EDUCATIONAL AND PSYCHOLOGICAL STUDIES

FACULTY GOVERNANCE DOCUMENT

Effective Date January 1, 2023

Approved by Faculty Vote 12/17/2021

Department Mission Statement:

Advancing rigorous inquiry and preparing highly qualified, culturally responsive professionals (adopted by a vote of the faculty, January 26, 2015)

Department Chair

Barbara J. Shircliffe

2021 Ad Hoc Committee on Annual Review:

Drs. Lauren Braunstein, Deirdre Cobb-Roberts, Darlene DeMarie, James Hatten, Marcus Kilpatrick, Steve Lang, Sanghoon Park, Nate von der Embse, Jenni Wolgemuth, and Barbara Shircliffe, as Chair.

2020 Governance Committee:

Drs. Candi Ashley, Jose Castillo, Deirdre Cobb-Roberts, Robert Dedrick, Larry Johnston, Sarah Kiefer, Steve Lang, Lisa Lopez, and Sanghoon Park

Faculty Shared Governance

The department's shared governance document is consistent with university guidelines that specify operating procedures in matters of collegial governance at the department level. The department will review, and update procedures as needed. New or revised procedures will be approved with a simple majority vote of the department faculty. All procedures approved by the department will be consistent with applicable law and the Rules, Regulations, and Policies of the University and, as applicable, the Florida Board of Governors, collective bargaining agreement(s) between the University of South Florida Board of Trustees and certified employee bargaining agent(s). Revised department governance documents should be submitted to Faculty Policy Council and College Dean's office for consistency with COEDU and USF Regulations and Policies.

This document represents the consolidated Department of Educational and Psychological Studies (EPS), effective January 1, 2023. This document supersedes any document that was previously published and will govern all three campuses. EPS Department recognizes the principles of equity of assignment, resources, and opportunities of faculty across a multi-campus university.

Article 1. The Faculty of the Department of Educational and Psychological Studies

A. Faculty Membership

The membership of the Department Faculty shall consist of all full-time faculty members on continuing, full-time appointments with the rank of Assistant/Associate/Senior Instructor, Assistant/Associate/Professor of Instruction, and Assistant Professor, Associate Professor or Professor. Faculty members who have an affiliate appointment or courtesy appointment (external to the College of Education) will not have voting rights in EPS. Faculty members who are more than .5 FTE on department budget may have voting rights if approved by majority faculty vote in the program/department. Faculty members who are employed as adjunct faculty, or visiting faculty, regardless of rank, and non-instructional and non-research faculty, as well as emeritus faculty, are not included within this definition of department faculty and therefore cannot vote. "Accreditation requirements apply to both Affiliate and Courtesy faculty members who provide instructional services within the university." (USF Consolidation Academic and Student Success Implementation Handbook, Volume II, January 16, 2020, p. 25).

B. Hiring Faculty

The Department Chair will solicit faculty hiring requests from Program Coordinators. Before making such requests, program faculty shall review program data, and determine the extent to which additional faculty is needed to support programmatic needs and goals, including the number of graduates within a specified timeframe, the number of tenure track and non-tenure track faculty, adjuncts, and graduate assistants teaching courses within the specified timeframe, and the number of students enrolled in departmental offerings, to include degree-seeking and elective-seeking students.

The Department Chair will present to the College Dean requests for faculty positions as justified by data gathered. The College Dean will determine availability of resources for positions requested. The College Dean may prioritize requests based on students' need, availability of resources, and the strategic goals of the University and mission of the College. A request for faculty positions is made by the College Dean to the Provost. If a faculty's home campus will be on a branch campus, the College Dean will consult with the Regional Vice Chancellor prior to making the request to the Provost.

Once the faculty hiring plan has been approved for a department program, the coordinator of each program with an approved hire will recommend (in consultation with program faculty) the chair and

members of the search committee(s) based on USF and college procedures and to ensure diversity of membership. Per USF Consolidation Handbook volume 2: "Regional Chancellors or their designee will serve as a voting member on all search committees for faculty hiring on branch campuses" (p. 21).

    C.   Graduate Faculty and Special Credentialing

The department follows the USF Office of Graduate Studies definition of 'graduate faculty' as "all tenure-track or tenured faculty appointed at the Assistant, Associate, or Professor rank, who holds a terminal degree or equivalent in their discipline." The policy states: "To chair a doctoral level committee, a Graduate Faculty member must engage in current and sustained scholarly, creative, or research activities, such as publications, performances, exhibitions, patents, inventions and research grants" (USF Graduate Catalog, 2019-2020).

To serve on masters, specialist, and doctoral level committees, to direct master's and specialist's level committees, and to co-direct doctoral level committees, Affiliate and Courtesy Faculty must be special credentialed as Affiliate Graduate Faculty by the Department Chair, College Associate Dean for Academic Affairs, and Office of Graduate Studies Dean/Associate Dean. Emeritus Professors and retired or recently resigned professors must also be special credentialed as Affiliate Graduate Faculty.

To request special credentialing for Graduate Faculty, an individual, Major Professor, or Program Area Coordinator submits a Graduate Faculty Credentialing Form and current CV to the Department Chair for review and approval. If approved, the form will be submitted to the office of the College Associate Dean for Academic Affairs for approval.

    D.   Appointment of Affiliate Faculty

Affiliate faculty represent "appointments to a department by an individual who holds another appointment at the university. It is typically not a paid position, though some non-recurring compensation may be provided for specific services rendered" (USF Consolidation Academic and Student Success Implementation Handbook, Volume II, January 16, 2020, p. 25). Affiliate faculty will be listed as affiliate faculty in websites (program, department, College) and recruitment materials. Affiliate faculty (a) may attend and participate in program/department meetings, (b) may be credentialed to serve as a member or co-chair on graduate students' supervisory committees in the affiliated program (as stated above under "Graduate Faculty and Special Credentialing"), and (c) teach in the affiliated program with concurrent approval of the affiliated and home department chairs. Affiliate faculty will not be eligible to: (a) serve on the affiliated department's standing committees, including department annual review and promotion and tenure committees, or (b) vote in the affiliated department's elections and governance decisions.

