

**University of South Florida  
College of Education  
Department of Curriculum, Instruction, and Learning  
Shared Governance Guidelines**

**Shared Faculty Governance**

The department's shared governance guidelines are 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 Dean's office for consistency with COEDU and USF Regulations and Policies.

This document represents the consolidated Department of Curriculum, Instruction, and Learning, effective July 1, 2020. This document supersedes any document that was previously published and will govern the department's functions on all three campuses. The department of Curriculum, Instruction, and Learning recognizes the principles of equity of assignments, resources, and opportunities of faculty across a multi-campus university and the USF Principles of Community.

**Mission Statement**

The Department of Curriculum, Instruction, and Learning (CI&L) is a multi-campus distinguished community of faculty, students, and staff focused on transforming lives through the promotion of equity, social justice, and improved education for students and communities particularly those that have been underserved. CI&L faculty and partners engage in innovative research, expert pedagogical practices, and distinctive community engagement targeted at positively improving the lives of children, families, and adults across diverse educational settings.

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## **Programs**

The Department consists of six program areas: Early Childhood Education, English Education, Elementary Education, Mathematics Education, Science Education, Social Studies Education, and cross-department doctoral degree in Teacher Education staffed by faculty from a variety of programs.

### **Article 1. The Faculty of the Department of Curriculum, Instruction, and Learning**

#### **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 Instructor/Lecturer, Assistant Professor, Associate Professor, or Professor. Faculty who have an affiliate appointment or courtesy faculty appointment (external to the College of Education) will not have voting rights in the Department of Curriculum, Instruction, and Learning. Faculty members who have joint appointments that are more than 0.5 FTE on department budget may have voting rights if approved by majority faculty vote in the department. Faculty members who are employed as adjunct faculty, 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. "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 request, program faculty, who will include branch campus representatives, 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 tenured-faculty, instructors/lecturers, 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 on the basis of 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

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on a branch campus, the College Dean will consult with the Regional Vice Chancellor prior to making the request to the Provost.

Search committee rosters will be created by the Department Chair with the program faculty and submitted to the College Dean for approval. Regional Chancellors or their designee will serve as a voting member on all search committees for faculty hiring on branch campuses. The search committee process will follow USF policy and guidelines.

### **C. 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, 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.

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#### **D. 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

1. 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, 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.
2. 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.
3. 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.
4. 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.
5. 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 from the USF Department of Human Resources (found at: <http://usfweb2.usf.edu/human-resources/pdfs/employment-center/request-courtesy-faculty-appt.pdf>).
6. 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).

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## **E. Nomination for Professor Emeritus**

1. **Emeritus Status:** Emeritus (or, at the request of the faculty member so named, Emerita) status may be conferred upon retirement from the University of South Florida (USF) to faculty and to senior administrators as recognition of sustained contributions (Emeritus Status Guidelines, USF Faculty Senate, approved 9/24/15). According to those guidelines, “By conferring the Emeritus status the University of South Florida recognizes that the retiring faculty member has normally been at USF for a minimum of 10 years and remains a member of the University community. Therefore, the recommendation that a retirement would lead to the Emeritus status must be grounded in the record of the retiree.”
2. **Eligibility for Emeritus Status.** Tenured faculty in the department who are retiring with at least 10 years of service to the university are eligible for consideration. Exceptions to the 10-year rule can be made for faculty retiring because of disability.
3. **Application/nomination process:** 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. 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. The application will consist of the faculty member’s Curriculum Vitae and the nominating letter, which should include contributions the scholar has made to the field in teaching, research, and/or service.
4. **Committee for Determining Emeritus Status.** Ideally the Full Professors (at least 3) serving on the Department of Tenure and Promotion Committee will form a subcommittee that has the responsibility for evaluating nominations for Emeritus Status, with two caveats. 1) If there are not three full professors serving on the Tenure and Promotion Committee, a full professor from the department will be invited to participate in the evaluation of the nomination; 2) If there is no member on the Department of Tenure and Promotion Committee from the nominee’s field/discipline, a tenured faculty member will be nominated to represent the candidate and invited by the Department Chair to join the Department of Tenure and Promotion Committee for the purposes of evaluating the nominee’s materials. The Department Tenure and Promotion Committee will review the recommendations of the subcommittee, the application materials, and submit a letter of recommendation to the Department Chair.
5. **Role of the Chair:** The Department Chair must forward the nomination letter to the College Dean accompanied by a letter in which the chair endorses, or fails to endorse, the granting of the Emeritus status. In either case, the letter should briefly evaluate the candidate’s record as a faculty member. This should include a statement regarding the candidate’s contributions to the university, the discipline, the profession, and student learning.

