

Á

Article I The Faculty

A.Á **Preface:** The School of Geosciences recognizes the principles of equity of assignment, resources and opportunities of faculty across a multi campus university.

B.Á Membership

1.Á The voting membership of the Faculty shall consist of: all full time tenured and tenure earning Assistant/Associate/Full Professors; all full time Instructors; all full time Research Associates, and all full time Research Assistant/Associate/Full Professors. The Faculty shall include all members on all USF campuses with at least 50% of their appointment administered by the School.

2.Á The voting members of the Faculty shall have full voting rights except as specified elsewhere in this Article.

3.Á Voting members on sabbatical or leave from the School shall retain voting privileges on: the election of the Chair; the removal of the Chair; amendments to the governance document; if of suitable rank, on tenure and promotion decisions; and on other issues, if present at a regu

resea

ity shall be exte

3.Á faculty appointments.

C.Á Faculty Meetings

1.Á The Chair shall convene Faculty Meetings at least twice a year. The agenda for these meetings will be circulated to the Faculty at least one week in advance of the scheduled meeting. Items not on the initial agenda may still be raised during these meetings.

a.Á As required, remote attendance at faculty meetings shall be permitted for all faculty not physically present on the site through videoconferencing and/or teleconferencing.

i.Á Votes on motions at faculty meetings shall be taken electronically, depending on the nature of the matter.

2.Á The Chair shall call a special Faculty Meeting upon request from the Faculty (FAC) or any of the School's Committees. Individual members may make a request to the FAC or one of the School's Committees. The request shall be considered in terms of the matter's urgency. Special Faculty Meetings should be held as soon as possible.

within two weeks of such

requests. The agenda for these meetings will be circulated to the Faculty at least one week in advance of the scheduled meeting. Items not on the initial agendas may still be raised during these meetings.

3.Á Faculty Meetings may be attended by all voting members of the Faculty, all non voting members of the Faculty, and up to two doctoral graduate students formally selected by the graduate students to serve as student representatives.

Á

D.Á New Recruitment

1.Á The School shall develop and main

Á

Faculty and the College and University. The Chair advocates the School's needs and promotes policies that would advance the School, College, and University. The Chair shall also represent the School outside the University.

B.Á Selection

- 1.Á The Chair is named by the College Dean, with input from the Faculty vote. The Chair must be a tenured Faculty member of the School.
- 2.Á When the Chair's position becomes vacant or a vacancy is imminent, the Faculty shall express to the College Dean their preference for an internal or external search by voting in a Faculty Meeting called for that purpose. The Chair of the FAC shall chair this meeting and forward the results of the vote to the College Dean, who will then decide on whether an internal or external search will be conducted.
 - a)Á Procedure for Internal Search: All tenured Faculty are eligible to be Chair (subject to appropriate state guidelines on nepotism). The FAC will accept nominations from interested internal candidates and shall present the list of candidates to the Faculty at a Faculty Meeting called for this purpose. With the approval of the Faculty, the FAC may establish a vetting process for interested candidates. Each Faculty member will vote, by ballot, for the candidate of their choice. The FAC will provide the names of the candidates and a record of the Faculty vote to the College Dean.
 - b)Á Procedure for External Search: A Search Committee shall be formed of five Faculty members elected by the Faculty and one additional member appointed by the College Dean. Candidates for the position shall be ineligible to serve on the Search Committee. The Search Committee shall elect its own Chair. The Search Committee shall advertise the position in consultation with the Faculty and with the approval of the Dean. Application materials for all applicants shall be made available for Faculty review during the progress of the search. Eligible internal candidates may also apply. The Search Committee will submit to the Faculty a recommended ranking of the candidates. The Faculty will then debate the recommended ranking and may either approve or change the ranking by a simple majority vote. After Faculty approval, the short list will be forwarded to the College Dean. The Search Committee shall arrange for the candidate interviews with the approval of the College Dean. The Search Committee will follow all applicable College and University recruiting guidelines. After the conclusion of the interviews, a Faculty Meeting will be held for discussion, followed by a vote, by ballot, on all the candi

Á

C.Á Term of Office

1.Á

Á

- h)Á transmit College and University guidelines to the Faculty as soon as possible upon receipt of such information by the School;
- i)Á prepare and transmit School recommendations on promotion and tenure, in consultation with the FAC and FEC;
- j)Á supervise and evaluate School staff, in consultation with the Associate Chairs, the FEC, and the Chairs of the Standing Committees;
- k)Á allocate all School funds, space and staff services;
- l)Á coordinate external reviews of the School;
- m)Á make appointments to School committees in consultation with the Associate Chairs and the FAC, seeking broad representation of the interests and experience of the Faculty, consistent with the purpose for which the Committees are established;
- n)Á nominate ad hoc committees in consultation with the Associate C

Á

- 1.Á The Associate Chairs/Directors (throughout this document: Associate Chair) play a supporting role to the Chair. The Associate Chair may represent the Chair externally when the Chair has scheduling conflicts and may also assume the day to day responsibilities of the Chair when the Chair is unavailable for short periods of time, such as those required by normal travel. An Associate Chair may have primary coordinating responsibilities on USF branch campuses. Associate Chairs will take leading roles in course scheduling, curriculum and program matters, and student issues.