1. Requests for affiliate faculty appointments may be initiated by an individual seeking an affiliate appointment or by a faculty member nominating an individual. Nominations (including self-nominations) should be made to the Department Chair.
2. When a request comes to the Chair, the Chair will determine the program(s) in closest alignment with the individual's expertise if not designated in request. The identified program(s) will determine the application materials they would like to have the individual submit.
3. The program(s) most closely aligned with the individual's expertise will review the application materials and provide a recommendation to the Chair regarding whether they endorse the individual's application.
4. If the individual seeking an affiliate appointment is endorsed by the program(s), and is supported by the Chair, the Chair of the Department will consult with affiliate faculty member's Supervisor

(typically a Department Chair) to discuss terms of the affiliate status (e.g., teaching in program area), complete an appointment letter/form, and obtain the appropriate signatures.

E. Appointment of Courtesy Faculty

Courtesy Faculty are appointments to individuals who "do not hold a primary position of employment at the university but provide service or connections that are of benefit to the unit in which the appointment is held. The services delivered may or may not be compensated." Moreover, "When appointing individuals as Courtesy faculty, ranked titles may be assigned, but they should be commensurate with expectations of the university associated with the academic credentials of a faculty member at that rank" (USF Consolidation Academic and Student Success Implementation Handbook, Volume II, January 16, 2020, p. 25). Courtesy faculty may be listed as courtesy faculty in websites (program, department, College) and recruitment materials. Courtesy faculty (a) may attend and participate in program/department meetings, (b) may be credentialed to serve as a member on graduate students' supervisory committees in the program (as stated above under "Graduate Faculty and Special Credentialing"), and (c) teach as an adjunct in the program with approval of the program coordinator and department chair. Courtesy faculty will not be eligible to: (a) serve on the department's standing committees, including department annual review and promotion and tenure committees, or (b) vote in the department's elections and governance decisions.

1. Requests for courtesy faculty appointments may be initiated by an individual seeking a courtesy appointment or by a faculty member nominating an individual. Nominations (including self-nominations) should be made to the Department Chair.
2. When a request comes to the Chair, the Chair will determine the program(s) in closest alignment with the individual's expertise. The identified program(s) will determine the application materials they would like to have the individual submit.
3. The program(s) most closely aligned with the individual's expertise will review the application materials and provide a recommendation to the Chair regarding whether they endorse the individual's application.
4. If the individual seeking a courtesy appointment is endorsed by the program(s), the Chair of the Department will complete the Request for Courtesy Faculty Appointment form the USF Department of Human Resources (found at: http://usfweb2.usf.edu/human-resources/pdfs/employment-center/request-courtesy-faculty-appt.pdf).
5. The Chair of the Department will sign the form and forward it to the College Dean along with the paperwork required by Human Resources, which varies depending on whether the individual already has a faculty appointment at USF (see Courtesy Faculty Appointment form).

F. Nomination for Professor Emeritus

1. During the last semester before retirement or anytime thereafter, a faculty member in the Department may be nominated for Emeritus Professor through self-nomination or by another tenured faculty member.
2. Individuals should be nominated based upon their cumulative performance which has resulted in significant contributions over a sustained period of time and a clear plan to continue such significant contributions.
3. The Chair of the Department in consultation with tenured faculty in the nominee's program will determine whether or not to support the recommendation.

4. The program recommendation and Chair statement will be forwarded to the College Dean for support and transmission to the Provost's Office.
5. To serve as a member or co-chair on graduate students' supervisory committees, emeritus professors must also be special credentialed as Affiliate Graduate Faculty (as stated above under "Graduate Faculty and Special Credentialing").

G. Adjunct Faculty Credentialing

Adjunct Faculty Credentialing is conducted by voting faculty in the respective Program Areas. At the request of the Program Area Coordinator, program faculty make recommendations after a review of adjunct faculty curriculum vita and transcripts, as needed. Program Faculty are responsible for ensuring quality by certifying the disciplinary expertise of each adjunct faculty. To teach graduate courses adjunct faculty must possess a doctoral degree, in a field of the teaching assignment, or have a doctoral degree in a related field and at least 18 graduate credit hours in the discipline relevant to the teaching assignment. To teach undergraduate courses, adjunct faculty must possess a master's degree in the field of the teaching assignment or have a master's degree in a related field and at least 18 graduate credits in the discipline relevant to the teaching assignment. To serve as a member or co-chair on graduate students' supervisory committees, adjunct faculty must also be special credentialed as Affiliate Graduate Faculty (as stated above under "Graduate Faculty and Special Credentialing").

To be hired, adjunct faculty must have relevant teaching experience and/or must present evidence of teaching success. College teaching experience is desirable. Doctoral students may be considered for teaching undergraduate level courses and credentialed on an ad hoc basis *in special circumstances*; they will be supervised by a full-time faculty member. The Program Coordinator presents the program's recommendation to appoint an adjunct instructor to the Department Chair for approval. Approved applicants will be processed by the Administrative Specialist through the appropriate USF Human Resources procedures. Adjunct instructors are evaluated annually by the Department Chair in consultation with the Program Area Coordinator in cases of ineffective teaching evaluations.

H. Faculty Responsibilities

The faculty of the Department of Educational and Psychological Studies (EPS) has responsibility for program planning and for curriculum policy development; subject matter and methods of instruction; regular program and course review for continuous improvement; admissions and advising students to support their success; research; faculty recognition; faculty guidelines for annual evaluation of the faculty; and department and college review for tenure and promotion.