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6. **Submission:** The Tenure and Promotion Committee recommendation, Chair letter, the letter of nomination, and the nominee's Curriculum Vitae will be forwarded to the College Dean for a decision and transmission to the Provost's Office.

#### **F. Graduate Faculty and Special Credentialing**

The department follows the USF Office of Graduate Studies definition of 'graduate faculty' "all tenure-track or tenured faculty appointed at the Assistant, Associate, or Professor rank, who holds a terminal degree or equivalent in their discipline. Graduate Faculty members are eligible to teach graduate courses and may direct and serve on masters, specialist, and doctoral level committees. 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). Instructors may teach graduate courses and serve on doctoral committees when they hold a terminal degree in their discipline.

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 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.

#### **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 instructor 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 relevant to 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 be hired, adjunct faculty

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must have relevant teaching experience and/or must present evidence of teaching success. College teaching experience is desirable.

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. Doctoral Students/Graduate Assistants

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 work assignment for GAs will be stated in the individual contract with the department Chair, generally on a yearly basis. The rights and responsibilities of GAs are stipulated in the GAU collective bargaining agreement; all GAs are expected to know and abide by this agreement.

### **Article II: Department Administration**

#### **A. Department Chair**

A Chairperson 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 suitable applicants from the department applies for the position. Additionally, an external search may be conducted for a chairperson of a department based on the discretion of the College Dean.

#### **B. Department Chair's responsibilities**

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; conduct elections to fill vacant Faculty Senate seat assigned to the department; 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

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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 staff and responds to requests for data on all accreditation and reporting processes. The Chair shall foster a culture of scholarly productivity in the department, completes tenure and promotion evaluations, and completes 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.

### **C. Department Meetings.**

General department faculty meetings will be convened by the Department Chair at least twice during the fall and 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 department meetings require an agenda and meeting notes, which will be distributed for the approval of the faculty at the next department meeting. Once approved all meeting notes are electronically published and communicated through the USF email system or another suitable means. Remote access will be provided to all department meetings. Faculty members with voting privileges may only vote if present, in the room or electronically (through software or on the phone). Voting for motions and elections may be electronic or face to face. Any elections at the meetings will include voting by remote means as well as for those present face to face. 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. Program Area Coordinators.**

The role of the Program Area Coordinator is to collaborate 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, assessment, and with other duties/tasks assigned by the College Dean or Associate Deans.

### **Article III: Department Committees**

The Department of Curriculum, Instruction, and Learning has four standing committees (Tenure and Promotion, Instructor Promotion, Annual Evaluation, and IRB Committee), two periodic

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committees (Governance Document Review Committee and Academic Program Review Committee), and the ability to create ad hoc committees as needed.

### **A. Standing Committees**

Representatives and vacancies for department standing committee will be determined in the spring semester by the end of the nine-month faculty contract period for the upcoming academic year. 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 Instructor Promotion. 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 obligation (e.g. CI&L Faculty Senate Representative, Department Annual Review Committee) to alert faculty to current service loads when electing members.

- 1. Tenure and Promotion Committee:** The Department Tenure and Promotion Committee 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. The Tenure and Promotion Committee will take into account that research suggest that under represented identities can experience bias and discrimination in scholarly pursuits (Ginther et al., 2011; Whittaker et al., 2015). It should also be acknowledged that there are federal protections for family leave.

**Membership of the Departmental Tenure and Promotion Committee:** The membership of the committee should be comprised of three faculty members who are tenured and are at the rank of Associate Professor and/or Full Professor. Ideally, there will be a minimum of two Full Professors on the committee to review candidates seeking promotion and/or tenure to the rank of an Associate Professor. While, the committee is to be comprised of only Full Professors, if a candidate to be reviewed is seeking promotion and/or tenure to the rank of Full Professor.