B.Á Selection and Term of Office

1.Á

Á

- d)Á handle undergraduate and graduate student issues, in consultation with the Chair;
- e)Á oversee the timely submission and review of all School programmatic assessment data, in close cooperation with the Graduate and Undergraduate Committees; and
- f)Á assume such responsibilities and duties of the Chair, as University regulations allow, when the Chair is unavailable to undertake such responsibilities or duties.

E.Á Removal

- 1.Á An Associate Chair may be removed by the Chair.
- 2.Á The Faculty may recommend to the Chair the removal of the Associate Chair. Individual Faculty can request removal by making a request to the FAC. The FAC will consider the merits of such requests, and may bring the request to the full Faculty for discussion and a vote. Voting shall be by secret ballot and shall be administered by the FAC. Results of the vote shall be forwarded by the FAC to the Chair.

Article IV The Faculty Advisory Committee

A.Á Membership/Selection

- 1.Á The FAC shall consist of seven Faculty.
 - a.Á At least five FAC members shall be at the rank of Associate and Full Professor, with at least two members at each rank.
 - b.Á Instructors and Research Faculty may become members of the FAC, but representation on the FAC from these categories of faculty, while encouraged, is not required.
 - c.Á Faculty from the St. Petersburg and/or Sarasota Manatee campuses may become members of the FAC, but representation from these campuses, while encouraged, is not required.
- 2.Á The FAC shall not consist of more than five faculty from any one of the School's programs.
- 3.Á The Chair and the Associate Chair shall not be eligible for membership on the FAC.
- 4.Á Faculty on sabbatical or leave will not be eligible to serve on the FAC for the term of the sabbatical or leave. FAC members taking sabbatical or leave will be replaced on the FAC for the terms of their leave. Such replacement will be by a vote administered by the FAC, as described below.
- 5.Á Members of the FAC shall be elected by the Faculty to serve for terms of three years. Terms shall be staggered so there are at least two openings 2 A h e meansby which this in is establis ed when e FAC is inotially consti uted A cretion of the elect ons shall b administered by t e FA! A A

Á

- 8.Á The FAC shall elect from its membership a Chair to serve during the upcoming year. At his/her request, the Chair of the FAC may be relieved of any other School level service and/or administrative duties.
- 9.Á If a member of the FAC is unable to complete his/her term, then a special election shall be held and a new member shall be elected by the Faculty to serve for the remainder of the departing member's term.
- 10.Á All elections shall be called and supervised by the sitting Chair of the FAC. Elections shall begin with a request for self nominations and proceed with a secret ballot. Ties shall be broken by the sitting Chair of the FAC.
- 11.Á All elections, be they normal or special, shall conform to all requirements established herein.

B.Á Duties

- 1.Á The FAC shall meet to discuss and make recommendations on matters requested by the Chair and to discuss and make recommendations on matters that have been specifically brought to the attention of the FAC by the Faculty.
- 2.Á The FAC also may meet to advise the Chair on any aspect of School administration, including governance and policy, recruitment and retention, assigned duties, budget allocations, and future planning.
- 3.Á If necessary and as a part of its previously listed duties, the FAC may call for the Chair to hold Faculty meetings, and may itself call a faculty meeting to review, evaluate, or select the Chair.

Á

Article VI The Standing Committees

A.Á Introduction

- 1.Á The Standing Committees shall be: (a) The Graduate Committee, (b) The Undergraduate Committee, and (c) The Technology Committee; and (d) the Communication Task Force.
- 2.Á Standing Committees shall be annually appointed by the Chair in consultation with the Associate Chair and the FAC, and with the agreement of those selected to serve.

B.Á The Graduate Committee

- 1.Á The Graduate Committee shall be a single committee composed of two subcommittees, one for each of the two program areas within the School.
- 2.Á The Associate Chair shall be the Chair of the Graduate Committee.
- 3.Á There shall be a Graduate Program Director for each of the two

Á

d)Á act on all graduate student applications; and

e)Á review applications for and recommend appointments to graduate assistantships;

f)Á review all applications for and make recommendations for College and University fellowships.

7)Á take responsibility for updating the graduate handbook and making sure all new program policies are updated on the School website;

a)Á review credentialing of graduate Faculty; and

b)Á compile and review graduate assessment data and degree productivity data in consideration of program improvement, as per University accrediting requirements.

C.Á The Undergraduate Committee

1.Á The Undergraduate Committee shall be a single committee composed of two subcommittees, one for each of the two program areas within the School.

2.Á The Associate Chair shall be the Chair of the Undergraduate Committee.

3.Á There shall be two Undergraduate Program Directors, one for each of the two program areas in the School. The Undergraduate Program Directors will be appointed by the Chair, who will select from among the Faculty whose undergraduate teaching falls primarily within each program.

