

7-16-2009

College of Arts & Sciences Council Meeting : 2009 : 07 : 16

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**College of Arts & Sciences
Faculty Council Meeting**

July 16, 2009
DAVIS 100 Conference Room
3:15 – 5:00 pm

Present: Thomas Smith, Chair
Susan Allen, via conference call
Julie Armstrong
Thomas Hallock
Jill McCracken
Ella Schmidt

Absent: Kathy Arthur
Martine Fernandes

Discussion of proposed changes to the College tenure and promotion procedures

- Thomas Smith presented a draft of suggested guidelines for departments to consult as they consider the structure and process of the department-level tenure and promotion committees. The USFSP Tenure and Promotion Procedures state that the first evaluation should be made at the department level and a recommendation forwarded to the Chair of the College Tenure and Promotion Committee. (3.a.ii) To ensure fairness to candidates and to uphold the standards of the College we think there should be some consistency in how departmental committees are constituted and how they function.
- The suggested guidelines will be forwarded to the department chairs. The system proposed by the Faculty Council would add one new layer (the department tenure and promotion committee) of evaluation. Under the current USFSP T&P guidelines the College Tenure & Promotion Committee would remain in place.
- Highlights of discussion on the proposed changes:
 - Whether or not the **Department Tenure and Promotion Committee should replace the current existing Candidate Application Committee (CAC)**. Proposed changes suggest the new committee will replace the CAC. The CAS bylaws will need to be amended to remove the language related to the CAC.
 - **Composition of the Department Tenure / Promotion Committee:** whether or not faculty outside USF can be invited to serve on the committee. The current USF Guidelines on Tenure and Promotion dictate that membership on committees should be selected whenever possible and practical from faculty who have received tenure at USF and have been appointed to USF for at least two years.
 - **The role of the Department Chair:** The Department Chair is required to sit on the Department Tenure and Promotion Committee but will not automatically serve as the Committee Chair; the Committee Chair will be selected by the

Committee members. Department Chairs will not complete a separate evaluation from the Tenure and Promotion Committee.

- **Whether or not to hold a faculty vote at the department level:** A faculty vote at this level may or may not serve the candidate well; more discussion to determine who benefits from the faculty vote at this level.
- **External Review List:** Must be approved by the Department Tenure and Promotion Committee
- **Departmental Criteria for Tenure and Promotion:** Each department will come up with its own set of criteria for tenure and promotion. Changes in criteria will go into effect one year after they are formally adopted by the department (as outlined in the USF/UFF Collective Bargaining Agreement. The Faculty Council will task the College T&P Committee with assessing these dept. criteria for general consistency.

Thomas Smith will revise the proposed draft. The revisions will be sent to Faculty Council members electronically. Faculty Council members will send their comments and/or approval of the second draft.

The meeting adjourned at 5:10 p.m.