Article 2. Department Administration

A. General Faculty Meetings

Department faculty meetings will be convened by the Department Chair at least three times during the academic year (twice during the fall and once during the spring semester) at which time the faculty council representative and chairs of other department, college or university committees will have opportunity to report on their actions. All meetings will have mechanisms (e.g., MS Teams) for remote attendees especially those faculty members from branch campuses. Voting will be electronic and available for three business days following discussions to maximize participation.

The fall meeting will serve as a Department Retreat, in which faculty will engage in goal setting and planning for the year. All department meetings require an agenda, and meeting notes will be distributed

for approval of the faculty at the next department meeting. Once approved all meeting notes are electronically published and shared via the Department Box folder. The Chair, with the faculty, may modify procedures for the orderly operation of the faculty meeting and its committees. Faculty with voting privileges will represent the department on college or university committees.

B. <u>Department Chair</u>

A Department Chair will be appointed by the College Dean, with input from department faculty. The Department Chair shall be tenured and hold rank at the Professor or Associate Professor level in the Department. The College Dean can appoint someone from outside of the department if no one from the department applies for the position who is approved by the College Dean. Additionally, an external search may be made for a chairperson of a department based on the discretion of the College Dean.

C. <u>Department Chair's Responsibilities</u>

The role of the Department Chair is to supervise the operation of department programs to include curriculum, instruction, schedule of courses and faculty assignments, and student success; ensure department governance bylaws are followed; monitor student evaluations of instruction, courses, and programs; provide leadership in student recruitment, advising, and clinical placements; and work with students and faculty on matters of academic complaints and potential grievances in accordance with USF policy. The chair may also perform administrative duties including, but not limited to, approval of student requests, such as petitions, defenses, and Institutional Review Board (IRB) reviews; certification of department payroll; approval of faculty and staff leave and travel authorizations. The Chair provides support for College mission and goals; responds to requests for data related to metrics on College mission and goals; and liaisons with accreditation; respond to requests for data on all accreditation and reporting processes. The chair shall foster a culture of scholarly productivity in the department and complete annual evaluations of faculty and staff. The Chair supervises department staff; manages the department budget; coordinates/participates in faculty hiring and provides guidance and support in tenure and promotion. The Chair develops performance improvement plans, letters of counsel, and termination procedures when warranted. The Chair also coordinates and facilitate faculty meetings, serves on the Chair's Council, and performs other duties as assigned by Associate Deans and College Dean.

The department may also have an Associate Chair, who is College faculty, appointed by the College Dean to assist the chair in carrying out the responsibilities outlined above.

D. <u>EPS Leadership Team</u>

The EPS Leadership Team consists of the Program Area Coordinator (described below) of the programs/areas in the department. Each program/area is responsible for the selection of their Program Area Coordinator. If a faculty member on the St. Petersburg, Sarasota, or Tampa campus is not represented on the Leadership Team, a campus representative is welcomed to serve on EPS Leadership Team. The Chair and Leadership Team will make ongoing decisions within the department (except for hiring/firing, annual review/merit pay, promotion/ tenure), foster coordination and cooperation across programs/campuses, and promote continuous progress toward our departmental, college, and university mission and goals.

EPS Leadership Team meet monthly with the Chair to discuss the departments alignment and contributions to the College and USF alignment with strategic priorities as described above. Minutes of the Leadership Committee will be distributed within a week of each meeting to all faculty. Any faculty

member can request a meeting of the entire faculty to discuss and/or reconsider a decision or issue of the Leadership Team.

The EPS Leadership Team will conduct an annual review of the governance documents with faculty input as needed and in accordance with COEDU Constitution, USF Policies.

E. Program Area Coordinators Responsibilities

Each program will select a Program Area Coordinator (PAC) to be approved by the Department Chair. As indicated above, each Program Area Coordinator will serve on the EPS Leadership Team. The Area Coordinator should hold the rank of Associate/Full Professor, Associate/Professor of Instruction. Assistant Professor and Assistant Professor of Instruction may be considered after three years of continuing service.

The role of the PAC is to work with program faculty to establish program goals and to facilitate the work of the academic program to include assisting the Chair with supervision of the program of instruction, curriculum and scheduling, student recruitment, advising and placement, and with other duties/tasks assigned by the College Dean or Associate Deans. The PAC collaborates with the Chair and Associate Dean of Academic Affairs to implement University, College and Department policies governing student admission, degree matriculation and completion. The PAC collaborates with the Director of Field and Clinical Education to establish appropriate policies and procedures for student placement and appropriate placement for students. The PAC liaisons with the College Office of Continuous Improvement to maintain program assessments in SAMS and respond to data requests for accreditation or other required reporting.

The PAC will meet with the Department Chair at least twice a semester. The PAC will convene a meeting of program faculty at least twice each semester to monitor student data and progress, program curriculum, program requirements, course offerings and scheduling. The PAC ensures that all University policies and deadlines are met for program delivery.

ARTICLE 3. Department Standing Committees

Representatives and vacancies for Department Standing Committees will be determined in the spring semester at the end of the academic year contract for 9-month faculty. Unless otherwise noted, representatives will serve on 2-year terms staggered by programs. See Department Tenure and Promotion Documents for guidelines and procedures for Tenure and Promotion and Instructional Faculty Promotion.

If there is not representation from Sarasota-Manatee, St. Petersburg, and Tampa within the elected members on Department Standing Committees, an eligible faculty from Sarasota-Manatee is welcome to serve as a campus representative. Likewise, if there is not representation from faculty assigned to St. Petersburg within the elected members on Department Standing Committees, an eligible faculty from the St. Petersburg campus is welcome to serve as a campus representative. Likewise, if there is not representation from faculty assigned to Tampa within the elected members on Department Standing Committees, an eligible faculty member is welcome to serve as a campus representative.

Ballots for election at the program level and the department level (in cases of voting for college and university committee) will denote faculty member's service obligations (e.g., EPS Faculty Senate Representative, Department Annual Review Committee) to alert faculty to service loads when electing members.

