

Promotion and Tenure Criteria and Procedures

*College of Marine Science
University of South Florida
St. Petersburg, FL 33701*

*Originally Adopted on December 3, 1999**

Introduction

These promotion and tenure criteria are to provide and define additional standards for members of the College of Marine Science (CMS) for three purposes: (1) to assist faculty members applying for tenure and promotion in the CMS to determine how they will be judged, (2) to assist members of the CMS Promotion and Tenure Committee in making those judgments, and (3) to assist the Provost in determining how certain decisions and judgments were made by the CMS Promotion and Tenure Committee.

These criteria have been accepted by written acclamation of the CMS Promotion and Tenure Committee (see below). The standards described herein have to be met by the CMS applicants unless there are clearly stated mitigating circumstances in the applicant's file as to why certain standards have not been met.

These CMS criteria are meant to augment standards set forth in the University of South Florida Guidelines for Tenure and Promotion dated August 7, 1998 (Appendix 2). Both the USF and CMS promotion and tenure documents must be read to understand the complete process.

*Adopted when Marine Science was a Department. All references to the Department of Marine Science (DMS) have been changed to the College of Marine Science (CMS) as of September 5, 2000. References to the College of Arts and Sciences (our former College) have been deleted.

These criteria and procedures were approved by the USF Provost's Office on September 6, 2000 (Appendix 1). The UFF Collective Bargaining Agreement provides that faculty serving three years under the old guidelines are entitled to consideration for tenure under those guidelines unless they request otherwise.

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CMS Mission and Standards

The College of Marine Science is a graduate research program with a formally purpose stated in its mission statement (Appendix 3). The three elements of its mission and the expectations of the CMS faculty are briefly discussed below:

1. Research: Primary emphasis is placed on each CMS faculty member developing and maintaining a research program meeting the highest scientific standards at the national and international level. Such a program is defined as having external support and the results published in respected, peer-reviewed journals in the candidate's field of scientific research and in presentations at national and international meetings. Additional evidence of a research program include graduate students, post-doctoral associates, technicians, visiting researchers, and a well maintained, fully-functioning laboratory facility of some type as well as participation in field work and research cruises.

2. Teaching: The inclusion of graduate students within this mission is essential. Their training and education is an integral part of the discovery of new knowledge. It is required of faculty members that graduate students receive their degrees, but also participate in the publishing process as senior or junior authors. The CMS also expects graduate students of faculty members to participate in scientific meetings by presenting their results. We recognize that mentoring of graduate students in the laboratory, out at sea on a research vessel, or in the field is a labor-intensive form of teaching.

The CMS expects its faculty members to teach the highest caliber graduate level courses in their specialty and to participate in teaching of the core course of their specialty. CMS faculty members may define their own formal course-teaching load vis a vis their research responsibilities. However, at least on average one specialty course is expected to be taught/per year.

3. Service: The CMS expects its faculty members to participate in service-related functions that represent the University at the highest levels of science nationally and internationally. The CMS expects its members to participate in communicating science and marine science/oceanography in particular to the lay community in the form of public service.

For further information, please refer to the CMS Mission Statement. In view of this mission we define the following criteria for tenure and promotion to associate professor:

First and foremost, CMS faculty candidates for tenure and promotion to associate professor have to establish an *outstanding*, productive research program, which actively includes graduate students.

Only under extraordinary circumstances will a candidate for tenure, or for promotion to Associate Professor with tenure, be considered if the candidate has not graduated at least one graduate student.

Second, CMS candidates for tenure and promotion to associate professor must have demonstrated a teaching activity that is rated as at least *strong*. We define teaching to include all aspects of formal (classroom; laboratory training) and informal (office tutorial, hallway discussions, work at sea, co-attendance at meetings, etc.) interaction with students. We recognize that the teaching function is intimately tied to the research function, and that it may be difficult to evaluate one independently from the other. Therefore, evaluating teaching assumes many facets beyond the forms filled out by students at the end of each course taught. Many factors such as number of students graduated, where those students were placed after graduation, number of student presentations and publications, number of student committees served not as chair, and number of student fellowships awarded all should be considered in evaluation teaching effectiveness.

Third, the CMS adopts the same standards for service as written in the University's Guidelines for Tenure and Promotion dated August 7, 1998. However, it is important for faculty members of CMS to be invited to serve on high profile national and international panels and committees.

For promotion to the rank of professor, the CMS adopts the criteria stated in the University's Guidelines for Tenure and Promotion dated August 7, 1998.

Definition of the CMS Promotion and Tenure Committee

All of the tenured professors of the CMS constitute the CMS Promotion and Tenure Committee. The Dean of the CMS appoints the Chair of the Committee. Committee business (e.g., setting rules of discussion, not voting on a candidate's file) requires a majority quorum of the entire Committee to be present. Any motions presented (not pertaining to direct review of an applicant's file) to the Committee must pass with a majority *of those present* approving.