If there is not representation from Sarasota-Manatee, within the elected members, and a faculty from Sarasota-Manatee site is being reviewed for tenure or promotion, a special at large member will be elected from tenured faculty assigned to Sarasota-Manatee. Likewise, if there is not representation from faculty assigned to St. Petersburg within the elected members, and a faculty from the St. Petersburg campus is being reviewed for tenure or promotion, a special at large member will be elected from tenured faculty assigned to St. Petersburg. Likewise, if there is not representation from faculty assigned to Tampa within the elected members, and a faculty from the Tampa site is being reviewed for tenure or promotion, a special at large member will be elected from tenured faculty assigned to Tampa. Thus, there is a possibility that one or two special at large members may be added to the membership.

Approved May 28, 2020 by Provost's Office  
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Regional Chancellors or their designees will provide a formal review in promotion and tenure cases for faculty members on branch campuses “prior to a College Dean completing and forwarding a recommendation to the Provost” (USF Consolidation Handbook, vol 2, p. 19).

**Term of service:** Membership on the tenure and promotion committee shall be for a period of two years, with a subset of the committee replaced annually (e.g., one replaced in one year, two replaced in the next). Except in special circumstances warranting exception by the Chair, elected faculty will serve on the respective Emeritus Committee. Hence, for the inaugural year of the consolidated institution of 2020, there will be faculty who will serve for one year only, to ensure the 2-year rotation of subsequent years.

**Elections:** Committee members are selected by the eligible tenured and tenure-earning faculty on all three campuses as a whole no later than the date specified by the college constitution of each year for Tenure and Promotion Committee to assess tenure-earning faculty. Nevertheless, only for the inaugural year of 2020 the election will be held no later than August 30, and all subsequent elections will be held no later than the date specified by the college constitution. Unless otherwise noted, special elections will be held to finish the terms of committee members who are unable to complete the term of their service. Faculty elected in a special election will serve only as long as the term of the faculty member they are replacing.

**Selection of Committee Chairs:** The committee selects its committee chair at its first meeting. The chair should have served on the committee for a period of at least one year prior to being selected as chair.

**Term Limits:** After serving for an elected term on the committee, faculty shall be ineligible for re-election to the committee for a period of one year.

**2. Instructor Promotion Committee:** Level II and Level III Instructors as well as Associate and Full Professors may review applications for promotion to Level II. Only Level III Instructors, Associate Professors, or Full Professors may review applications for promotion to Level III. It is ideal if the committee is comprised of instructors. Review of Instructors for promotion occurs in the spring semester and follows the One USF Instructor Promotion Guidelines, adopted by the USF System Faculty Council July 2020 and the College of Education Instructor Promotion Guidelines.

If there is not representation from Sarasota-Manatee within the elected members and a faculty from Sarasota-Manatee site is being reviewed for promotion, a special at large member will be elected from faculty assigned to Sarasota-Manatee. Likewise, if there is not representation from faculty assigned to St. Petersburg within the elected members, and a faculty from the St. Petersburg campus is being reviewed for promotion, a special at large member will be elected from faculty assigned to St. Petersburg. Likewise, if there is not representation from faculty assigned to Tampa within the elected members,

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and a faculty from the Tampa site is being reviewed for promotion, a special at large member will be elected from faculty assigned to Tampa. Thus, there is a possibility that one or two special at large members may be added to the membership.

**Terms of Service:** The committee to evaluate instructors' promotion shall be for a period of two years, with a subset of the committee replaced annually (e.g., one replaced in one year, two replaced in the next). Hence, for the inaugural year of the consolidated institution of 2020, there will be faculty who will serve for one year only, to ensure the 2-year rotation of subsequent years.

