



## TENURE/PROMOTION APPLICATION \*

### Academic Year \_\_\_\_\_

#### I. INTRODUCTION

This form contains data required by the USF system Board of Trustees. This data will be used by USFSP personnel including deans, chairpersons, and USFSP faculty involved in peer evaluation pertaining to recommendations for tenure and/or promotion. Therefore, it is in the best interest of each applicant to ensure that the data are complete and accurate. Please attach additional sheets, if necessary, to give complete information. Original signatures are required on this form, which will become part of the faculty member's personnel file in the Office of the Regional Vice Chancellor for Academic Affairs.

\* Applicants for Mid-Tenure Review will use this application form except Parts VII, IX, X and XI.

***Applicants are encouraged to be familiar with Articles 14 (Promotion Procedure) and/or 15 (Tenure) of the Collective Bargaining Agreement (2016-2019). The text of these articles may be accessed at <http://www.usf.edu/hr/documents/employment-resources/employee-labor-relations/uff-collective-bargaining-agreement.pdf>***

NAME: \_\_\_\_\_ TITLE (Dr., Mr., Ms.): \_\_\_\_\_  
MAIL POINT: \_\_\_\_\_  
COLLEGE: \_\_\_\_\_  
DEAN: \_\_\_\_\_ MAIL POINT: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_  
CHAIR (if applicable): \_\_\_\_\_ MAIL POINT: \_\_\_\_\_

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#### FOR EQUAL OPPORTUNITY PURPOSES ONLY

SEX: \_\_\_\_\_ RACE \_\_\_\_\_

#### PLEASE SUBMIT ONE ORIGINAL TENURE/PROMOTION APPLICATION.

\_\_\_\_\_ I am seeking Tenure only.  
\_\_\_\_\_ I am seeking Tenure and Promotion to the rank of \_\_\_\_\_  
\_\_\_\_\_ I am seeking Promotion only to the rank of \_\_\_\_\_  
\_\_\_\_\_ This is a mid-point (mid-tenure) review.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## II. GENERAL DATA

**Attach USFSP Letter of Appointment as page 3a.**

Initial Date of USFSP Employment: \_\_\_\_\_ Initial Rank \_\_\_\_\_

Present Rank (eff. date): \_\_\_\_\_ Years Completed in Rank at USFSP \_\_\_\_\_

Tenured: \_\_\_\_\_ Yes Effective Date: \_\_\_\_\_

\_\_\_\_\_ No Years of Credit Awarded Toward Tenure Upon Appointment (if applicable): \_\_\_\_\_

Tenure Earning FTE (Percent of Appointment): \_\_\_\_\_ Non-Tenure Earning FTE (Percent of Appointment): \_\_\_\_\_

Pathway (College of Medicine Only): \_\_\_\_\_

Appointment: \_\_\_\_\_ 9 month Salary \_\_\_\_\_  
\_\_\_\_\_ 12 month

### **Education:**

<u>Institution</u>	<u>Field of Study</u>	<u>Degree</u>	<u>Date</u>
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**Other Education** (institutes, short courses, etc.):

**Areas of Specialization in Research/Creative Activity:**

**Honors, Awards, etc.:**

**Employment** (List current position first including military service. All changes in position or title at a given institution should also be shown.)

Place

Position/Title

Time Period

### III. ASSIGNED DUTIES OF CANDIDATE

Assigned duties normally consist of teaching, research/creative activity, and service. However, some applicants may have been assigned additional duties. All assigned duties during the tenure and/or promotion-earning period should be provided as indicated below.

***If the assignments reflect extraordinary or unusual circumstances, the Department Chair should append a brief explanatory narrative for benefit of the reviewers.***

Please complete the summary table using the link provided below. One form accommodates six years. Use as many forms as necessary to provide information for the periods covered. Place your assigned duties forms behind the summary tables in the same order as reported on the summary table. Please do not include the end-of-semester narrative documentation.

**Tenure applicants:** include all your tenure-earning years at USFSP.

**Promotion applicants:** include all since your original USFSP appointment, or since your last promotion at USF, whichever is the more recent.

**[Excel Table](#)** (can be filled out online, printed, and inserted into application as Page 4a, etc.; formulas provide mean assignments for Fall and Spring of each academic year reported)

**OR**

**[Adobe table](#)** (must be printed, then completed manually and inserted into document as Page 4a, etc.)

#### IV. TEACHING *(To be completed by Candidate)*

This component contains 7 sections (A. – G.). Please complete all sections.

In section F, include both the numerical data summary information and student comments from [Evaluation Mart](#). Additional pages in this section should start after the Department Chair's pages (10c, 10d, 10e, etc.)