A. The Department Tenure and Promotion Committee (DT&PC)

DT&PC will make recommendations to the COEDU Tenure and Promotion Committee and the College Dean on matters of tenure and promotion. The Chair of the committee organizes the vote of the tenured faculty for candidates for tenure and promotion and the vote of full professors for candidates for promotion to Full Professor. In addition, the committee will review progress toward Promotion for Associate Professors. Associate Professors may (but are not required to) request a written review of their progress toward promotion. These requests for feedback should be made at a typical midpoint (2-3 years) since appointment/last promotion or before expected application. Those seeking such a review must submit a vita and a brief narrative of their accomplishments related to the criteria for promotion as well as a projection (with timeline) for outcomes related to teaching, research, and service goals from mid-point to anticipated application for promotion. These documents will be submitted to the Chair of the Committee due by the same deadline as formal applications for promotion. Faculty should declare to the Department Chair their attention to submit materials for a mid-point review no later than November 1.

DT&PC Membership: Each program will elect a member to serve on the DT&PC with preference to Full Professors and those members who have not served in the last four years. DT&PC is limited to tenured faculty members who have been appointed within the unit for at least two years. If a faculty member whose home campus is St. Petersburg or Sarasota-Manatee is being considered for Tenure and Promotion, at least one eligible faculty member from the respective campus (if available) should serve on the T&P committee.

Workload: The workload for the committee will take place the fall semester for tenure and promotion to Associate or Full Professor and in the spring semester for Mid Tenure Review for tenure earning candidates. In addition, the committee will provide written feedback to those faculty who submitted materials for a review of their progress toward promotion.

Guidelines: Guidelines for Tenure and Promotion must be informed by the disciplinary norms of a candidate's field and based on the criteria defined in EPS, COEDU and USF T&P Guidelines.

Voting Rights: All tenured faculty may vote on cases for Tenure and Promotion to Associate. All Full Professors may vote on cases for Promotion to Full. Members serving on more than one advisory committee (i.e., Department and College) *must vote at the Department level* on candidates from their home unit rather than at the College level. Faculty serving on the DT&PC must exclude themselves from discussion and voting in cases of conflict of interest.

Chairs, directors, and deans should neither vote nor participate on any tenure and promotion committee. This exclusion applies to assistant and/or associate chairs, directors, and deans when they participate in the tenure and promotion process in support of, or as delegated by chairs, directors, or deans.

Procedures for Electing Members
1. Each program will elect a representative in a manner determined by the program and send the name of the representative during the spring semester at the end of the academic year contract for 9-month faculty. If a faculty member whose home campus is St. Petersburg or Sarasota-Manatee is being considered for Tenure and Promotion, at least one eligible faculty member from the respective campus (if available) should serve on the T&P committee.
2. Terms will be staggered so that 50% of the committee is replaced each year. During the inaugural year, Social Foundations, Instructional Technology, and Educational Psychology will elect a member who will serve on the committee for one year. School Psychology, Exercise Science, and Measurement will select a member who will serve on the committee for two years. Subsequent elections to the committee will be for two-year terms.

3. In general, no faculty member should serve more than 2 consecutive terms on the tenure and promotion committee. In cases where this presents a hardship for the program, exceptions may be approved by the Department chair.
4. If a program selects an associate professor to serve on the tenure and promotion committee, the program will also select an alternate member who holds the rank of professor. If a Department application for promotion to the rank of professor is received during the term of service, the alternate member will represent the program in the committee's evaluation of the candidate for promotion to Full Professor.

Chair of the Department Tenure and Promotion Committee

1. The tenure and promotion committee chair will be elected by members of the tenure and promotion committee.
2. The Chair organizes the vote of the tenured faculty for candidates for tenure and promotion to associate, and of the full professors for candidate for promotion to full professor.

B. Departmental Instructional Faculty Promotion Committee (D-IPC)

The Department Instructional Faculty Promotion Committee (D-IPC) is the department-level faculty advisory committee regarding applications for promotion of faculty appointed within the Instructional Faculty Promotion career path. In addition, the committee will review progress for Promotion for Assistant ad Associate Instructors, Assistant and Associate Professors of Instruction for those who may (but are not required) request a written review of their progress toward Promotion. These requests for feedback should be made at a typical midpoint (2-3 years) since appointment/last promotion or before expected application. Those seeking such a review must submit a vita and a brief narrative of their accomplishments related to the criteria for promotion as well as a projection (with timeline) for outcomes related to teaching, research, and service goals from mid-point to anticipated application for promotion. These documents will be submitted to the Chair of the Committee due by the same deadline as formal applications for promotion. Faculty should declare to the Department Chair their attention to submit materials for a mid-point review no later than November 1.

Guidelines for Instructional Faculty Promotion shall consider the disciplinary norms of the candidate's field adhere to criteria set by the College of Education and USF. The D-IPC will make recommendations to the College-Instructor Promotion Committee (C-IPC) and College Dean. Faculty serving on the D-IPC must exclude themselves from discussion and voting in cases of conflict of interest.

D-IPC Membership: D-IPC include at least (3-5) members among eligible faculty and expected number or applicants, unless it is not possible. Faculty can only make recommendations for those who are at a lower rank. If there is insufficient representation among instructional faculty, then instructional faculty can vote to elect a member among the tenured Full Professors to serve.

Procedures for Electing Members:

1. Instructional faculty will elect eligible faculty (Associate and Senior Instructors; Associate Professor of Instruction, Professor of Instruction).
2. If there is insufficient representation among instructional faculty, then the names of tenured full professors will be included on the Ballot.
3. If a faculty member whose home campus is St. Petersburg or Sarasota-Manatee is being considered for Tenure and Promotion, at least one eligible faculty member from the respective

campus (if available) should serve on the D-IPC. If a faulty member from St. Petersburg or Sarasota-Manatee is elected to serve, there is no need for an additional ad-hoc member.