**Elections:** Committee members are selected by the eligible instructors on all three campuses as a whole no later than the date specified by the college constitution of each year for Instructor Promotion Committee to assess non-tenure-earning faculty's promotion. Nevertheless, only for the inaugural year of 2020 the election will be held no later than August 30, and all subsequent elections will be held no later than the date specified by the college constitution. Unless otherwise noted, special elections will be held to finish the terms of committee members who are unable to complete the term of their service. Faculty elected in a special election will serve only as long as the term of the faculty member they are replacing.

**Selection of Committee Chairs:** The committee selects its committee chair at its first meeting. The chair should have served on the committee for a period of at least one year prior to being selected as chair.

**Term Limits:** After serving for an elected term on the committee, faculty shall be ineligible for re-election to the committee for a period of one year.

Guidelines for Tenure and Promotion review and Instructor Promotion review in the Department of Curriculum, Instruction, and Learning are published in a separate document.

**3. Annual Evaluation Committees:** All full time faculty (including visiting faculty) shall submit a narrative describing assigned activities according for the previous calendar year. The committees are the Tenure and Tenure-earning Annual Evaluation Committee and the Instructor Annual Evaluation Committee (when there is more than two Instructors in the department). Faculty will select representatives to evaluate annual reviews. These committees, selected by the faculty annually, meet in the spring semester to conduct the departmental annual evaluation process according to College guidelines approved by the College Faculty Policy Council on April 18, 2014. Department guidelines will be created during the 2020-2021 academic year.

The Annual Evaluation Committees review each faculty member's evaluation report in FIS and meet to prepare an overall evaluation of each individual faculty member's performance during the prior year. This report includes an assessment of individuals' assignment, for example research productivity, teaching effectiveness, and service to the department, College,

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University, the profession, and community. The committees' chairs enter the evaluations in the FIS system. It should be noted that Regional Chancellors or their designee will provide "formal written input... prior to a College Dean completing the [performance] appraisal" (USF Consolidation Handbook, vol. 2, p, 3). Please see Appendix A for process of Annual Review Committees.

**Instructor Annual Evaluation Committee:** Continuously appointed full-time instructors are eligible to serve on the committee. The committee will have three members. Committee members are selected for the next academic year by the continuously appointed full time instructors from all campuses as a whole before the end of the contract period for the year. Those eligible are encouraged to self-nominate. The selection process shall be electronic. The length of service will be two years with the members serving staggered terms. During the inaugural year, one member will be elected to serve a one year term and two will be elected to a two year term to create the staggered terms. The selection process will be electronic. The committee will select its chair at its first meeting. In the case that alternatives are needed, In the case that alternatives are necessary, the faculty member with the next highest number of votes will serve as alternate. If no other faculty members are available, the Tenured and Tenure-earning Annual Evaluation Committee will serve as additional reviewers. The Department of Curriculum, Instruction, and Learning Faculty Policy Council member(s) and department Chair shall verify election results and maintain, in confidence, the ballot results for identification of alternates should one of the seven representatives not be able to complete his or her term. Because of the intensive nature of the work of this committee, members of this committee shall not serve on the Instructor Promotion Committee.

**Tenured and Tenure-earning Annual Evaluation Committee:** Tenured faculty are eligible to serve on the committee. The committee will have four members. Committee members are selected for the next academic year by the Tenured and Tenure-earning faculty from all campuses as a whole before the end of the contract period for the year. Those eligible are encouraged to self-nominate. The length of service will be two years with the members serving staggered terms. During the inaugural year, two members will be elected to serve a one year term and two will be elected to a two year term to create the staggered terms. The selection process will be electronic. The committee will select its chair at its first meeting. In the case that alternatives are necessary, the faculty member with the next highest number of votes will serve as alternate. The Department of Curriculum, Instruction, and Learning Faculty Policy Council member(s) and department Chair shall verify election results and maintain, in confidence, the ballot results for identification of alternates should one of the seven representatives not be able to complete his or her term. Because of the intensive nature of the work of this

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committee, members of this committee shall not serve on the Tenure and Promotion Committee.

The annual performance evaluation for a faculty member holding a rank below that of Full Professor will normally include an evaluation of progress toward promotion and/or tenure. The faculty member in consultation with the Department Chair may request a more comprehensive evaluation of progress toward promotion and/or tenure. This may include seeking additional input and evaluation from Full Professors who are eligible for membership on the COEDU Faculty Tenure and Promotion (T&P) Committee but who are not currently on the COEDU Faculty T&P Committee.