Also in section F, the Department Chair needs to sign a verification of the teaching data provided by the candidate.

In section G, the Department Chair needs to write a summary narrative regarding the candidate's teaching (start with page 10a, 10b, etc.). **Make sure to communicate with your Department Chair to allow them enough time to complete this task prior to submission of the entire portfolio!**

**A. GOALS & ACCOMPLISHMENTS (Provide a concise narrative describing your goals and accomplishments in the area of teaching. Please attach additional sheets, if necessary.)**

- B. **COURSES TAUGHT (List & include course number and title.)** In order to provide reviewers with an overview of the variety of courses you have taught, please list all courses you have taught while at USF, but list each only one time.

***Notes:***

**Tenure applicants:** Please list courses taught during your tenure earning years at the University of South Florida. **(If candidate is seeking early tenure consideration based on courses taught at other institutions, please include a list of the courses taught along with course evaluations.)**

**Promotion applicants:** Please list courses taught in the past **five** years or since last promotion/tenure award, whichever is the more recent.

C. TEACHING AWARDS, DISTINCTIONS (List all awards, distinctions, etc. and year received.)

1. Teaching Awards and Other Recognition:
2. Textbooks Published:
3. New Courses Developed:
4. Collaborative Efforts With Colleagues to Improve Teaching:
5. Scholarly Papers Published on Teaching in Your Field:
6. Innovative Methods:
7. Other:

D. DOCTORAL DISSERTATION COMMITTEES

Note: Please indicate if there is ***not*** a Ph.D. Program in your department.

**List including:**

- names of students
- dates of service
- indicate if Dissertation Director
- where possible, give information regarding the subsequent professional careers of these students



E. MASTER'S THESIS COMMITTEES

Note: Please indicate if there is not a Master's Program in your department.

**List including:**

- names of students
- dates of service
- if Thesis Director
- where possible, give information regarding the subsequent professional careers of these students

F. STUDENT EVALUATION OF TEACHING

Include both the numerical data summary information and student comments from [Evaluation Mart](#). Additional pages in this section should start after the Department Chair's pages (10c, 10d, 10e, etc.)

Please use the table provided through the links below to report for each course taught. **If data are incomplete or missing, please provide explanation.**

[Excel Table](#) (can be filled in on-line, printed and inserted into document)

OR

[Adobe Tables](#) (must be printed then filled in manually and inserted into document)

Lower Level  
Upper Level  
Graduate Level

- The table is set up to capture, by course level, a review of the candidate's mean scores on the 8-question standardized USF system student evaluation of teaching instrument.
- Quantitative data should be transferred from the data provided by Evaluation and Testing onto this reporting table, for the candidate, the Department and the College.
- If the department uses an internal instrument to supplement the university instrument, please provide a copy of that instrument and the data gathered from it, comparing the candidate with departmental colleagues.

**Tenure - Please provide data for all of the tenure earning years.**

**Promotion - Please provide data for the past five years or since the last promotion/tenure award, whichever is the more recent.**

***By signing this page I certify that I have verified the teaching evaluation information provided.***

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Print Name of Department Chair

Signature

Date

G. SUMMARY NARRATIVE OF TEACHING BY DEPARTMENT CHAIR

**A summary narrative by the chair must be provided (begin on page 10a). This summary should contain, but need not be limited to, comments regarding:**

- Professional development in the area of teaching;
- Information on levels and types of courses routinely taught (graduate vs. undergraduate, large vs. small sections, on-line courses, etc.);
- Evaluation scores (ranges, comparison to departmental norms, trends, differences among courses taught, etc.);
- Peer evaluation (if conducted);
- The essence of comments from student evaluations. While the candidate attaches the comments in their entirety, some commentary that distills these comments is still required as part of the narrative.

## V. RESEARCH AND CREATIVE ACTIVITY

This component has 6 sections (A. – F.). Please complete all sections.

In section D, the Department Chair needs to write a narrative assessment regarding the candidate's published/creative works (page 25a, 25b, etc.). At the bottom of section D, the Department Chair needs to sign. **Make sure to communicate with your Department Chair to allow them enough time to complete this task prior to submission of the entire portfolio!**

Include only information on publications since assuming your position at USFSP. If you received years of credit towards tenure, include publications from the years credited.

Provide an explanation of your intellectual contributions to co-authored publications.

- A. GOALS & ACCOMPLISHMENTS (Provide a concise narrative describing your goals and accomplishments in the area of research and creative activity. Please attach additional sheets if necessary.)

