

DEPARTMENTAL GOVERNANCE PROCEDURES

Department of Philosophy
University of South Florida

Approved January 26, 2007. Amended February 17, 2012. Amended September 4, 2015.
Amended October 28, 2016. Amended January 18, 2019. Amended May 5, 2020

I. MISSION STATEMENT

It is the responsibility of the Department of Philosophy to provide the very core of n university education in the liberal arts and sciences, and the Department is committed to fulfilling this responsibility. Courses in philosophy require critical analysis of foundational texts in the liberal

is responsible for developing and distributing a tentative agenda prior to all meetings. Faculty members may add to the final agenda upon request. Departmental meetings will be conducted by regular faculty members on a rotating basis. If circumstances dictate, the Associate Chair may conduct meetings or portions of meetings.

2. The faculty member conducting a given departmental meeting will be assisted in this process, as needed, by a faculty member designated Departmental Parliamentarian. The job of the Parliamentarian is to advise department faculty regarding pertinent parliamentary procedure and bylaws.

B. Minutes of Faculty Meetings

Minutes of all departmental faculty meetings, whether regular or special, shall be recorded. Minutes are distributed to faculty members, in advance of the next meeting. Faculty members may request to recommend changes to the minutes at the next scheduled meeting. In cases where there is dispute regarding changes to the minutes, proposed changes approved by 2/3 faculty present will be incorporated into the final minutes. Copies of the approved minutes, and any materials pertinent to the meeting discussed in the minutes, will be retained and filed in perpetuity.

C. Voting Procedures

1. Eligibility for Voting

C. Director of the Graduate Program

1. Appointment:

The Director of the Graduate Program (DGS) is appointed upon nomination by the Chair, endorsement of the Department faculty, the senior ranking staff member, and consent of the appointee.

undergraduate student handbook, monitors the progress of students in the undergraduate programs, facilitates periodic review of the undergraduate programs, serves on departmental Undergraduate Committee, and performs any other necessary duties with the undergraduate program. The DUS reports directly to the Chair.

IV. DEPARTMENT COMMITTEES

A. Standing and Ad Hoc Committees

Undergraduate Committee. Ad hoc committees are appointed as needed by the chair at a regular faculty meeting.

1. Graduate Committee

a. Selection:

- 1. The Graduate Committee is comprised of at least three faculty members.**

and
Doctoral Programs and make decisions regarding admissions when
applicants do not meet the standard criteria.

2. Review graduate curriculum and recommend revisions to the faculty.
3. Receive, review, and present to the faculty all graduate course proposals and changes.
4. Review applications for and recommend appointments of graduate assistantships, and make recommendations for university and college

The Undergraduate Committee is comprised of at least three Department faculty members. The DUS will be chair of the Undergraduate Committee. The other faculty members of the committee shall be appointed by the Chair upon endorsement of the Department faculty, and consent of the appointee.

b. Responsibilities:

1. Review requirements for the undergraduate major.
2. Review undergraduate curriculum and recommend revisions to the faculty.
3. Receive, review, and present to the faculty all undergraduate course proposals and changes.
4. Make recommendations for university and college scholarships, honors, and awards for undergraduates
5. Review and make recommendations to the faculty regarding any other policies relevant to the undergraduate program.

V. ADJUNCT SCREENING PROCESS

A. The Adjunct Screening Process will be the responsibility of the Chair. Faculty members will assist the Chair when requested about hiring and assigning adjuncts in their areas of specialization.

B. The Chair will be responsible for obtaining all the documents necessary to assess the suitability of the applicant. This includes a current c.v., teaching evaluations from other

institutions (if they are available), letters of recommendation, and an official college transcript. Applicants must have at least a MA degree or equivalent training.

C. New adjuncts will be assigned by the Chair to a permanent faculty member who will serve as a mentor. The faculty member will also review the adjunct's course syllabus and other related instructional material to be certain they meet departmental standards.

D. The Chair will review all adjunct teaching evaluations at the end of each semester.

VI. SUMMER APPOINTMENT POLICIES

A. Opportunities for summer employment shall be offered in an equitable fashion to every full-time, permanent member of the department (in full compliance with the Collective Bargaining Agreement).

B. A rotation system shall be utilized that enables faculty to make plans a year (or more) in advance. Assignments shall be made of a single course to each faculty in the order determined

D. Place in rotation system.

1. A person who receives funding for summer from any non-departmental source will not have his/her place in the rotation affected by such funding (grants, Honors, non-departmental administration, etc.)
2. Once person has reached the point of having 5 or more years without summer

Department, which vote should take place ideally before hiring is made of such an individual but not later than January 1. The place of faculty in the rotation will not be affected by sabbatical leaves.

