines, the USF Tenure & Promotion Guidelines, July 15, 2014 will prevail.

TIMING:

In consideration of the USF Tenure & Promotion Guidelines, July 15, 2014, Item , ,TIMING; A. Probationary period:

Tenure applicants in the College of The Arts are eligible to submit an application within the following time frame:

- ¥ Maximum of (6) six-year probationary

EVALUATION CRITERIA:

The approved unit/school criteria of the applicant's academic discipline, is the criteria to be used for the CoTA College Committees' review.

TENURE AND PROMOTION COMMITTEES:

AUSPICES: The Tenure and Promotion Committees consist of the Tenure and Promotion to Associate Professor Committee and the Promotion to Full Professor Committee. These committees are standing committees of the College and receive authority for their actions through the Dean and the Directors Council.

**THE TENURE AND PROMOTION
TO ASSOCIATE PROFESSOR COMMITTEE**

CHARGE: The Tenure and Promotion to Associate Professor Committee is responsible for reviewing applications for tenure, promotion to Associate Professor, and/or mid-point reviews, and advises the CoTA Deans and Directors of the College of its recommendations. The committee reports to the Dean on matters pertaining to the qualifications of each candidate for tenure, promotion, and/or midpoint review. Responsibilities include the review and evaluation of the candidate's application materials and supporting documentation. The committee

UNIT/SCHOOL DIRECTOR RESPONSIBILITIES:

- ¥ It is the Unit Director's responsibility to see that the School's timetable for review is scheduled to insure that the deadline for presenting completed applications to the College is met.
- ¥ In the case of a committee member's absence, the Director should take immediate and appropriate action to insure compliance with quorum requirements.

COLLEGE TENURE AND PROMOTION TO ASSOCIATE COMMITTEE CHAIR RESPONSIBILITIES:

- ¥ Coordinate with the College Office staff to facilitate the deliberative meeting.
- ¥ Serve as the communication liaison with the Associate Dean regarding questions/concerns/issues as they may arise with the work of the committee.
- ¥ Work with the College office staff to record attendance at meetings. Any absence of a committee member from the scheduled meetings should be immediately reported to the Associate Dean. The Associate Dean will

completing the required rating and evaluation charts provided in the application, and making written recommendations for promotion to the Dean, as instructed in the application.

- ¥ A committee member from a given academic unit may not vote on a recommendation concerning a member of his/her unit and may not volunteer opinions about the fitness of the candidate for promotion. However, s/he may be asked by and provide the committee with specific information about matters unique to the discipline and respond to direct questions to assist the committee in assessing the fitness of the candidate for promotion.
- ¥ The Associate Dean will convene the initial committee meeting, charge the committee, call for the election of the committee chairperson, and facilitate the committee's activities in accordance with College and University guidelines. The chairperson will thereafter convene the Promotion to Full Professor committee.
- ¥ The committee will determine its own attendance and quorum policy.
- ¥ Voting will be by secret ballot and the recommendation of the committee will be forwarded to the Dean.
- ¥ Deliberations, findings, and data of this committee will be treated with the same degree of confidentiality as the balance of the promotion review file.
- ¥ The final narrative evaluation for each candidate will be written by one or more members of the committee not from the candidate's unit. This written evaluation will be submitted to and approved by the evaluating committee.

MEMBERSHIP: PROMOTION TO FULL PROFESSOR COMMITTEE

- ¥ The Promotion to Full Professor Committee will be selected from all Full Professors from the College of The Arts including academic unit directors.
- ¥ Each College Academic Unit will provide up to (2) two full professors from their unit to serve on the membership of the College Full Professors Committee. Membership is by rank of Full Professor. If a unit does not have available (2) two full professors to serve on the committee then the unit director is responsible for finding an appropriate USF Tampa campus full professor as a substitute from out side the school or college.
- ¥ In those units where there are more than (2) two Full Professors, the representatives will be selected by a vote of the Full Professors in that Unit.
- ¥ An academic unit director is eligible to serve on this committee unless s/he is in a unit where there are more than (2) two full professors who can serve on the Full Professor Committee. An academic unit director serving on the committee is not eligible to vote on a candidate from his/her unit.
- ¥ The committee term runs for one-year from September 1 to August 31.
- ¥ The chairperson of the Full Professor Committee has voting privileges and must be elected from and by the committee membership.

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COLLEGE FULL PROFESSOR COMMITTEE CHAIR RESPONSIBILITIES:

- ¥ Coordinate with the College Office staff to facilitate the committee meetings.
- ¥ Serve as the communication liaison with the Associate Dean regarding questions/concerns/issues as they may arise with the work of the committee.
- ¥ Work with the College office staff to reco