4. Whenever possible, departmental representatives serving on the C-IPC should not serve on the D-IPC. In cases where a faculty member serves on both the C-IPC and the D-IPC, per university guidelines, individuals serving on more than one committee must vote at the department level but may participate in the discussion of the candidates from other departments during the meeting of the C-IPC Committee.
5. The D-IPC will select the D-IPC Chair who shall be responsible for organizing the work and submitting the committee's written recommendations to the C-IPC and the College Dean, entering the vote of the committee into the promotion application, noting the evaluations made by the D-IPC (e.g., Outstanding, Strong, etc.) and signing the application on behalf of the D-IPC.
6. Regional Chancellors may provide a formal review in promotion cases for non-tenure track faculty members on branch campuses prior to College Dean completing their review.

C. EPS Awards Committee

The Awards Committee is charged with making recommendations for all department awards (both student and faculty) that are limited to department nominations.

One faculty member from each program will serve on the Awards Committee each year. Appointments to the committee will be determined by all faculty members in each program, who will determine their own process for selecting/electing a representative. The same faculty member may not serve consecutive terms except in unusual or unexpected circumstances. In such cases, the Program Coordinator should seek the approval of the Department Chair to deviate from the standard guidelines. During the inaugural year, Social Foundations, Instructional Technology, and Educational Psychology will select a member who will serve on the committee for one year. School Psychology, Exercise Science, and Measurement will select a member who will serve on the committee for two years. Subsequent elections to the committee will be for two-year terms. The goal of staggered appointments is to allow for carryover each year to enhance consistency of the review process.

D. IRB Review Committee

The IRB Committee supports the advancement of research in the department and to ensure compliance with the Institutional Review Board (IRB) guidelines for ethical practice. Approximately one to two faculty members from each program based on research activity including doctoral student projects will serve on the IRB Committee for a three-year term. Members can serve up to two consecutive terms. Special requests for additional consecutive terms should be made to the department chair. During the inaugural year, Measurement, Research, and Evaluation, Social Foundations, and Exercise Science will select a member(s) who will serve on the committee for two years; School Psychology, Educational Psychology, and Instructional Technology will select a member(s) who will serve on the committee for three years. The committee will nominate and select a chair who will monitor the incoming studies for review. The IRB department reviewers provide an important service to the department by facilitating the timely approval of IRB applications. It is the responsibility of major professors to review student IRB submissions before they are submitted to the system.

Article 4. Guidelines for electing EPS Faculty Senate Representative

When Faculty Senate vacancy is announced, the department chair will set a deadline and solicit nominations and self-nominations from eligible faculty across all three campuses. If more than one faculty accept the nomination, the Senator will be elected by a simple majority vote by department faculty

who participate in the election. The elections of representatives will be held by March 31 of each year. Each representative will serve for 3 years, for a maximum of two consecutive terms. USF Faculty Senate guidelines provides a mechanism to ensure multi-campus representation. The COEDU constitution states that one of the four department representatives will provide FPC an update of Faculty Senate Initiatives at the FPC meeting.

Article 5. Curriculum Committees

The faculty of each program constitute the curriculum committee for area. Program faculty are responsible for program review, curriculum revision, new course, and course revision, to maintain high quality programs, promote student success and meet the needs of employers and stakeholders. Program faculty will follow University and College procedures, deadlines, and process for program view, and the submission of program changes, new courses, and course revision.

Article 6. Ad Hoc and New Department Standing Committees

Ad hoc committees may be formed for a specific task or objective or to address a specific issue that is temporary, non-recurring and on a specific timeframe for completion. Such committees are often established in response to calls for information/participation from College or University administration, for accreditation review, or for other tasks that are sporadic in nature. Ad hoc committees generally dissolve after the completion of the task or achievement of the objective.

Generally, a request to establish an Ad Hoc committee comes to the Department Chair. Depending upon the nature of the task or objective, ad hoc committee members can be selected by program faculty or by department faculty; ad hoc committee members can also be appointed by the Department Chair.

If an ad hoc committee serves a sustaining function, it can be made a permanent standing committee by simple majority vote of the faculty.

Article 7. EPS Representatives on College Standing Committees

Ballots for electing representatives on college standing committees will denote faculty member's service obligations (e.g., EPS Faculty Senate Representative, Department Annual Review Committee) to alert faculty to current service loads when voting for representatives.

    A.   Faculty Policy Council (FPC)

The college EPS is granted two representatives on FPC. Per the College Constitution, all members of the Faculty are eligible for election to the FPC. However, instructional faculty and assistant professors must have three years of full-time service at USF before they are eligible to serve on the FPC. Faculty who hold the rank of Professor are particularly encouraged to serve.

The Chair will solicit nominations and self-nominations for vacancies each year March by 21. If all vacancies are filled through nomination process, the chair will forward names will be forward to FPC Chair and solicit self-nominations for Alternates. If there are more nominations and self-nominations that open seats, then the Chair will organize an electronic ballot to elect the department representatives. Runner-ups will be asked to serve as Alternate to those elected. The Chair will forward the elected representatives and alternates to FPC Chair by April 7.

    B.   COEDU Faculty Tenure and Promotion (FT&P) Committee

Per the COEDU Constitution, the department will elect two tenured faculty members. One must hold the rank of Professor and the other member needs to be tenured and have the rank of an Associate or Full Professor.

1. The Department Chair will send out a ballot (paper or electronic) with all eligible faculty by rank (Full Professor and Tenured Associate) with Full Professors listed for Representative 1 and Full and Tenure Associate listed for Representative by 2.
2. The ballot will be distributed no later than March 15 with a deadline for Voting on March 31.
3. All tenure-earning and tenured faculty who will cast a vote for at least one Full Professor and may also designate a second representative who either is a Full or Associate Professor.
4. The Department Chair will send the names of elected representatives who will serve a two-year to the Chair of FPC by April 7.
5. The Chair will maintain a record of the voting tallies in case an elected representative becomes unavailable to serve for reasons beyond their control. In such cases, the next individual with the most votes will serve.