An evaluation at this stage is intended to be informative: to be encouraging to faculty who are making solid progress toward promotion, and to be instructional to faculty who may need to improve in selected areas of performance.

#### **4. IRB Review Committee:**

The IRB Review Committee reviews the applications for the Internal Review Board (IRB) approval for faculty and students in the department. Program faculty from all three campuses will select three to five committee members with preference for representation across programs to serve two-year terms (staggered). IRB committee members are appointed by the Department Chair and should be continuously appointed tenure-track or tenured faculty. The committee will nominate and select its chair who will monitor the incoming studies for review and will distribute the IRBs to the appropriate committee member as well as prompt timely review processes. A member of the IRB Review Committee who is chair or co-chair of the dissertation committee cannot review/approve that doctoral candidate's IRB proposal. It is the responsibility of major professors to review student IRB submissions before they are submitted to the system. Summer compensation for IRB review will be negotiated with the Chair of the Department.

#### **Department Representation on University and College Councils and Committees**

The department has representation on the Faculty Policy Council as determined by the College Constitution. Representatives on the Graduate Program Committee, the Undergraduate Program Committee, College Tenure & Promotion Committee, and the One USF Faculty Senate must be fully credentialed faculty members and will include opportunities for credentialed faculty members from all campuses. Department Faculty are encouraged to self-nominate for these positions. The Department of Teaching & Learning will hold elections whenever the Faculty Senate seat for the department is vacant; the result will be forwarded to the Faculty Senate Office.

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## **B. Periodic Review Committee**

### **1. Governance Document Review Committee**

The Governance Committee works with the Department Chair to review, update and/or revise the Department Shared Governance Guidelines. Representatives from program areas will be selected by the program faculty or appointed by the Department Chair with preference for representation across programs. The committee will select its chair. The governance committee will convene every three years or when needed to review the governance document. See Article V for more detail about procedures to change the governance document.

## **C. Ad Hoc 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, by department faculty, or can also be appointed by the Department Chair.

## **D. Committee Reports**

All standing and ad hoc committee reports should be included on the department meeting agenda, and committee chairs or representatives should be prepared to give a progress report. If no business has been conducted between department meetings, a statement of no report is sufficient.

If a committee has a report, the report should be given for informational purposes with appropriate documents prepared for distribution either at the meeting or via email. If a committee brings a report that requires a faculty vote, the information about the item should be distributed before the meeting including the motion and a vote of both those present in the room and electronically taken at the faculty meeting.

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## **Article IV: Program Curriculum**

### **A. Program Curriculum**

Program curriculum should be aligned with appropriate professional standards, be research-based and reflect appropriate current accreditation standards. Program Area Coordinators and Program Faculty from all campuses with the program have responsibility for program planning and curriculum development; subject matter and methods of instruction; and programs of study. In coordination with the department chair and/or the office of assessment, program area coordinators will work on learning and program outcomes assessment. In conjunction with the department chair, the program area coordinator will be responsible for schedule and delivery of courses as well as the processing of course and program changes through College and University approval structures. Approved program syllabi should be on file in the department for courses taught each semester.

### **B. Changes to Curriculum**

Program curriculum changes are proposed and formulated at the program level.

Changes to courses or program curriculum or proposals for new courses are developed by Program Faculty and, where needed, with the Department Chair. The course lead will work with program faculty to complete required curriculum approval processes. Once consensus is reached by the program faculty, these curriculum changes are conveyed to the department chair for processes beyond the department; however, three provisos:

- 1) Allowance is made for programs that span more than one campus.
- 2) In cases in which students or faculty might reasonably view a proposed course as within the subject domain of another department or program within the COE or within another College, that department should be asked to evaluate the proposed course/curriculum change. A note of concurrence from the other department should indicate that it has no objection to the new course proposal. If differences are present, the two departments should attempt to resolve the problems prior to course proposal submission to the GPC or UPC. If reasonable and timely response is not received, the proponent of the course can proceed with the submission to the GPC or UPC.
- 3) With due account for curricular consequences in other programs (i.e., if the creation of a new course is going to affect the requirements in or length of another program).