**B. PUBLICATIONS (Provide lists in your discipline's reference style format; if multiple authors, list authors in order they appear in the publication.)**

***Notes:***

**Tenure Applicants:** Please list research and creative activities. (If candidate is seeking early tenure consideration based on credited time from other institutions, please include a list of research and creative activity conducted at these institutions.)

**Promotion Applicants:** Please list research and creative activity since last promotion/tenure award.

1. Books

List, beginning with the most recent

- If you wish, you may append copies of published reviews of the books you have published in a separate folder/binder. Do not include them with the Application.

a. Scholarly Books Published:

b. Scholarly Books In Press (attach a copy of the communication from publisher):

c. Scholarly Books Accepted for Publication (attach a copy of the letter of acceptance from publisher):

d. Scholarly Books Submitted for Review (attach a copy of your transmittal letter to publisher):

2. Textbooks

a. Textbooks Published:

b. Textbooks In Press (attach a copy of the communication from publisher):

c. Textbooks Accepted for Publication (attach a copy of the letter of acceptance from publisher):

d. Textbooks Submitted for Review (attach a copy of your transmittal letter to publisher):

3. Chapters or Segments of Books
  - a. Chapters/Segments of Books Published:
  - b. Chapters/Segments of Books In Press (attach a copy of the communication from publisher):
  - c. Chapters/Segments of Books Accepted for Publication (attach a copy of the letter of acceptance from publisher):
  - d. Chapters/Segments of Books Submitted for Review (attach a copy of your letter of transmittal to publisher):

4. Refereed Articles (List, beginning with the most recent. Be certain to underline **your name** for all articles for which you are senior author)
  - a. Refereed Articles Published:
  - b. Refereed Articles In Press (attach a copy of the communication from publisher):
  - c. Refereed Articles Accepted for Publication (attach copy of the letter of acceptance from publisher):
  - d. Refereed Articles Submitted for Review (attach a copy of your letter of transmittal to publisher):

5. Non-Refereed Articles (List, beginning with the most recent. Be certain to underline **your name** for those articles for which you are senior author).
  - a. Non-Refereed Articles Published:
  - b. Non-Refereed Articles In Press (attach a copy of the communication from publisher):
  - c. Non-Refereed Articles Accepted for Publication (attach a copy of the letter of acceptance from publisher):
  - d. Non-Refereed Articles Submitted for Review (attach a copy of your letter of transmittal to publisher):



6. Technical Reports (List, beginning with the most recent. Be certain to underline your name for those reports for which you are senior author):

7. Book Reviews Published (**List, beginning with the most recent**):

8. Other Research and Creative Activities (List, beginning with the most recent. Be certain to underline your name for those activities for which you were senior author or lead member):

### C. CREATIVE NON-PUBLISHED WORKS:

Briefly describe your goals and achievements in the following areas.

#### **Guidelines for Sections C.1-4:**

**In sections C.1-4 please provide a listing of works, exhibitions, performances/competitions, and/or other creative activity in a rank order starting with those of highest achievement measured by the following:**

*In the College of Visual and Performing Arts, all scholarly research and creative work such as art work, performance engagements, concerts, stage performances, plays written, choreography etc. and in the School of Architecture and Design - architecture, community design, and graphic design usually and naturally are measured by the following three dimensions: **Significance of the Work; Magnitude of Involvement; and Critical Recognition.** Rank order, therefore, would be your judgment of the relative merits of each work in terms of the cumulative assessment of its **significance, the magnitude of your involvement, and the critical recognition** which it has received.*

- **Significance of Work:** *The extent to which the work, concert, architectural design and planning, etc. has significance (i.e., local significance, regional significance, national significance, international significance). The more relevance the work has within the international/national dialog and/or attention of the national/international discipline, the more SIGNIFICANT it is...this can be called "locally significant" or "regionally significant" or "nationally significant" or "internationally significant"...not because of geography but because of such factors as: where it happens; with whom it happens; and how it is recognized. So something can happen locally but be of national importance; something can happen in NYC and still be of local significance only.*
- **Magnitude of Involvement:** *A measurement of your individual contribution to the work, concert, architectural design and planning, etc. is your MAGNITUDE of Involvement with the concert, exhibition, play, architectural design and planning, etc. Like co-authoring, as an example, the greater your singular involvement, the greater the magnitude of your involvement. Or another example, an individual having a one person show may have greater magnitude than one who is in a group show...but the group show may be much more important if it is national and a solo show of less importance if it is only local.*
- **Critical Recognition:** *The measurement of CRITICAL RECOGNITION is of enormous importance. If peers notice your work, that is important...if a recognized critic systematically and contextually reviews your work and values it, that is very important ...if a magazine or journal writes about your work or even mentions your work that is an example of critical recognition.*