C. COEDU Instructional Faculty Promotion Committee

Per the College Constitution, EPS is granted one representative who will be elected by the following procedures.

1. The Chair will request a list of faculty members certified to serve and vote from the College Dean' s Office by January 6 asking confirmation by January 12.
2. If more than one faculty is eligible to serve, the Chair will send an electronic ballot to eligible non tenure track faculty within the ranks of Instructional Faculty for vote by January 15 with January 30th deadline.
3. The Chair will send the name of the elected representative to the Chair of FPC by February 1.
4. Should there be no more than one eligible faculty, the Chair will forward the name of the individual to the Chair of Faculty Policy Council by February 1.

D. College Curriculum Committees (UPC and GPC)

Representation and COEDU Undergraduate and Graduate Program Committees is critical to EPS faculty contribution to student success. The Undergraduate Program Committee (UPC) and Graduate Program Committee (UPC) will act for the faculty in matters related to undergraduate education and advise the FPC, College Dean, and College Dean's designees on policy matters, university's student success initiatives, initiate a review and propose recommendations to policies related to undergraduate education, and review and recommend to the College Dean applicants for awards (e.g. Graduate with Distinction, University Graduate Fellows). Specific duties include consideration of new courses, substantial course changes, new programs, and program changes. These Committees make recommendations to the FPC regarding the undergraduate curriculum, including the creation, modification, or elimination of courses and programs consistent with the approved procedures for curriculum proposal review. UPC and GPC will also collaborate with the Office of Continuous Improvement Support (OCIS) for the purposes of reporting, program review, and accreditation.

Procedures for election representatives (3 for UPC and 2 for GPC)

1. Chair will solicit nominations and self-nominations for vacancies each year by March 15 with a deadline for voting March 31.

2. If all vacancies are filled through nomination process, the chair will forward names to FPC Chair and solicit self-nominations for Alternates.
3. If there are more nominations and self-nominations that open seats, then the Chair will organize an electronic ballot to elect the department representatives.
4. Runner-ups will be asked to serve as Alternate to those elected.
5. The Chair will forward the elected representatives and Alternates to FPC Chair by April 7.
6. Each representative will serve two-year staggered terms, with no member serving more than two consecutive terms.

E. Other COEDU Standing College Standing Committees

Per the College Constitution, the Department will elect representative to serve on standing committees for the College (Faculty Success and Engagement Committee and Digital Ecosystem Committee). The following procedures will be followed to elect these representatives.

1. Chair will solicit nominations and self-nominations for vacancies each year by March 15 with a deadline for voting March 31.
2. If all vacancies are filled through nomination process, the chair will forward names will be forward to FPC Chair and solicit self-nominations for Alternates.
3. If there are more nominations and self-nominations that open seats, then the Chair will organize an electronic ballot to elect the department representatives.
4. Runner-ups will be asked to serve as Alternate to those elected.
5. The Chair will forward the elected representatives and Alternates to FPC Chair by April 7.

Article 8. Annual Faculty Assignments and Evaluation

To enhance the continuity and consistency of the faculty assignment and evaluations of professional activities, the faculty of the Department of Educational and Psychological Studies adopts the following principles, expectations for performance and procedures:

A. Principles

Faculty members emphasize different interests in pursuit of their professional development at different stages of their careers. These emphases should:

1. facilitate the accomplishment of the faculty member's aspirations in research, teaching and service to enhance the profession,
2. support the strategic goals of the Department, College, and University, and
3. meet the practical needs of the Department, College, and University related to administration and faculty governance.

B. Faculty Annual Assignment and Goal Setting

The Department annual review of faculty is completed by the Department Chair each spring semester and covers the performance of faculty from January through December of each year. Each spring, the Chair will initiate the process for faculty assignments in FIS for the upcoming academic year. The Chair will follow the faculty workload guidelines from USF Consolidation Handbook Vol. 2 (See EPS Faculty Workload Guidelines). Specific course assignments will be based on needs of the academic programs, in consultation with the Program Area Coordinator.

As part of the assignment process in FIS, faculty may submit a Pre-Assignment Narrative (PAN) to communicate their goals for the upcoming year related to their anticipated efforts in teaching, research, and service. These planned goals should target accomplishments in areas of assignment and may involve shifts in assigned time to be discussed with the Chair before the assignments are entered into the FIS system.

   C.   Annual Review Criteria and Expectations

The annual evaluation shall address teaching, research/scholarship/creative activity, and service consistent with the faculty member's assignment, goals, and needs of program/department/college/university.

All evaluative criteria are rough guidelines and activities that have a greater impact will be given greater weight. Ratings will be based on the information provided in the faculty self-evaluation narratives and supplementary documents in FIS and will consider the amount of effort assigned to each faculty. The guidelines given assume typical assignments. Higher and lower assignment percentages will result in increased or decreased expectations for each category.