4.Á Each subcommittee will consist of an Undergraduate Program Director, who will serve as the Chair of the subcommittee, and at least three additional Faculty of any rank, all of whom teach primarily within the program represented by the subcommittee. Faculty from St. Petersburg and Sarasota/Manatee should be represented on the subcommittee of any Geoscience undergraduate program offered on their campuses.

5.Á The Undergraduate Committee will

Á

e)Á recommend procedures for conducting and supervising undergraduate advising, and coordinating with the College Advising Center;

f)Á review credentialing of u A A

Á

d)Á respond, as it deems appropriate, to facilities related issues raised by School of Geosciences faculty.

E.Á The Communications Committee

- 1.Á The Communications Committee shall be comprised of the School of Geosciences Academic Services Administrator, who shall serve as Chair; other necessary Geosciences staff, and faculty from any disciplinary area in the School of Geosciences who are involved in communication and outreach/marketing activities on behalf of the School.
- 2.Á Ex Officio members of the Communications Committee will include the School Chair/Director, and a representative from the School's Alumni Society.
- 3.Á The Communications Committee will identify from its membership individuals to serve on any School and College level committees or task forces related to external communications and marketing.
- 4.Á The Communications Committee shall meet as a whole at least two times in the Fall and Spring semesters, and more frequently if determined by the Chair of the Communications Task Force.
- 5.Á The Communications Committee will:
 - a.

Á

- a.Á For tenure and promotion applications from a USF branch campus, at least one committee member must be selected from that campus if there are faculty of suitable rank.
 - b.Á The Tenure and Promotion Committee shall elect its own Chair.
 - c.Á The Tenure and Promotion Committee will review applications per the guidelines in the School of Geosciences Tenure and Promotion document, and provide its recommendations to the tenured faculty for a vote to grant or deny tenure and promotion.
- 2.Á For applications for promotion to Professor, the Chair will appoint a committee comprising all the Professors in the School of Geosciences.
- a.Á The Chair will identify one Professor to chair the Promotion Committee.
 - b.Á The Promotion Committee will review the applications of all candidates for Promotion to Professor following the guidelines in the School of Geosciences Tenure and Promotion Document, and will conduct a blind vote on each applicant for or against recommending promotion.

Artide VIII Ad Hoc Committees

- A.Á The Chair may appoint ad hoc committees in consultation with the FAC or the Faculty as the need arises.

Artide IX ProcEDURE

- A.Á The arbiter of procedure for all Faculty and Committee meetings shall be Robert's Rules of Order. A

Á

Article X Consistency with Laws and Regulations

A.Á The preceding statements shall not be construed in any manner so as to conflict with the Laws of the State of Florida, the Policies of the Board of Regents, theE s

**Faculty Review Guidelines
School of Geosciences
Adopted 1 December 2023**

Every year, a Faculty Evaluation Committee (FEC) provides feedback on an individual's academic progress in the School. While past FECs have striven to be as fair as possible, it is especially challenging in a school as diverse as Geosciences,

- x failure to submit any evidence of research activity during review year or prior year
- x failure to complete annual review

* Notes:

1. A paper is defined as a peer-reviewed article in a recognized open-literature journal. A book chapter may qualify if it can be demonstrated that it is peer-reviewed, and is considered a significant contribution. Conference papers in general do not count. However, in certain fields, conference papers are peer-reviewed and maybe published in a Proceedings volume. If there is evidence of peer-review, Proceedings papers may be counted as half of a regular journal paper.
2. These are guidelines. The committee will work to evaluate the quality of research products, depth of involvement and related intangibles to refine ratings. These thresholds are intended to provide the basic criteria and must align with an

Minimum for Strong rating (4)

- x Successfully completed assigned teaching duties in undergraduate courses, graduate courses, and graduate student advising without adverse evaluations or other problems.

Minimum for Satisfactory (3)

- x Completed assigned teaching duties in undergraduate courses, graduate courses, or graduate student advising but with some minor problems.

Minimum for Weak (2): one of the following

- x Completed assigned teaching duties in undergraduate courses, graduate courses, or graduate student advising but with major problems.
- x Partially completed assigned teaching duties in undergraduate courses, graduate courses, or graduate student advising

Unsatisfactory (1): one of the following

- x Failure to complete assigned teaching duties in undergraduate courses, graduate courses, or graduate student advising
- x Failure to complete annual review

* Notes:

1. These are guidelines. The committee will work to evaluate the quality of teaching, depth of involvement and related intangibles to refine ratings. These thresholds are intended to provide the basic criteria and must align with an individual's assignment. A rating of outstanding does not imply progress is sufficient for tenure, or promotion. This will be addressed in a summary statement to the committee's best ability.

2. The FEC acknowledges that student evaluations can be biased based on gender, race, and other categories, and will consider that when evaluating any student

1. T2 (o)3 (l2 (e)T0 Tc p(oM (es)id(s)nd(s)id(s)mum(e,16al(s)2-1 (es)2 02 Tw [q]-O (n a s)2 (u)4 (m)4 (