1. Works (Specific commissioned creative works and/or works acquired by collections)

**List and briefly describe, beginning with those *works* of highest achievement, including:**

- Title
- Venue, Location
- Date
- State whether Commissioned and if so, provide information
- State whether Collection Acquisition and if so, provide information
- State level of Achievement (provide evidence of significance, magnitude of involvement, and critical recognition)

a. Works Completed

b. Works In Progress and/or Scheduled

2. Exhibitions

**List and briefly describe, beginning with those *exhibitions* of highest achievement, including:**

- Title
- Venue, Location
- Date
- Solo or Group
- State whether Invited, Curated, Juried, Etc. and By Whom
- State whether Reviewed and Provide Information
- State level of Achievement (provide evidence of significance, magnitude of involvement, and critical recognition)

a. Exhibitions Completed

b. Exhibitions In Progress and/or Scheduled

3. Performances/Competitions

**List and briefly describe, beginning with those *performances/competitions* of highest achievement, including:**

- Title or Type
- Venue, Location
- Date
- Solo or Group
- State whether Judged, Reviewed, Invited, Etc. and By Whom
- State level of Achievement (provide evidence of significance, magnitude of involvement, and critical recognition)

a. Performances/Competitions Completed

b. Performances/Competitions In Progress and/or Scheduled

4. Other Creative Activities:

**List and briefly describe, beginning with those *other creative activities* of highest achievement, including:**

- Title or Type
  - Venue, Location
  - Date
  - Solo or Group
  - State whether Judged, Reviewed, Invited, Juried, Etc. and By Whom.
  - State level of Achievement (provide evidence of significance, magnitude of involvement, and critical recognition)
- a. Other Creative Activities Completed
- b. Other Creative Activities In Progress and/or Scheduled



**D. DEPARTMENT CHAIR/DIRECTOR'S ASSESSMENT OF PUBLISHED/CREATIVE WORKS**

**A summary narrative by the chair must be provided (begin on page 25a). This summary should contain but need not be limited to, comments regarding:**

1. Assessment of Books/Textbooks/Chapters or Segments of Books.

Please provide data relevant to the quality of the books/textbooks published, in press, or accepted for publication by the candidate. This may include descriptions of the nature/quality of the publisher (i.e., university press, academic press, popular press, etc.), published reviews of these works, data on the number of units sold, number of units as holding in research libraries, universities/colleges which have adopted these works, etc.

2. Assessment of Refereed Articles.

Please provide a description and evaluation of the quality of the journals in which the candidate has published and, if multiple authors, the candidate's relative contribution. This description and evaluation should include for each journal:

- name
- description
- independent evaluation of quality
- acceptance/rejection rate
- impact factor from Web of Science (if available)

3. Assessment of Creative Non-Published Works

Please provide a description and evaluation of the quality of the creative non-published works of the candidate. This description and evaluation should include a brief assessment of the significance of the works, the magnitude of the candidate's involvement, and critical recognition of these works.

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Name of Chair/Director

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Signature

---

Date

E. GRANTS AND CONTRACTS

1. List grants and contracts that you have directed as principal investigator, director, and/or co-principal investigator during the last five years. **Begin with the most recent and include:**

- principal investigator, director, and all co-principal investigators on grants & contracts; if multiple investigators, specify the relative contribution you made to the grant/contract
- title
- agency
- purpose of research
- training
- total amount funded
- candidate's share of amount funded
- dates
- specify if grant was refereed

2. List grants you have applied for during the last five years. **Begin with the most recent and include:**
- principal investigator, director, and/or co-principal investigators on grants & contracts
  - title
  - agency
  - purpose of research
  - training
  - disposition of application

3. List grants you have applied for but were not selected during the last five years. **Begin with the most recent and include:**
- principal investigator, director, and/or co-principal investigators on grants & contracts
  - title
  - agency
  - purpose of research
  - training
  - disposition of application

F. PRESENTATION OF PAPERS / MAJOR SPEECHES

(List, beginning with the most recent, in each category. Indicate in each listing if you were “invited” to present or speak. Be certain to underline your name for those papers or presentations for which you are senior author or lead member).

**Tenure applicants:** include all your tenure-earning years at USFSP.

**Promotion applicants:** include all since your original USFSP appointment, or since your last promotion at USFSP, whichever is the more recent.

1. Papers Presented at Professional Conventions (**Please indicate if refereed**)

- International
  
- National
  
- Regional
  
- Local

2. Major Speeches

- International
- National
- Regional
- Local

**VI. SERVICE**

Be as complete as possible; include dates, and explain the importance of your service, if it may not be obvious to reviewers.

- A. GOALS & ACCOMPLISHMENTS (Provide a concise narrative describing your goals and accomplishments in all areas of service. Please attach additional sheets if necessary.)

