

USF College of Education LLEEP Department  
Tenure and Promotion Guidelines 2020

### INTRODUCTION

In this document, procedures for tenure and promotion for tenure-earning and tenured faculty and procedures for instructor promotion are outlined.

Mission: The USF College of Education

s, conquer persistent problems of practice, and advance knowledge. LLEEP is a multi-campus department and we recognize the principles of equity of assignment, resources and opportunities of faculty across a multi-campus university.

Vision: The USF College of Education envisions itself as a leader in regional, national and international education. Leadership in education encompasses:

- x Academic excellence
- x Research, creative scholarship, and inquiry that renews the educational process
- x Collaboration that serves communities, institutions, and individuals
- x Preparation that builds on academic excellence, creative scholarship, clinical practice, and collaboration and that contributes to quality education for all

and inclusion. One aspect of faculty development is the evaluation of faculty members for tenure and promotion. This evaluation process should address both individual and institutional goals, reflect the complexity of faculty work, recognize faculty members' uniqueness, foster their career development, and take place in a spirit of citizenship. These guidelines for tenure and promotion citizenship

Every tenure-earning faculty member shall undergo a tenure review in year three, and shall undergo review for tenure and promotion in year six. Elected departmental tenure and promotion committee members, the department chair, the elected college tenure and promotion committee, and the College Dean shall all review and rate applicants at both midtenure and tenure and

Department Tenure and Promotion Committee Procedures

1. The chair of the committee will oversee the secret departmental vote. The Department votes also will be counted openly in a meeting by members of the tenure and promotion committee and recorded by the chair of the committee.
2. Discussion of tenure and promotion candidates among members of the tenure and promotion committee should be limited to formally scheduled meetings and will be
3. If a tenure and promotion committee member perceives that there is any reason he or she is not able to objectively participate in tenure and promotion proceedings relative to a specific candidate, that committee member should recuse him/herself from the process for that specific candidate and abstain from the discussion and voting. In that case, the tenure and promotion committee for that candidate will be composed of the remaining members.
4. After members of the tenure and promotion committee deliberate, they will write their recommendations and vote if necessary. In the absence of consensus they may write a majority and minority report.
5. The committee will provide a narrative statement for each application and submit this statement to the Department chair in accordance with College policies. If there are dissenting views among the committee regarding the candidate, the committee may provide both a majority and minority report to the Department chair.
6. The Chair of the committee will submit the narrative recommendation to the FIS system and enter the vote of eligible department faculty.

A. Tenure

1. Expectations of Tenured Faculty

In order for the University to perform its functions effectively, it is essential that faculty members are free to express new ideas and divergent viewpoints in their teaching and research. In the process of teaching and research, there must be freedom to question and challenge current ideas and divergent views and to make inquiries unbounded by present norms. Tenure contributes significantly to the creation of such an atmosphere. At the same time, tenure is not an unconditional guarantee of lifelong employment. The granting of tenure is a privilege that carries enormous responsibility within the academic community (ordinarily referred to as department) the College, the University, and broader academic community. This responsibility includes maintenance of the highest academic standards, continued scholarly productivity, sustained teaching excellence, and ongoing beneficial service carried out in the spirit of University citizenship. The tenure review process includes review by a departmental committee, the Chair of the Department, The COEDU Faculty Tenure and Promotion Committee and the University Faculty Tenure and Promotion Committee. In the tenure review process, the Chair of the Department, The COEDU Faculty Tenure and Promotion Committee and the University Faculty Tenure and Promotion Committee should take into consideration the faculty member's performance in all three areas of teaching, research, and service.

2. Evaluation for Tenure















- ‡ Collaborations across multiple universities;
  - ‡ Invited presenter, editor, and/or keynote speaker;
  - ‡ National and/or international collaborations;
  - ‡ Scientific committees
  - ‡ Editorial boards; and/or
  - ‡ Other forms of recognized expertise (e.g., awards, expert witness, legislative testimony, media expertise, program evaluation, state standards commission, visiting scholar).
- iii. Evaluation of applied research should consider potential or actual impact on policies and practices. The record should predict continuing productivity in research/creative/scholarly work throughout the individual's career as defined in the L Q G L Y L G X D O ¶ V I L H O G
  - iv. A progressive record of substantial contribution of service to the University and to the field, professional or community as appropriate to the mission and goals of the department, the college and/or the University. Expectations about the level of meaningful service contributions for candidates for Professor are wider in scope than those that apply to candidates for Associate Professor.
  - v. Compelling evidence of significant

3. Extensionsto the Standard Probationary Period

General extensions Ordinarily, a faculty member in a tenure earning position will either be awarded tenure at the end of the probationary period or be given notice that further employment will not be offered. However, exceptions to the tenure clock may be considered, such as medical exigencies or parental situations covered by FMLA or ADA legislation or other extenuating circumstances approved by the University or as specified in the Collective Bargaining Agreement. A tenure earning faculty member under such circumstances may request an extension of his or her probationary period. The request must be made in writing and must be approved by the chair of the department, dean, and the institution's designated senior academic officer overseeing the candidate's unit. Ordinarily, H[WHQVLRQV RI PRUH WKDQ WZR \HDUV EH\RQG WKH FRO not be permitted.