VII. ACADEMIC DISHONESTY AND DISRUPTION OF ACADEMIC PROCESS

Academic Dishonesty

When a graduate teaching assistant has reason to believe a student has been dishonest in his or her performance on an assignment, the graduate assistant will communicate his or her concerns to the faculty member for whom the graduate teaching assistant is working, or who

will be followed. assistant is

the curriculum. The Department is also committed to providing its students, undergraduate and graduate, with the knowledge and abilities needed to complete their program of study, and to

B. Tenure and Promotion to Associate Professor

documentation should include the following, where not every component need be weighted in equal

6. Evidence of Commitment to Pedagogy

Evidence of commitment to pedagogy may include honors and awards for teaching (both intra- and extra-

IX. Criteria and Procedures for Promotion to Instructor II and Instructor III

The Instructor Promotion Committee:

This committee will consist of three members who are professorial faculty or Continuing Instructor III. It will be elected as needed each year in a secret ballot by the professorial faculty and Continuing Instructors. In accordance with guidelines established by the University and College, it will consider and make recommendations to the Department Chair and College Dean on applications by Continuing Instructors to ranks II and III. The Department Chair will make a separate recommendation to the College Dean.

Criteria for Promotion from Instructor I to Instructor II

Department criteria for Promotion to Instructor II will be: 1) appropriate terminal degree, 2) typically five years or more at Instructor I with a minimum of three years, 3) rating of

reas of assignment above .10 FTE based in concert with but not solely on annual evaluations, 5) documented achievements in assigned duties; for example, student evaluations, peer evaluations, development of new programs, development of innovative approaches or materials, administrative accomplishments. In the evaluation of teaching, student evaluations shall be considered and given appropriate weight, with attention paid especially to student comments and response rates; but student evaluations shall not be the sole, or even predominant factor consulted in assessment.

Criteria for Early Consideration

Department criteria for Early Consideration of Promotion to Instructor II will be: In addition to meeting the criteria for promotion to Instructor II, applicants must display **one** or more of the following:

- a record of student advancement from departmental General Education classes to upper-level courses;
- a record of conference participation;
- success in new course proposal submission;
- success in course redesign submission
- a record of training in online teaching/development
- a record of pedagogy workshop participation
- a record of effort in collaborative course development and team-teaching

Criteria for Promotion from Instructor II to Instructor III

Department criteria for Promotion to Instructor III will be: 1) appropriate terminal degree, 2) typically five years or more at Instructor II with a minimum of three years, 3) rating of

X. AMENDMENTS TO THIS GOVERNANCE DOCUMENTS

This Governance Document may be amended at any regular meeting of the Department provided that the specific amendment in writing shall have been distributed at the previous regular department meeting.

A 2/3 vote of the faculty shall be required to amend this document.

APPENDIX

College of Arts and Sciences Tenure and Promotion Criteria and Procedures

The quality of a university depends chiefly upon the merited reputations of its faculty members. Thus, decisions to grant tenure and promotion are among the most critical in the university life. They require careful, deliberate planning by each faculty member who expects to be considered for such action, and responsible, objective and informed consideration by all who are involved in review and recommendations. For this reason, clear and consistent tenure and promotion criteria must be applied. The College of Arts and Sciences evaluates candidates for tenure and/or promotion based on their performance in teaching, research, and service. The following criteria establish minimum college-wide standards that are consistent with the University Guidelines for Tenure and Promotion and the Collective Bargaining Agreement. While the College standards allow for exceptions in compelling circumstances, the burden of proof in such a case rests on the candidate in the first instance and on those who review and judge the application favorably at successive levels of review.

Each department and program in the College of Arts and Sciences must also have written criteria for tenure and promotion that are consistent with both University and College standards. The criteria of each department or program should stipulate the relative importance and significance of teaching, research, and service in accordance with its particular mission. Departments or programs may establish criteria that assign higher priority to any one or combination of categories of teaching, research, and service. Whenever a department or program revises its criteria, it must submit revisions to the Dean for review to ensure compliance with College criteria.

In the tenure and promotion process, the reviewers at both the department and college levels should be thoroughly familiar with the documents offered to support the applications. The candidates and the responsible departmental representative should supply the College reviewers and the Dean with complete, clear, and accurate information.

CRITERIA

TENURE:

The minimum criteria for tenure in the College of Arts and Sciences are an outstanding record in either teaching or research and/or creative activity, at least a strong record in the other, plus at least a satisfactory record of service.