Teaching

Teaching Evaluation (5 categories)	Teaching Activities
Category 1: Improvement Efforts	1. Conducting teaching-related professional development workshops or peer observations. 2. Revising courses/assignments based on participating in workshops in teaching, completing teaching-related certificates, or inviting peer observation feedback on teaching, etc. 3. Evidence of revised materials/adjustments based on new trends in professions, research, analysis of student outcomes, and student feedback, etc.
	✓ *Meeting expectations if outcomes are presented for 1 activity.* ✓ *Exceeding expectations if outcomes are presented for 2 or more activities.*
Category 2: Student Accomplishments and Advancement	1. Awards to mentored students: honors, presentations/publications, etc. 2. Completion/progress towards a degree for student advisee. 3. Completion/progress towards thesis/dissertation as major or co-major role. 4. Directed Research: Formal (for credit) and informal (not for credit).
	✓ *Meeting expectations if outcomes are presented for 2 activities.* ✓ *Exceeding expectations if outcomes are presented for 3 or more activities.*
Category 3: Course and Program Development	1. New course creation or change in delivery format. 2. New program development (majors, minors, certificates, etc.). 3. Efforts to meet University guidance related to diversity, globalization, etc. 4. Efforts to include High Impact Practices (i.e., Study Abroad). 5. Leadership role in teaching.
	✓ *Meeting expectations if outcomes are presented for 2 activities.* ✓ *Exceeding expectations if outcomes are presented for 3 or more activities.*
Category 4: Innovative Teaching	1. Efforts to include innovative pedagogical strategies (e.g., hybrid format). 2. Efforts to accommodate diverse student needs. 3. Efforts to respond/adapt to social and political changes. 4. Awards: College, university, professional organization, Fulbright, etc.

	5. Teaching presentations and publications (i.e., Keynote address; Invited presentations; Referred presentations Local, state, regional, national, & international; Publications focused on pedagogy.
	✓ *Meeting expectations if outcomes are presented for 2 activities.* ✓ *Exceeding expectations if outcomes are presented for 3 or more activities.*
Category 5: Student Feedback	1. Scores from student evaluations are positive overall (3 [Good] or above) 2. Student comments reflect well-organized courses (complete syllabus with due dates; clear expectations, etc.) 3. Student comments reflect growth in learning and preparation for future achievement.
	✓ *Meeting expectations if outcomes are presented for 2 activities.* ✓ *Exceeding expectations if outcomes are presented for 3 activities.*

Evaluation Scale (0.5-point increments may be assigned)

- Outstanding (5): meeting expectations in 3 categories or exceeding expectations in 2 categories.
- Strong (4): meeting expectations in 2 categories or exceeding expectations in 1 category.
- Satisfactory (3): meeting expectations in 1 category.
- Needs Improvement (2): meeting expectations 0 category but demonstrating effort and progress.
- Unsatisfactory (1): not meeting expectations in 0 category and not demonstrating effort and progress.

Research

Research Evaluation (5 categories)	Research Activities
Category 1: Presentations	1. Keynote addresses/presentations 2. Invited presentations 3. Referred presentations local, state, regional, national, & international (professional associations in field)
	✓ *Meeting expectations: 2 presentations.* ✓ *Exceeding expectations: 3 or more presentations.*
Category 2: Invited Addresses	1. Local, state, regional, national, & international
	✓ *Meeting expectations: 2 invited addresses.* ✓ *Exceeding expectations: 3 or more invited addresses.*
Category 3: Publications (Peer-reviewed)	1. Journal articles (noting rank/impact factor) 2. Book chapters/edited books (noting publishers/editors) 3. Textbooks/books (noting publishers/editors) 4. Conference Proceedings (weighted one-third of 1 publication)
	✓ *Meeting expectations: 3 journal articles or 2 book chapters (or some combination).* ✓ *Exceeding expectations: 4 or more journal articles or 3 or more book chapters or 1 book/edited book (or some combination).*
Category 4: Grant Funding	1. Seeking and Securing funding to support research endeavors 2. Internal & external grant applications 3. PI, Co-PI, Co-I, investigator, evaluator, or consultant 4. Federal, state, private, & foundation
	✓ *Meeting expectations: 1 newly funded application or 1 active grant or 2 grant submissions.*

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	✓ *Exceeding expectations:2 or more newly funded applications or 2 or more active grants.*
Category 5: Research Awards	1. Recognition of research efforts within or outside the university
	✓ *Meeting expectations: 1 award.*
	✓ *Exceeding expectations:2 or more awards.*

Evaluation Scale (0.5-point increments may be assigned)

- Outstanding (5): meeting expectations in 3 categories <u>or</u> exceeding expectations in 2 categories.
- Strong (4): meeting expectations in 2 categories <u>or</u> exceeding expectations in 1 category.
- Satisfactory (3): meeting expectations in 1 category.
- Needs Improvement (2): meeting expectations 0 category <u>but</u> demonstrating effort and progress.
- Unsatisfactory (1): not meeting expectations in 0 category <u>and</u> not demonstrating effort and progress.

Note: Weight may be shifted based on the quality of journal/publisher, type of grants (e.g., external/internal, large/small, federal/state/foundation), and role (principal investigator, methodologist, author contribution, etc.).

Service

Service (5 categories)	Service activities
Category 1: Program delivery and improvement	1. Active participation in faculty meetings, and tasks related to program delivery and improvement (review), etc. 2. Leadership at the program level (Area Coordinator, coordinators)
	✓ *Meeting expectations if outcomes are presented for 1 activity.* ✓ *Exceeding expectations if outcomes are presented for 2 activities.*
Category 2: University, College, and Department	1. Active participation on the university, college, department, committees 2. Leadership on university, college, department committees
	✓ *Meeting expectations if outcomes are presented for 1 activity.* ✓ *Exceeding expectations if outcomes are presented for 2 activities.*
Category 3: Public Service to Community, State, and Profession Nationally and Internationally	1. Active participation and leadership in organizations related to the discipline 2. Peer review activities and editorial roles in the publication of scientific works 3. Peer review in the funding process 4. Organization and participation in scientific meetings, seminars, and workshops 5. Outreach or service to the community and other institutions
	✓ *Meeting expectations if outcomes are presented for 2 activities.* ✓ *Exceeding expectations if outcomes are presented for 3 or more activities.*
Category 4: Mentorship	1. External review for tenure and promotion, dissertation outside USF, nomination letters for awards 2. Active in engagement as a faculty mentor
	✓ *Meeting expectations if outcomes are presented for 1 activity.* ✓ *Exceeding expectations if outcomes are presented for 2 activities.*
Category 5: Recognition for Service	1. Awards (University, National, International, Local) 2. Nominated or Elected to Leadership positions in professional organizations nationally and internationally