Tenure upon initial appointment. In rare circumstances, tenure may be awarded upon initial appointment. In determining such an award, the guiding principle will be to follow department and college procedures in an expedited process that will not inordinately delay hiring decisions. Specifically, there must be review of tenure eligibility at all levels, with a recommendation forwarded the L Q V W L W s Water Senior academic officer overseeing W K H F D Q G L G D W H ¶ V G H S D U W P H Q W \$ S S U R Y D O P X V V officer prior to making an offer that includes tenure without a





to the assignment(s). If an individual has equal primary FTE assignments, one area must be designated as the primary area and ratings assigned accordingly.

3. This evaluation should be comprehensive and consistent with, but not solely determined by annual evaluations. General procedures for this evaluation are set out below.

#### Promotion to Instructor III

1. Five (5) years of experience at Instructor II is typically required prior to promotion for promotion to Instructor III. Earlier eligibility may be considered for outstanding candidates, subject to approval of the College Dean.
2. Instructors will be considered for promotion to Instructor III on the basis of meritorious performance. Promotion to Level III recognizes not only continuing progress as an Instructor, but may also consider leadership, innovation, and contribution to teaching, scholarship, community engagement, or institutional success and acclaim. It is required that at the end of the promotion review process, the conclusion is that Excellence was demonstrated in the principal assigned duty. If the applicant has multiple areas of assignment, substantive contributions are also required in proportion to the assignment(s). If the applicant has equal primary FTE assignments, one area must be designated as the primary area and ratings assigned accordingly. In assigning ratings for Level III, evaluating units should assess whether the individual has demonstrated continuous professional development and has achieved significant accomplishments in their primary area of assignment beyond that considered at the Level II review based on criteria established by the college/department/unit. Promotion to Level III recognizes not only continuing progress as an Instructor, but may also consider leadership and contribution to teaching, scholarship, community engagement, or institutional success and acclaim. However, for purposes of promotion, the primary focus of the review must be the contributions made by the candidate in the area of teaching.
3. This evaluation should be comprehensive and consistent with, but not solely determined by, the annual evaluations obtained after reaching Instructor II. General procedures for this evaluation are set out below.

#### Unit-Level Criteria And Processes

Academic units with faculty holding the position of Instructor will maintain procedures for processing applications and criteria for promotion within that unit. Criteria for promotion, specifying documented and measurable performance outcomes, must be developed by the units and reviewed every five (5) years. The standards should, at a minimum, include (i) criteria of Excellence of performance and (ii) criteria to be used in determining requests for early promotion, including a list of all supplementary documentation required for submission. Academic unit criteria shall be approved by a majority of the full-time instructors (at all ranks), tenured and tenure-seeking faculty.

Review Process

Sequence of Review

Specific levels of review are determined by the College. The general sequence of review for relevant levels and unit heads is as follows: The department promotion committee, followed by review by the department chair then 7KH & ROOHJH & RPPLWWHH, I UHOHYDQV campus (St. Petersburg Sarasota Manatee), the Regional Chancellor will provide a formal review prior to the review by the College Dean. Finally, the College Dean reviews all materials and provides a final decision.

Notification

7KH 'HDQV 2IILFH ZLOO SXEOLVK D OLVW RI , QVWUXFWRUV promotion within the typical timeframe. This list should be provided annually by September to all Instructors currently at Level I and Level II.

Application

Applications for promotion shall be initiated by candidates in consultation with department chair during the fall preceding the promotion process that occurs during the following spring semester. The unit head will inform candidates of the materials they will be expected to provide in support of their applications and provide guidance regarding additional supplementary GRFXPHQWV WR EH VXEPLWWHG ZLWK WKH DSSOLFDWLRQ

### Dean Review

The College Dean reviews all materials and provides a decision and supporting narrative. A narrative only needs to be provided in cases where promotion is not recommended. The narrative should specify the reasons for that decision and make suggestions for improvement that might result in a positive decision at a later date.

### Disputes

In the event that the applicant disagrees with the decision made by the College Dean, a grievance may be sought as detailed in the Collective Bargaining Agreement, but such grievances are restricted to violations of that Agreement.

### Timeline

Applications for promotion are accepted on an ongoing basis. Applications for promotion are reviewed on a regular basis, but may be conducted at a separate time. However, final decisions regarding promotion must be completed before the end of the Spring semester each academic year.

Instructors should notify their chair of their desire to submit an application for promotion by September 30 and submit an application in February. Initial committee (e.g., departmental) review will occur by March 1, where applicable; College Committee review by March 15. All recommendations and reviews will be circulated to the College Dean for a response by April 1.

### Decision and Notification

A list of Instructor promotion decisions are to be provided by the College to the Office of the Provost. The decision and the associated salary increase before the end of the contract year. The Chair/Director, Dean and Human Resources are included in this communication.

### References

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- Ginther, D. K., Schaffer, W. T., Schnell, J., Masimore, B., Liu, F., Haak, L. L., & King