There is the following exclusion--for Promotion to Full Professor

Those tenured members of the CMS who have the rank of Professor constitute the Committee to review the files of applicant who request promotion to Professor. Tenured associate professors cannot vote on a request for promotion to Professor. Associate professors, however, may participate in the discussion prior to voting.

Procedure

The applicant prepares the appropriate file in conjunction with the CMS Dean under University guidelines. Once the file is complete and ready for review, the Chair of the CMS Promotion and Tenure Committee reviews the file for completeness and notifies members of the Committee that the file is ready for their review. Members of the Committee must read the entire file and sign a sheet stating that they have done so. In the case of incapacitated Committee members, the Committee Chair may make arrangements for the candidate's file to be delivered to the Committee member for review and for an absentee ballot to be cast and counted at the appropriate time. Committee members should not vote if they have not read the file.

Once this sheet has been completed (disregarding sick, injured members who cannot get to the file or members who are away for some duration, i.e. sabbatical), the Committee Chair sets a time/date/place for the Committee to meet. The Committee Chair invites a Committee member to act as an advocate for the candidate. Most logically, this should be the candidate's mentor. The advocate will prepare and deliver an oral summary

of the applicant's achievements and state why the applicant's request for promotion/tenure should be granted.

Before the assembled members of the Committee, the Committee Chair reviews the University Guidelines for Promotion and Tenure as well as the provisions of the Collective Bargaining Agreement. These Guidelines should be available at the Committee meeting. The candidate's file will be available at this meeting. The Committee Chair sets forth the procedures and answers questions about the procedures. Then the candidate's advocate begins his/her statement. Once the advocate has finished, the floor is open for discussion/debate of the applicant's file. Members of the Committee are reminded of the confidential nature of these discussions.

The discussion and voting procedure are spread over two days, not necessarily in direct succession, but should not be separated by more than 10 days. No voting is to take place on the first day, even if the discussion is brief and seemingly non-controversial. The purpose is to provide a time of reflection and the chance to add different perspectives on the second day of discussion.

Voting is done by secret written ballot; the voting options are: (1) to grant tenure, (2) to deny tenure, (3) to defer tenure (not an option in the 6th year), and (4) to abstain. Each request (for tenure and for promotion) is voted on separately. Absentee voting is permitted as long as it is arranged with the Committee Chair prior to formal deliberations on a candidate. Signed absentee letters from Committee Members may be sent to the Committee Chair to be read before the Committee.

The results are announced to the Committee. The Committee Chair or the CMS Dean may relay the results to the candidate.

In order for the Committee Chair to complete his/her duties, members of the Committee are asked to fill out a form rating teaching, service, research, and overall effectiveness and asking for statements justifying these ratings. The Committee Chair will use these forms to complete his/her written statement for the applicant's file. The Committee Chair must write a balanced summary reflecting the majority and minority views expressed. Once this statement is completed, the file is then given to the CMS Dean for review.

If any documentation is presented to the CMS Dean and the Committee Chair before the file is presented to the Provost, they will determine if the Committee must re-review the candidate's promotion/tenure request. If such a re-review is deemed necessary by either one of these two individuals, the Committee can then decide to: (1) re-vote, or (2) do nothing. Any additional information submitted by the candidate will be placed in the amendment section of the tenure and promotion application. Any material added to the application by any source other than the candidate must be added in compliance with the provisions of the Collective Bargaining Agreement Articles 14 and 15. To conduct this business, a quorum of the Committee is required to be present and motions have to pass by a simple majority of those present.

External Letters

The CMS requires six letters from external reviewers who are expert in the candidate's field of expertise.

Mentoring

Within the first 6 months from the faculty appointment date, the Dean of CMS will appoint a member of the CMS Promotion and Tenure Committee to act as a faculty mentor for untenured assistant or associate professors. The mentor's duties are to interact periodically with the candidate to provide advice, encouragement, and honest assessment on how the candidate is progressing toward tenure and promotion. No documentation of these interactions is required. Soon after the faculty committee and the CMS Dean have written the result of each annual review, it is appropriate for the mentor and the candidate to discuss these results. It is also appropriate for the mentor and the CMS Dean to discuss the annual progress of the candidate as well.

Revising the CMS Promotion and Tenure Criteria and Procedures

This document may be revised by two-thirds vote of the CMS Promotion and Tenure Committee. Such changes must be sent to the Provost's Office for final approval before implementation.

Signatures of the CMS Promotion and Tenure Committee

We, the undersigned, agree that these criteria and procedures govern the promotion and tenure activity of the College of Marine Science.

Peter Betzer_____

Norman Blake_____

Robert Byrne_____

Kendall Carder_____

Paula Coble_____

Larry Doyle_____

Kent Fanning_____

Boris Galperin_____

Pamela Hallock_____

Albert Hine_____

Mark Luther_____

Frank Muller-Karger_____

David Naar_____

John Paul_____

Terry Quinn_____

Joan Rose_____

Jose Torres_____

Edward Van Vleet_____

Gabriel Vargo_____

John Walsh_____

Robert Weisberg_____