

OFFICE OF THE GENERAL COUNSEL: USF REGULATIONS

NOTICE: REGULATIONS PROPOSED FOR REPEAL DATE: FEBRUARY 9, 2009

Regulation No: 3.003 Regulation No: 3.004	University Requirements for Promotion University Requirements for Tenure
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Summary

The Florida Board of Governors Regulation Development Procedure calls for a university to monitor the effects of new regulations and periodically review existing regulations to ensure they are current and consistent. Therefore, USF proposes to repeal obsolete Regulations 3.003-University Requirements for Faculty Promotion and 3.004-University Requirements for Tenure which were superseded in 2003 by Regulations 10.105-Faculty Tenure and 10.106-Faculty Promotion and Change in Assignment.

Faculty tenure and promotion processes are primarily controlled by faculty personnel regulations (*10.105-Faculty Tenure and 10.106-Faculty Promotion and Change in Assignment*). In addition, Articles 14 and 15 of the USF/UFF Collective Bargaining Agreement are applicable to faculty in the Bargaining Unit.

Concurrently, regulations ([10.105 AND 10.106](#)) will be amended to state that USF has established and published guidelines and criteria for faculty tenure and promotion.

Proposed repeal of Regulations, 3.003 and 3.004, will be taken to the February 26, 2009 Academics & Campus Environment workgroup for approval and to the March 19, 2009 full Board of Trustees for repeal.

(End of Summary/Complete text of regulations to be repealed follows)

For **Repeal**: 3.003 University Requirements for Faculty Promotion.

The teaching and research faculty holding the academic ranks of Instructor, Assistant Professor, and Associate Professor may be promoted to the next higher academic rank. If approved, the promotion usually will become effective at the beginning of the contractual period of the next academic year. The procedure for this promotion is as follows:

- (1) The University shall establish and publish guidelines and criteria for faculty promotion.
- (2) The University shall maintain and use a Tenure/Promotion Application Packet USF #TP91.003, eff. 4/92 incorporated by reference herein, that shall call for and accommodate data required by the University for the evaluation of faculty eligible for promotion. These data shall be used by University of South Florida administrators, including chairpersons and deans, and by University of South Florida faculty involved in peer evaluation pertaining to the evaluation of the performance of assigned duties of the faculty member involved.

(3) Each college/campus/unit shall establish and publish guidelines and criteria, based on the University guidelines and criteria approved by the Provost/Vice President for Academic Affairs for faculty promotion. These guidelines and criteria shall include all information/procedures needed for the University evaluation but are not limited to them. Additional criteria suited to the goals and missions of the academic unit(s) may be added.

(4) Promotion applications shall originate with the candidate who, with the assistance of the department/program/division administrator, shall have the responsibility for the completion of the promotion form. The completed form shall be forwarded to the dean of the appropriate college and, if applicable, the dean of the appropriate campus; the college dean's and, if applicable, the campus dean's recommendations shall be added and the form forwarded to the Provost/Vice President for Academic Affairs for further review and evaluation. Positive recommendations by the Provost/Vice President for Academic Affairs shall be submitted to the President for final action.

(5) Each faculty member considered for promotion by the Provost/Vice President for Academic Affairs shall be notified in writing of the final action taken by the Provost/Vice President for Academic Affairs regarding the promotion of that faculty member.

Specific Authority 240.202, 240.227(1) FS. Law Implemented 120.53(1)(a), 240.202, 240.227(1), (5), 240.245(1) FS. History—New 10-6-75, Formerly 6C4-3.03, Amended 5-26-92.

For Repeal: 3.004 University Requirements for Tenure.

(1) University Procedures – The University shall establish and publish guidelines for the evaluation of tenure-eligible faculty that follow the evaluation standards established by the BOR regulations but may impose additional standards for tenure that fit the goals and mission of the University and do not contradict the BOR regulations.

(2) Department/College Procedures – each academic program/department, college, and campus shall establish and publish guidelines and criteria, approved by the Provost/Vice President for Academic Affairs, for the evaluation of faculty eligible for tenure. These guidelines and criteria shall follow those evaluation standards established in the Board of Regents' regulations but may impose additional standards for tenure that fit the goals and missions of the academic area and do not contradict Board of Regents' regulations.

(3) The University shall maintain and use a Tenure/Promotion Application Packet, as incorporated in Rule 6C4-3.003, F.A.C., that shall call for and accommodate data required by the University for the evaluation of faculty eligible for tenure. These data shall be used by University of South Florida administrators, including chairpersons and deans, and by University of South Florida faculty involved in peer evaluations pertaining to recommendations for tenure. Among data required will be information pertaining to the evaluation of the performance of assigned duties of the faculty member involved.

(4) Tenure applications shall originate with the candidate who, with the assistance of the department/program/division administrator, shall have the responsibility for the completion of the tenure form. The completed form shall be forwarded to the dean of the appropriate college and, if applicable, the dean of the appropriate campus; the college dean's and, if applicable, the campus dean's recommendations shall be added and the form forwarded to the Provost/Vice President for Academic Affairs for further review and evaluation. Positive recommendations by the Provost/Vice President for Academic Affairs shall be submitted to the President for final University approval and submission to the Board or Regents for their approval.

(5) Each faculty member considered for tenure by the Provost/Vice President for Academic Affairs shall be notified in writing of the final action taken by the Provost/Vice President for Academic Affairs regarding the tenure status of that faculty member.

(6) Tenure, once granted by the Board of Regents, shall become effective at the beginning of the contractual period of the next academic year.

(7) Evaluative information concerning an employee's performance which is used in promotion and tenure or other evaluative processes shall be confidential and shall not be disclosed except to the evaluated employee, University officials whose duties to supervise or evaluate the employee require access to the records, the President or his/her designee in the discharge of official duties, or pursuant to an order of a court of competent jurisdiction.

Specific Authority 240.202, 240.227(1) FS. Law Implemented 120.53(1)(a), 240.202, 240.227(1), (5), 240.245(1), 240.253 FS. History—New 10-6-75, Formerly 6C4-3.04, Amended 5-26-92, 9-19-93.

AUTHORITY TO REPEAL: Art. IX, Sec. 7, Fla. Constitution and Resolutions issued by the FL Board of Governors.

UNIVERSITY OFFICIAL INITIATING PROPOSED AMENDMENTS: Ralph Wilcox, Provost & Sr. Vice President.

WRITTEN COMMENTS CONCERNING THE REPEAL OF THESE REGULATIONS MAY BE SUBMITTED WITHIN 14 DAYS AFTER THE POSTING DATE OF THIS NOTICE TO:

Dee Brown, Agency Clerk
Office of the General Counsel
University of South Florida System
4202 East Fowler Avenue, Suite ADM 250
Tampa, FL 33620-6250
Phone: (813) 974-7150; FAX: 813-974-5236; E-MAIL: USFLEGAL@ADMIN.USF.EDU