Final approval of the proposal at the department level comes from the Department Chair, who may bring the proposal before a meeting of the Department Faculty for discussion.

Sponsoring Program Faculty are responsible for overseeing the progress of the curriculum change through College Undergraduate Program Committee or College

Approved May 28, 2020 by Provost's Office

Approved July 1, 2020 by Dean's Office

Approved by CIL Faculty vote June 26, 2020

Graduate Program Committee, the Faculty Policy Council, and the University Undergraduate Council or University Graduate Council.

**C. Assessment**

Program Faculty are responsible for collecting and reporting program assessment data as required. Program Coordinators are responsible for completing degree program assessments in the assessment system. Program Coordinators will assure all of the regularly offered courses have a course lead. Program faculty are responsible for ensuring that student outcome data (e.g., comprehensive exams, qualifying exams, critical task assessments, etc.) have been submitted to the assessment system at the College level.

**D. Reporting Curriculum Actions to the Department**

Program faculty are responsible for reporting program curriculum actions to department faculty at the regularly scheduled department meetings. If no curriculum actions have been taken, a statement of no report is sufficient. Normally, this reporting of changes to program curriculum must take place before the department chair forwards the approved proposal from the department.

**Article V: Changes to Shared Governance Guidelines and Other Departmental Guidelines**

Proposals for change(s) to Shared Governance Guidelines or other departmental guidelines may be distributed for discussion in writing at any scheduled department meeting; voting will not generally be conducted until the next regularly scheduled department meeting, to include electronic means, to enable referral of the proposed change(s) to a department committee if needed. On matters of governance and other departmental guidelines, all voting faculty members have the opportunity to comment and provide feedback on a proposed change to the guidelines before a vote is taken. If a proposed change is raised between department meetings, information on the issue will be sent to faculty via email. Each Department faculty should be prepared to discuss the issue at the next meeting.

Amendments to the Tenure and Promotion Guidelines document will go into effect one year following ratification and approval by COE, the provost's office, and UFF.

When a vote is taken, it will include electronic means and include all members of the department at all campuses. To be adopted, a proposed amendment must receive an affirmative vote by a majority of the eligible, active faculty.

Approved May 28, 2020 by Provost's Office  
Approved July 1, 2020 by Dean's Office  
Approved by CIL Faculty vote June 26, 2020

## References

- Ginther, D. K., Schaffer, W. T., Schnell, J., Masimore, B., Liu, F., Haak, L. L., & Kington, R. (2011). Race, ethnicity, and NIH research awards. *Science*, 333(6045), 1015-1019.
- Whittaker, J. A., Montgomery, B. L., & Acosta, V. G. M. (2015). Retention of underrepresented minority faculty: Strategic initiatives for institutional value proposition based on perspectives from a range of academic institutions. *Journal of Undergraduate Neuroscience Education*, 13(3), A136.

## Appendix A: Annual Evaluation (AE) Process

### Annual Evaluation Procedures

1. The criteria for Annual Evaluation will be developed during the 2020-2021 academic year by the Annual Evaluation Committee and approved by a majority of the Department Faculty.
2. The faculty will report on their areas of assignment for the calendar year to be evaluated.
3. Electronic submission: Consistent with USF policy, faculty will submit their Annual Evaluation focused on teaching, research, and service to the Faculty Information System (FIS) by the due date set by the College. Faculty will upload narratives written in accordance with the COEDU Annual Review Policy in terms of breadth, depth, and length. Failure for employed faculty to submit an Annual Evaluation will result in an unsatisfactory for the year examined. Exceptions are given for documented health reasons, faculty who are retiring, or faculty who are leaving USF for other employment (See CBA for complete list of exceptions).
4. Faculty should submit a copy of their updated Vita in FIS at the same time they submit their Annual Evaluation.
5. Additional documentation. Faculty may submit documentation files for examination by the AE Committee in the review process. Faculty should purposefully select artifacts to illustrate scholarly activities (articles published, manuscripts accepted, under review, in press; grant activities), awards, and service for the year and, for tenure-earning, prepare a separate table indicating quality of journal or stature in field to provide reviewers a context for understanding the work. Such descriptors may include journal acceptance rates, impact factor, etc., and selectivity of conference presentations; i.e., 300 of 1700 selected for conference; 1.00 impact factor; 15% acceptance rate, etc.
6. Consistent with the COEDU AE guidelines, faculty may provide as much documentation as desired, though the committee is not obligated to review each piece offered. The primary effort in preparation for the AE submissions should be on the narratives rather than the support documents.
7. Review Process.
  - a. Confidentiality, Integrity: To ensure integrity in the evaluation process, AE committee members will maintain confidentiality of meeting discussions, reviews, and opinions generated throughout. The committee will seek to