B. SERVICE TO THE UNIVERSITY

***Notes:***

**Tenure**            Please list service to the University during your tenure earning years.

**Promotion**        Please list service to the University during the past five years.

List including:

- description of your involvement in and contributions to university, college, department, SUS councils or committees
- dates of service
- if chairperson



C. SERVICE TO YOUR PROFESSION

- List offices held in national, regional, local organizations associated with your professional field; indicate dates of service
- List professional organizations to which you currently belong
- Other professional service rendered, e.g., editorships, service on editorial boards of scholarly journals, review panels, accreditation teams

D. SERVICE TO THE COMMUNITY

- List community committee councils, boards, etc., on which you have served or other public service activities. Include dates of service.

E. OTHER SERVICE ACTIVITY

- List including dates of service

## VII. EXTERNAL REVIEWS OF RESEARCH AND CREATIVE ACTIVITY (Not applicable to mid-probationary reviews)

**NOTE:** Letters from faculty, staff and/or administrators, who are employees of the University of South Florida St. Petersburg, are not considered to be “external reviewers” and will not be considered in evaluating the applicant.

See Guidelines for Tenure and Promotion

External reviewers should be selected so as to minimize the possibility of conflicts of interest; actual, potential, or apparent. **Generally, outside reviewers should not be selected from among those with whom the candidate has had familial, or close personal relationships, who have been current or past colleagues, major professors, co-authors, etc.** Reviewers should be highly regarded and recognized scholars in the candidate's field and able to evaluate the quality, productivity, and significance of his/her research/scholarly/creative activity.

Candidates should recommend at least five reviewers to their dean. Recommendations should be accompanied by brief statements supporting the choices and stating any current or previous relationship. **The statements should also include brief bios of the proposed reviewers including their academic credentials, most recent academic appointments, and a summary of their research and creative activities, publications and/or grants. Attach this list here (page 36a, 36b, etc.); do not append reviewers' entire vitae.** If reviewers have had significant previous contact with the candidate are recommended, reasons for that choice should be presented in sufficient detail to facilitate a reasonable and fair decision about the approval of the reviewer. The dean will select a minimum of three (but not exceeding six) from whom reviews will be solicited. In choosing reviewers it is recommended the dean seek the counsel of the department promotion and tenure committee. **All contact with reviewers should be by the dean only.**

In the event the dean believes additional recommendations are desirable or necessary, then (1) the candidate should be requested to make supplementary recommendations, and (2) the dean may suggest additional reviewers to the candidate. Ordinarily this process should result in a list of reviewers acceptable to the candidate and to the dean. Should agreements not be reached in this fashion, the candidate will select two preferred reviewers and the dean will select two. A minimum of three (3) external letters, but not exceeding six (6), is required.

The candidate will provide copies of a current vita and other materials he/she chooses as appropriate for an external review of research/scholarly/creative activity. The dean will forward these materials with an invitation to the reviewers. The process should be scheduled to ensure adequate time for the reviews to be returned and be considered by the departmental and college committee. An illustrative letter of invitation follows.

**ILLUSTRATIVE LETTER**

Insert here, as Page 37, a copy of the letter sent by your dean to the external reviewers (not the template).

### VIII. EVALUATIONS BY DEPARTMENT COMMITTEE, DEPARTMENT CHAIR, COLLEGE COMMITTEE, REGIONAL CHANCELLOR, DEAN, PROVOST

Attach copies of your annual evaluations for each tenure-earning year for tenure candidates, and the last five years for promotion candidates. Annual evaluations should include the standard University rating form and all evaluative narratives including the statements of “progress toward tenure” (for all faculty seeking tenure.) Download PDF of annual reports from FAIR.

Not to be completed by candidate: In comparison with faculty in similar positions with similar assignments indicate the candidate's performance in the following chart (evaluations must include all assigned duties including service). Use the following legend to complete the evaluation table below. **PROVIDE A DEFINITIVE EVALUATION: State *Outstanding* or *Satisfactory*; do NOT indicate a mixed rating of *Strong/Outstanding (ST/O)*, or *Satisfactory/Strong (SA/ST)*.** Permitted entries for ratings:

- |                   |                     |
|-------------------|---------------------|
| O = Outstanding   | W = Weak            |
| ST = Strong       | UN = Unacceptable   |
| SA = Satisfactory | NA = Not Applicable |

Area	Department Faculty Committee Evaluation	Department Chair/Direct or Evaluation	School Faculty Committee Evaluation	College Faculty Committee Evaluation	Regional Chancellor Evaluation	College Dean Evaluation	Provost Evaluation
Teaching							
Research, Scholarship, Creative Activity							
Service							
Overall Quality							

