

## Tenure and/or Promotion Application Procedures

*(Does not apply to Instructors)*

Each candidate is responsible for compiling the materials for his/her application **with the assistance of the Department Chair.**

*Note: Candidates in Colleges without Departments should seek assistance from their Dean or Dean's Designee. Library Promotion candidates should seek assistance from their Supervisor.*

**Candidates** are responsible for following the Tenure and Promotion Schedule for their College/Unit.

### Staff Support:

The staff members listed below are responsible for the following tasks:

- Uploading the electronic application
- Coordinating limited access to the application for reviewers during review periods
- Forwarding evaluations to the candidates on behalf of the reviewers
- Updating the application with reviewers' evaluation reports, signature pages and also candidates' comments
- Preparing candidate nomination packages for submission to the USF System for review and approval.

Dean's Office Contacts:

**KTCOB:**      **Therese Wisoff**  
**CAS:**        **Dr. Martin Seggelke**  
**COE:**        **Lisa Gutshall**  
**LIBRARY:**   **Todd Mendenhall**

Office of the Regional Vice Chancellor of Academic Affairs Contact is: **Brenda Lyons**

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### 1. External Reviews of Research and Creative Activity

**Due Mid May:** Candidates' first step is to compile their research/creative activity packages-essentially the contents of Part VII of the application. See the schedule for exact date.

Candidates may include any and all relevant materials in that category, including full scans of books or book chapters, articles, pictures of artworks/exhibits, videos, etc.

Candidates upload all materials to one google-drive folder, "LAST NAME – External review". Within that folder, subfolders may be used as necessary. Candidates must set the access privileges for this google-drive folder in such a way that all reviewers with the link are able to review all of its contents.

### 2. PDF Format

Applications must be submitted in electronic **.pdf file format**. No binders will be accepted.

The application templates are available online in fillable Adobe format. If using the Word version, simply "save as" a .pdf document. You may request the Word version from your Dean's Office.

You can also request a license for Adobe Acrobat Pro DC by emailing [it-mvls@usf.edu](mailto:it-mvls@usf.edu). Once you receive a reply email with instructions for downloading the software, you will need to call the Campus Computing help desk @ 3-4357 to properly install it.

3. **Guidelines:**

As established through past policies, applications must adhere to the following guidelines:

- a. Follow the format of the Tenure and Promotion (or Library Promotion) Application.
- b. All aspects of each part of the application portfolio must be completed by the candidate prior to submitting to the college/unit dean's office.
- c. Carefully read and follow the instructions on each page of each part of the application portfolio. some parts contain several pages and subsections - each with important instructions.
- d. Arial Font, 10 Pitch Size is the recommended format choice.
- e. Each application section must be labeled.
- f. Applicant's name has been inserted in the header on each page of the application.
- g. Pages that are inserted should be labeled as a, b, c, etc. (e.g. 21a, 21b, 22a, 22b, 22c).
- h. Present supplemental materials (e.g., copies of books, monographs, articles, etc.) in a separate folder named Supplemental Materials. Do not place them in the same folder with the Tenure and Promotion Application. Books may be submitted in hard copy.

4. **Naming Convention**

a. **Main Folder:**

Last Name, First Name Tenure and/or Promotion Year

See Example below:



 Bull, Rocky Promotion 2018-2019 4/12/2018 10:38 AM File folder

b. **Sub Folders:**

Last Name Application

Last Name Supplemental Materials














See Example below:

Name	Date modified	Type	Size
 Bull - Application	4/21/2016 3:18 PM	File folder	
 Bull - Supplemental Materials	12/23/2015 2:34 PM	File folder	

c. **Application Sub Folder contents:**

Each numbered section of the application should be saved as single pdf file. It is important to put the number in front of the section to keep the sections in order in the application folder.




See Example Below:

Name	Date modified	Type
 1. Introduction	6/29/2015 12:41 PM	Adobe Acrobat D...
 2. General Data	9/3/2015 1:30 PM	Adobe Acrobat D...
 3. Assigned Duties	9/3/2015 1:38 PM	Adobe Acrobat D...
 4. Teaching	9/4/2015 4:08 PM	Adobe Acrobat D...
 5. Research	9/4/2015 10:32 AM	Adobe Acrobat D...
 6. Service	9/3/2015 1:43 PM	Adobe Acrobat D...
 7. External Reviews	9/4/2015 3:51 PM	Adobe Acrobat D...
 8. Evaluation	3/30/2016 4:17 PM	Adobe Acrobat D...
 9. Midpoint Review (tenure only)	9/3/2015 1:48 PM	Adobe Acrobat D...
 10. Tenure Recommendation	9/3/2015 1:50 PM	Adobe Acrobat D...
 11. Promotion Recommendation	3/22/2016 3:00 PM	Adobe Acrobat D...
 12. Amendments	12/23/2015 2:25 PM	Adobe Acrobat D...
 13. CV	9/3/2015 1:58 PM	Adobe Acrobat D...

d. **Supplemental Sub Folder contents:**

Last Name Supplemental Materials (refer to 4b above)

Example: Bull Supplemental Materials

 Bull Supplemental Materials 1 Teaching	4/12/2018 10:39 AM	File folder
 Bull Supplemental Materials 2 Research	4/12/2018 10:39 AM	File folder
 Bull Supplemental Materials 3 Service	4/12/2018 10:40 AM	File folder