Teaching. To qualify for tenure, faculty members in the College of Arts and Sciences must have a

consistent pattern of positive evaluation in teaching and have achieved a level of performance that is strong or outstanding.

Research. The granting of tenure is a judgment based on past performance and potential for future contributions to research and/or creative activity. For a recommendation of tenure in the College, candidates must document that they have made a substantial contribution to research and/or creative activity in their discipline and have established a record of achievement that is strong or outstanding.

Service. To qualify for tenure, candidates must display evidence of some appropriate service to the University and/or the profession and/or the civic community. Community service must relate to the basic mission of the University and to the faculty member's professional expertise.

Each recommendation for tenure should be accompanied by a statement of the mission, goals, and educational needs of the department, college, and/or regional campus, and the importance of the contributions the candidate has made and is expected to make in the future toward achieving the goals and meeting the needs. Consideration should be given to the candidate's ability and willingness to work cooperatively within the department, college, and/or campus.

PROMOTION TO ASSOCIATE PROFESSOR: The minimum criteria for promotion to associate professor are the same as those for tenure. In cases where a candidate for tenure holds the rank of assistant professor, the recommendation for tenure should entail a recommendation for promotion to the rank of associate professor.

PROMOTION TO PROFESSOR: For promotion to the rank of professor, the candidate must offer conclusive evidence of a reputation beyond the University, among peers on a national or international level, for outstanding contributions in either research and creative activity or teaching. The candidate must also have at least a strong record of service. In summary, the minimum criteria for promotion to professor in the College of Arts and Sciences are an outstanding record in either teaching or research and/or creative activity and at least a strong record in the other two categories.

PROCEDURES

REVIEW OF PROGRESS TOWARD TENURE: It is the responsibility of the department peer committee and department chair or other appropriate administrator to include a progress toward tenure review as part of the annual evaluation for all faculty in the probationary period for tenure. For those faculty appointed with the full probationary term a more extensive pre

request of the faculty member the review of progress toward tenure will include the Provost.

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the Chair seek the counsel of the department tenure and promotion committee. Ordinarily, this process will result in a list of reviewers acceptable to the candidate and to the Chair.

Should agreement not be reached, the candidate and his/her Department Chair will develop a list of external reviewers in consultation with the Dean. The final list of reviewers, however it is developed, will be submitted to the Dean for approval and should be accompanied by brief statements, including biographical sketches, to support the choices.

The candidate's Chair, in consultation with the candidate, will solicit from the approved list at least three letters of evaluation from reviewers for candidates applying for tenure and/or promotion to associate professor and at least five letters for applying for promotion to professor. In either case, no more than six may be submitted. Although departments may contact the selected reviewers informally, an official request for an evaluation shall be in the form of a letter from the candidate's Chair composed in accordance with the model letter drafted by the Dean's Office. It is inappropriate for candidates to contact the reviewers regarding promotion and/or tenure consideration.

After ascertaining a reviewer's willingness to serve as an evaluator, the candidate's Chair will forward to the reviewer materials provided by the candidate, including a current vita and other materials the candidate chooses as appropriate. The process should be scheduled to ensure adequate time for the reviews to be returned and considered by the department and college committees. When the external reviews are added to the candidate's application, the materials, including biographical sketches, used to support the selection of these reviewers should be included.

Departmental recommendation for or against tenure is the prerogative of the tenured faculty. Typically, three distinct recommendations for or against tenure should be made by each department. The first will be by a vote of all the tenured members of a department, the second by the department's tenure and promotion committee, and the third by the Chair of the department. For all cases of tenure and/or promotion, the recommendation of the Department Committee and the Chair will be forwarded to the College Tenure and Promotion Committee and must be accompanied a clear, substantive summary of reasons for both positive and negative votes. A copy of the department's criteria for tenure and promotion should also be included.

After a candidate's file has been submitted for review by the College Tenure and Promotion Committee, materials may not be added or removed without consultation with the Tenure and Promotion Committee Chair. Any proposed deletions (e.g., an incorrect document) must be justified in writing to the Tenure and Promotion Committee Chair, who must approve the deletion. Any additions must be submitted to the Tenure and Promotion Committee Chair and must be accompanied by a written request to add the material, explaining the reason for their late addition. If materials are deleted or added to a candidate's file after it has been submitted to the Tenure and Promotion Committee, the Tenure and Promotion Committee Chair will be responsible for deleting or adding the materials and informing the candidate, the candidate's Department Chair, all members of the Tenure and Promotion Committee, and the Dean, of the