	✓ *Meeting expectations if outcomes are presented for 1 activity.* ✓ *Exceeding expectations if outcomes are presented for 2 activities.*

Evaluation Scale (0.5-point increments may be assigned)

- Outstanding (5): meeting expectations in 3 categories <u>or</u> exceeding expectations in 2 categories.
- Strong (4): meeting expectations in 2 categories <u>or</u> exceeding expectations in 1 category.
- Satisfactory (3): meeting expectations in 1 category.
- Needs Improvement (2): meeting expectations 0 category <u>but</u> demonstrating effort and progress.
  Unsatisfactory (1): not meeting expectations in 0 category <u>and</u> not demonstrating effort and progress

Note

- In order for a faculty member to earn a *Satisfactory*, *Strong*, or *Outstanding* rating in service, a faculty member must demonstrate active participation in Program and Department meetings and/or committees. Satisfactory, Strong, or Outstanding ratings may be achieved through 1) number of service activities, 2) quality of service activities, or 3) a combination of amount and quality.

    D. <u>Annual Evaluation Submission by Faculty</u>

1. Each faculty member (tenured, tenure-earning, and instructional faculty) should submit a report each year. Arrangements for the evaluation of visiting faculty, adjuncts, and teaching assistants will be determined by the Department Chair in consultation with the relevant Program Coordinator.
2. Each faculty should limit their narratives to FIS (12,000 characters max including spaces in Rich Text format) for each assignment-specific sections (e.g., teaching, including other instruction effort, research/scholarship/creative activity, service). In each narrative, faculty members are encouraged to include the following:

- Brief listing goals for review period.
- Key accomplishments and the quantity and quality of their efforts.
- Program/discipline specific information regarding teaching, research, and service context in which their work occurs such as the type of work required for student success, the choice of publishing outlets (e.g., book publishers, research, or practitioner journals) as well as the quality of those outlets (e.g., Impact factors, Association affiliations, etc.), field specific service expectations (e.g., state level coordination, program intensive, leadership in national and international associations).
- Contributions of accomplishments to College, USF strategic goals/initiatives.
- A list of future short-term (upcoming year) goals and, if relevant, long-term goals in each area.

3. In addition to narratives, faculty should submit a) a current vita, and b) a copy of each paper published for publication during the annual reporting period, and c) other supporting documents showcasing accomplishments in areas of assignment. These supporting materials should be uploaded to FIS.
4. The Chair may request additional documentation from a faculty member if it is deemed necessary to properly evaluate the faculty member's performance in each area.

    E. <u>Department Chair Faculty Evaluation Process</u>

1. The Chair should evaluate each faculty member's annual review materials and assign ratings for teaching, research/scholarship/creative activity, and service (in accordance with the faculty member's assignment). These ratings should be consistent with the criteria in the CBA and the above performance expectations for teaching, research and service outlined in this document. The Chair should be guided by the highest standards of honesty and integrity and should resist the influence of conflicting interests that jeopardize their professional judgments and duties. The Chair must recuse themselves in cases where a conflict of interest exists that cannot be mitigated (e.g., evaluation of spouse).
2. The Chair should prepare a report (no more than 12,000 characters including spaces) for each faculty member that provides support and explanation for the ratings. In addition, the Chair should provide a bulleted list of recommendations for the upcoming year based on the faculty members' goals and program/department/college expectations. These recommendations will help guide discussion related to assignments entered in FIS in the spring semester for the upcoming academic year.
3. Written evaluations of tenure-earning faculty and faculty seeking promotion will include statements by the Chair on progress toward tenure and/or promotion in all areas of assignment reviewed. The statements should be specific, identifying strengths, making direct assessment of deficiencies in performance, identifying actions that need to be taken by faculty and efforts to be made by the Chair to assist faculty in meeting the requirements of tenure and/or promotion.
4. If a faculty member fails to submit an annual review, a default rating of unacceptable will be recorded in all assignment categories. Similarly, if a faculty member fails to submit the required narrative and/or supporting materials in any category (i.e., teaching, research/scholarship/ creative activity, or service), a default rating of unacceptable will be recorded for that category.
5. Faculty may request a meeting with the Chair to discuss their evaluation (feedback and rating). The faculty member may request in writing a meeting with an administrator at the next highest level to discuss concerns which were not resolved by meeting with the Chair.
6. Regional Chancellor or designee may provide formal written feedback for faculty whose home campus is St. Petersburg or Sarasota-Manatee and concurs or disagrees with Chair's evaluation.
7. The Department Chairperson and College Dean's Office should use annual review performance evaluations in reaching decisions regarding the annual evaluation of faculty and salary increases per USF's Collective Bargaining Agreement.

Progress toward Tenure and Promotion.

Faculty members seeking promotion in consultation with the Department Chair may request a more comprehensive evaluation of progress toward promotion and/or tenure. At approximately the mid-point of the typical interval between appointment to Associate Professor level and promotion to Full Professor and Instructional Faculty within the ranks of Assistant and Associate Level to Associate and Full, the faculty member will ordinarily be given a more comprehensive review of progress toward promotion to include participation by the Department Tenure and Promotion Committees and the Department Chair. The materials provided by the candidate seeking midpoint review should include a current CV and brief descriptions of accomplishments of teaching, research, and service as well as a projection (with timeline) for teaching, scholarly productivity, and service goals from mid-point to anticipated application for promotion. The candidate may request additional review by a more senior academic officer, such as the Associate Dean for Faculty Affairs A review at this stage is intended to be informative; to be encouraging to faculty who are making solid progress toward promotion, and instructional to faculty who may need to improve in selected areas of performance. Faculty should declare to the Department Chair their attention to submit materials for a mid-point review no later than November 1.