**Guidelines for Evaluations:**

- Behind this page, each reviewing body should append a narrative to support the evaluation. It should be in MEMO format, and signed by the committee chair.
- Each narrative should include a careful analysis of the evaluation with rationale and reasons for positive and/or negative evaluation.
- Does the candidate work in reasonable harmony with his/her colleagues and students? Explain.
- Do the candidate's talents, expertise, experience and resources fit the needs, plans and goals of the Program/Department/College? Explain.
- The narratives should be **appended in the order of review** (Department Committee, Department Chair/Director, School Faculty Committee, College Committee, Regional Chancellor, College Dean, and Provost.
- Where a split recommendation for Tenure &/or Promotion exists, the committee should provide a Majority Report and a Minority Report to provide a balanced view.

	Name	Signature	Date
Dept. Committee, Chair			
Dept. Chair			
School Committee, Chair			
College Committee, Chair			
Regional Chancellor			
College Dean			
Provost			

**IX. MID-POINT (MID-TENURE) REVIEW EVALUATIONS BY DEPARTMENT, COLLEGE,  
DEAN AND VICE CHANELLOR**

COMPLETE THIS SECTION FOR TENURE APPLICANTS ONLY

***Insert a copy of the following materials from your mid-point (mid-tenure) review:***

- Section VIII. Evaluations by Department, College, Dean, and Vice Chancellor for Academic Affairs.
- Narrative to support the evaluation from each reviewing body

**COMPLETE THIS SECTION FOR TENURE RECOMMENDATION**

**X. TENURE RECOMMENDATION**

**Please complete the information requested below, under 1-4.**

The University has established minimum criteria for tenure and promotion as follows. Tenure and promotion in the professional ranks will be granted only to persons of significant achievement, especially in teaching, research/creative activity and service. As a minimum standard for tenure and/or promotion, there must be evidence of strong performance in both teaching and scholarship and outstanding achievement in at least one of these areas. Academic units in which public/professional service receives significant prominence may so recognize service contributions within unit guidelines. [NOTE: Tenure and promotion from Assistant Professor to Associate Professor must be recommended jointly. That is, a candidate who is recommended for tenure must be recommended for promotion from Assistant Professor to Associate Professor and vice versa. A candidate who is not recommended for tenure cannot be recommended for promotion from Assistant Professor to Associate Professor and vice versa.]

1. Total length of time served in tenure earning position at the University of South Florida: \_\_\_\_\_
  
2. Total length of time that the nominee has served in tenure earning positions during his/her professional career at accredited institutions, other than the University of South Florida: \_\_\_\_\_
  
3. On the following table, list the names and locations of all institutions, including the University of South Florida St. Petersburg, where the nominee served in tenure earning positions but did not earn tenure. In each case, indicate the length of each tenure earning period with beginning and ending dates as well as the highest ranks or titles held by the nominee during these periods.

Name of Institution	Highest Title/ Rank	Beginning Date	Ending Date	Number of Years	Percentage of FTE

4. On the following table, list the names and locations of institutions at which the applicant actually held tenure prior to coming to the University of South Florida St. Petersburg. In each case, show beginning and ending dates of tenured employment and highest title or rank.

Name of Institution	Highest Title/ Rank	Beginning Date	Ending Date	Number of Years	Percentage of FTE



**COMPLETE THIS SECTION FOR TENURE RECOMMENDATION**

**Note: A vote to “Defer” is applicable only to candidates applying prior to their 6<sup>th</sup> year in tenure-earning status.**

**Vote of the Departmental Tenured Faculty Advisory Committee (where applicable).** Please **attach a list** of the names of all Committee Members, including rank and department (Committee members are not required to sign their names).

#Grant \_\_\_\_\_ #Defer \_\_\_\_\_ #Deny \_\_\_\_\_ #Abstain \_\_\_\_\_ #Absent \_\_\_\_\_ #Ineligible \_\_\_\_\_

I certify that the above accurately represents the secret balloting of the Committee.

Name, Advisory Cmtee Chair:

Signature:

**Note: In the following sections please include by race and gender the numbers of faculty Eligible (E) to serve in the tenure recommendation and the number of faculty who actually Served (S).**

**Vote of the Departmental Tenured Faculty.** Please **attach a list** of the names of all tenured faculty members eligible to vote, including rank and department (faculty are not required to sign their names).

	American Indian or Alaskan Native		Asian or Pacific Islander		Black, not Hispanic		Hispanic		White, not Hispanic		Total	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
E												
S												

#Grant            #Defer            #Deny            #Abstain            #Absent            #Ineligible

I certify that the above accurately represents the secret balloting of the tenured faculty.