Approved May 28, 2020 by Provost's Office

Approved July 1, 2020 by Dean's Office

Approved by CIL Faculty vote June 26, 2020

establish a credible review process that honors each faculty member's unique line(s) of inquiry, teaching philosophies, professional context, and service to the university. The AE committee may invite faculty to submit responses to specific questions or discuss AE submissions when clarification is needed; such discussions are intended to be limited to the dyads of reviewers assigned as primary and secondary reviewers and the faculty member. (See Table 1 A and B below)

- b. Random assignment: Distribution of faculty to be reviewed shall be random for faculty according to rank. In order for an equal distribution of reviews, assignment of AE committee members and faculty (full professors, associate professors, assistant professors, and instructors -- if not assigned to a separate AE committee) shall be made at the first meeting of the AE committee. Minutes of the procedural meeting will be recorded. (See Table 1 A and B for a frame of the random assignment process)
- c. Inter-rater reliability (IRR): In order to establish consistency in ratings, all AE committee members will randomly select 3-4 narratives for independent review and rating, then discuss ratings. Scoring of these initially -selected narratives shall continue until consensus is achieved for each. Then, remaining documents will be scored according to the process described below. Reviewers from both Tenured/tenure-earning faculty and instructors' committees will meet for IRR of teaching and any other areas common across faculty assignments.
- d. Reviewer assignment: Elected AE faculty on both the tenure-tenure earning and instructors committees will serve as primary or secondary reviewers for randomly assigned review of narratives, respectively. Each member of the dyad will independently review the assigned AE narratives and relevant supporting documents, then present a brief evaluation summary to the full AE committee for consideration. The evaluation draft may be informed by the summary statement provided to the AE committee and contain ratings of faculty assignments. While pairs of dyads may be assigned to multiple primary and secondary reviews of some narratives, the committee should ensure that dyads vary in assignment across the department. Thus, reviewer 1 and reviewer 4 may both read A1, A4, A7, but will also be paired with other AE committee members for other reviews.
- e. Periodic checks for rater consistency: Following the review of  $\frac{1}{4}$  of assigned reviews and within two weeks of the initial inter-rater reliability check, the entire AE committee will reconvene and randomly select from among the reviews completed to verify inter- rater reliability. The committee will independently review another set of approximately  $\frac{1}{4}$ th of the narratives and reconvene for consistency checks of these anchors as described above for the next set of reviews selected randomly. The committee will deem whether additional consistency checks are needed based on percentage agreement of committee.

Approved May 28, 2020 by Provost's Office  
Approved July 1, 2020 by Dean's Office  
Approved by CIL Faculty vote June 26, 2020

The AE Committee may convene additional meetings to establish reliability of reviews at any time during the AE process.

- f. Full committee review: All AE committee members will independently review each narrative summary. Dyads comprised of the primary and secondary reader will present their ratings, evidence, and discuss final rating determination with committee.
  - g. Upon completion of the annual review rating process, the AE chair will upload relevant ratings and feedback to FIS and notify department chair of completion.
8. Annual Review Process Retrospective: Following the completion of the AE committee's evaluations, the committee will reconvene to discuss procedures and provide recommendations for adjustments to the process for consideration by faculty and, if needed, governance committee. Such feedback will be collected every three years when the governance document is reviewed for changes. Particular challenges encountered and recommended actions should be provided.

Approved May 28, 2020 by Provost's Office  
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