Name of person conducting vote:

Signature:

Insert Name of Candidate

**Vote of the School Faculty Committee (where applicable).** Please **attach a list** of the names of all Committee Members, including rank and department (Committee members are not required to sign their names).

	American Indian or Alaskan Native		Asian or Pacific Islander		Black, not Hispanic		Hispanic		White, not Hispanic		Total	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
E												
S												

#Grant \_\_\_\_\_ #Defer \_\_\_\_\_ #Deny \_\_\_\_\_ #Abstain \_\_\_\_\_ #Absent \_\_\_\_\_ #Ineligible \_\_\_\_\_

I certify that the above accurately represents the secret balloting of the eligible membership of the College Committee.

Name, School Faculty Chair:

Signature:

**Vote of the College Faculty Committee (where applicable).** Please **attach a list** of the names of all Committee Members, including rank and department (Committee members are not required to sign their names).

	American Indian or Alaskan Native		Asian or Pacific Islander		Black, not Hispanic		Hispanic		White, not Hispanic		Total	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
E												
S												

#Grant \_\_\_\_\_ #Defer \_\_\_\_\_ #Deny \_\_\_\_\_ #Abstain \_\_\_\_\_ #Absent \_\_\_\_\_ #Ineligible \_\_\_\_\_

I certify that the above accurately represents the secret balloting of the tenured faculty of the joint campus review committee.

Name, College Faculty Chair:

Signature:

**RECOMMENDATIONS ON THE CANDIDACY FOR TENURE**

**Department Chair/Director**

- My recommendation is to GRANT tenure for this candidate.  
 My recommendation is to DEFER tenure at this time (applicable only to candidates applying prior to their 6<sup>th</sup> year in tenure-earning status).  
 My recommendation is to DENY tenure for this candidate.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***School Committee Chair***

- My recommendation is to GRANT tenure for this candidate.  
 My recommendation is to DEFER tenure at this time (applicable only to candidates applying prior to their 6<sup>th</sup> year in tenure-earning status).  
 My recommendation is to DENY tenure for this candidate.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***College Committee Chair***

- My recommendation is to GRANT tenure for this candidate.  
 My recommendation is to DEFER tenure at this time (applicable only to candidates applying prior to their 6<sup>th</sup> year in tenure-earning status).  
 My recommendation is to DENY tenure for this candidate.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Regional Chancellor***

- My recommendation is to GRANT tenure for this candidate.  
 My recommendation is to DEFER tenure at this time (applicable only to candidates applying prior to their 6<sup>th</sup> year in tenure-earning status).  
 My recommendation is to DENY tenure for this candidate.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***College Dean***

- My recommendation is to GRANT tenure for this candidate.  
 My recommendation is to DEFER tenure at this time (applicable only to candidates applying prior to their 6<sup>th</sup> year in tenure-earning status).  
 My recommendation is to DENY tenure for this candidate.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STATEMENT OF REVIEW BY CANDIDATE PRIOR TO CONSIDERATION BY THE PROVOST FOR ACADEMIC AFFAIRS**

I have reviewed the ratings and recommendations made on my application and have had the opportunity to enter a statement as provided above.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Signing indicates only review of the document(s) involved in my nomination. It does not imply consent, approval or agreement.

<p><b>PROVOST FOR ACADEMIC AFFAIRS</b></p> <p><input type="checkbox"/> My recommendation is to GRANT tenure for this candidate.</p> <p><input type="checkbox"/> My recommendation is to DEFER tenure at this time (applicable only to candidates applying prior to their 6<sup>th</sup> year in tenure-earning status).</p> <p><input type="checkbox"/> My recommendation is to DENY tenure for this candidate.</p> <p>Name: _____ Signature: _____ Date: _____</p>
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**COMPLETE THIS SECTION FOR PROMOTION RECOMMENDATION**

**XI. PROMOTION RECOMMENDATION**

The University has established minimum criteria for tenure and promotion as follows. Tenure and promotion in the professional ranks will be granted only to persons of significant achievement, especially in teaching, research/creative activity and service. As a minimum standard for tenure and/or promotion, there must be evidence of strong performance in both teaching and scholarship and outstanding achievement in at least one of these areas. Academic units in which public/professional service receives significant prominence may so recognize service contributions within unit guidelines. [NOTE: **Tenure and promotion from Assistant Professor to Associate Professor must be recommended jointly.** That is, a candidate who is recommended for tenure must be recommended for promotion from Assistant Professor to Associate Professor and vice versa. A candidate who is not recommended for tenure cannot be recommended for promotion from Assistant Professor to Associate Professor and vice versa.]

**Note: In each section please include by race and gender the numbers of faculty Eligible (E) to serve in the promotion recommendation and the number of faculty who actually Served (S).**

**Vote of the Departmental Faculty Committee.** Please **attach a list** of the names of all tenured faculty members eligible to vote, including rank and department (faculty are not required to sign their names).

	American Indian or Alaskan Native		Asian or Pacific Islander		Black, not Hispanic		Hispanic		White, not Hispanic		Total	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
E												
S												

#Grant \_\_\_\_\_ #Deny \_\_\_\_\_ #Abstain \_\_\_\_\_ #Absent \_\_\_\_\_ #Ineligible \_\_\_\_\_

I certify that the above accurately represents the secret balloting of the faculty.

Name, Dept. Faculty Cmte Chair: \_\_\_\_\_ Signature: \_\_\_\_\_

**Vote of the School Faculty Committee (where applicable).** Please **attach a list** of the names of all Committee Members, including rank and department (Committee members are not required to sign their names).

	American Indian or Alaskan Native		Asian or Pacific Islander		Black, not Hispanic		Hispanic		White, not Hispanic		Total	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
E												
S												

#Grant \_\_\_\_\_ #Defer \_\_\_\_\_ #Deny \_\_\_\_\_ #Abstain \_\_\_\_\_ #Absent \_\_\_\_\_ #Ineligible \_\_\_\_\_

I certify that the above accurately represents the secret balloting of the eligible membership of the College Committee.

Name, School Faculty Chair: \_\_\_\_\_ Signature: \_\_\_\_\_

**Vote of the College Committee (where applicable).** Please attach a list of the names of all Committee Members, including rank and department (Committee members are not required to sign their names).

	American Indian or Alaskan Native		Asian or Pacific Islander		Black, not Hispanic		Hispanic		White, not Hispanic		Total	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
E												
S												

#Grant \_\_\_\_\_ #Defer \_\_\_\_\_ #Deny \_\_\_\_\_ #Abstain \_\_\_\_\_ #Absent \_\_\_\_\_ #Ineligible \_\_\_\_\_

I certify that the above accurately represents the secret balloting of the tenured faculty of the joint campus review committee.

Name, College Faculty Chair: \_\_\_\_\_ Signature: \_\_\_\_\_

**RECOMMENDATIONS ON THE CANDIDACY FOR PROMOTION**

**Department Chair/Director**

- My recommendation is to GRANT tenure for this candidate.
- My recommendation is to DEFER tenure at this time (applicable only to candidates applying prior to their 6<sup>th</sup> year in tenure-earning status).
- My recommendation is to DENY tenure for this candidate.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***School Committee Chair***

- My recommendation is to GRANT tenure for this candidate.
- My recommendation is to DEFER tenure at this time (applicable only to candidates applying prior to their 6<sup>th</sup> year in tenure-earning status).
- My recommendation is to DENY tenure for this candidate.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***College Committee Chair***

- My recommendation is to GRANT tenure for this candidate.
- My recommendation is to DEFER tenure at this time (applicable only to candidates applying prior to their 6<sup>th</sup> year in tenure-earning status).
- My recommendation is to DENY tenure for this candidate.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Regional Chancellor***

- My recommendation is to GRANT tenure for this candidate.
- My recommendation is to DEFER tenure at this time (applicable only to candidates applying prior to their 6<sup>th</sup> year in tenure-earning status).
- My recommendation is to DENY tenure for this candidate.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***College Dean***

- My recommendation is to GRANT tenure for this candidate.
- My recommendation is to DEFER tenure at this time (applicable only to candidates applying prior to their 6<sup>th</sup> year in tenure-earning status).
- My recommendation is to DENY tenure for this candidate.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STATEMENT OF REVIEW BY CANDIDATE PRIOR TO CONSIDERATION BY THE PROVOST FOR ACADEMIC AFFAIRS.**

I have reviewed the ratings and recommendations made on my application and have had the opportunity to enter a statement as provided above.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Signing indicates only review of the document(s) involved in my nomination. It does not imply consent, approval or agreement.

**PROVOST FOR ACADEMIC AFFAIRS**

\_\_\_\_ My recommendation is to GRANT promotion for this candidate.

\_\_\_\_ My recommendation is to DENY promotion at this time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **XII. AMENDMENTS**

This section is for additional information that is submitted at any time by the candidate after the review process has begun. However, if a committee/chair/dean has already reviewed the application, there is no obligation that the application must be returned to the individual or body for an additional review. The date the materials are added to the file must be noted.

**XIII. CV (insert here)**

The CV should be complete with all publications / creative activity listed.