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UNIVERSITY OF SOUTH FLORIDA
Sarasota-Manatee
TENURE/PROMOTION APPLICATION

ACADEMIC YEAR 2014-2015, effective 2015-16

I. INTRODUCTION
This form contains data required by the USF Board of Trustees. These data will be used by USF personnel, including deans, chairpersons, and USF faculty involved in peer evaluation pertaining to recommendations for tenure and/or promotion. Therefore, it is in the best interest of each applicant to ensure that the data are complete and accurate. Please attach additional sheets, if necessary, to give complete information. Original signatures are required on this form, which will become part of the faculty member's personnel file in the Office of the Provost.

Applicants are encouraged to be familiar with Articles 14 (Promotion Procedure) and/or 15 (Tenure) of the USF-UFF Collective Bargaining Agreement (2010-2013). The text of these articles may be accessed at http://usfweb2.usf.edu/human-resources/pdfs/collective-bargaining/uff-agreement-2010-2013.pdf on the USF Human Resource site under Collective Bargaining, UFF: http://usfweb2.usf.edu/human-resources/collective-bargaining/index.asp

NAME: ___________________________________________ TITLE (Dr., Mr., Ms.): ____________________

MAIL POINT: _________________

COLLEGE: __________________________ MAIL POINT: _________________

DISCIPLINE __________________________ MAIL POINT: _________________

DEAN: __________________________ MAIL POINT: _________________

FOR EQUAL OPPORTUNITY PURPOSES ONLY

SEX: __________________________ RACE: __________________________

PLEASE SUBMIT ONE ORIGINAL TENURE/PROMOTION APPLICATION.

________ I am seeking Tenure only.

________ I am seeking Tenure and Promotion to the rank of __________________________

________ I am seeking Promotion only to the rank of __________________________

________ This is a mid-point (mid-tenure) review.

__________________________________  ________________________________
Applicant’s Signature                      Date
## II GENERAL DATA

**Initial Date of USFSM Employment:** 

**Present Rank (eff. date):** 

**Tenured:**

- **Yes**
- **No**

**Effective Date:**

**Years of Credit Awarded Toward Tenure Upon Appointment (if applicable):**

(Attach copy of letter awarding credit upon appointment behind this page)

**Tenure Earning FTE (Percent of Appointment):**

**Non-Tenure Earning FTE (Percent of Appointment):**

**Appointment:**

- 9 month
- 12 month

**Salary**

**Education:**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Field of Study</th>
<th>Degree</th>
<th>Date</th>
</tr>
</thead>
</table>

**Other Education** (institutes, short courses, etc.):
Areas of Specialization in Research/Creative Activity:

Honors, Awards, etc.:

Employment (List current position first including military service. All changes in position or title at a given institution should also be shown.)

<table>
<thead>
<tr>
<th>Place</th>
<th>Position/Title</th>
<th>Time Period</th>
</tr>
</thead>
</table>

III. ASSIGNED DUTIES OF CANDIDATE *(To be completed by Candidate)*

Assigned duties normally consist of teaching, research/creative activity, and service. However, some applicants may have been assigned additional duties. All assigned duties during the tenure and/or promotion-earning period should be provided as indicated below.

*If the assignments reflect extraordinary or unusual circumstances, the Academic Dean or other appropriate administrative officer should append a brief explanatory narrative for benefit of the reviewers.*

Please complete the summary table using the link provided below. One form accommodates six years. Use as many forms as necessary to provide information for the periods covered. Place your assigned duties forms behind the summary tables in the same order as reported on the summary table. Please do not include the end-of-semester narrative documentation.

**Tenure applicants:** include all your tenure-earning years at USF.

**Promotion applicants:** include all since your original USF appointment, or since your last promotion at USF, whichever is the more recent.

**Excel Table** (can be filled out online, printed, and inserted into application as Page 4a, etc.; formulas provide mean assignments for Fall and Spring of each academic year reported)

OR

**Adobe table** (must be printed, then completed manually and inserted into document as Page 4a, etc.)
IV. TEACHING

A. GOALS & ACCOMPLISHMENTS (Provide a concise narrative describing your goals and accomplishments in the area of teaching. Please attach additional sheets if necessary.)
B. COURSES TAUGHT (List & include course number and title.) In order to provide reviewers with an overview of the variety of courses you have taught, please list all courses you have taught while at USFSM, but list each only one time.

Notes:
Tenure applicants: Please list courses taught during your tenure earning years at the USFSM. (If candidate is seeking early tenure consideration based on courses taught at other institutions, please include a list of the courses taught along with course evaluations.)

Promotion applicants: Please list courses taught in the past five years or since last promotion/tenure award, whichever is the more recent.
C. TEACHING AWARDS, DISTINCTIONS (List all awards, distinctions, etc. and year received.)

1. Teaching Awards and Other Recognition:

2. Textbooks Published:

3. New Courses Developed:

4. Collaborative Efforts With Colleagues to Improve Teaching:

5. Scholarly Papers Published on Teaching in Your Field:

6. Innovative Methods:

7. Other:
D. DOCTORAL DISSERTATION COMMITTEES

Note: Please indicate if there is not a Ph.D. Program in your academic area.

List including:

• names of students
• dates of service
• indicate if Dissertation Director
• where possible, give information regarding the subsequent professional careers of these students
E. MASTER'S THESIS COMMITTEES

Note: Please indicate if there is not a Master’s Program in your discipline at USFSM.

List including:

- names of students
- dates of service
- if Thesis Director
- where possible, give information regarding the subsequent professional careers of these students
F. STUDENT EVALUATION OF TEACHING

Note: Data from student evaluations must be completed by the Academic Dean (or by the Chair or member of the faculty peer review committee where applicable). The applicant is not permitted to complete this section.

Please use the table provided through the links below to report for each course taught. If data are incomplete or missing, please provide explanation. Note: If your program or college has developed a similar format that better fits your situation, please feel free to use it.

Excel Table (can be filled in on-line, printed and inserted into document)

OR

Adobe Tables (must be printed then filled in manually and inserted into document)

Lower Level
Upper Level
Graduate Level

- The table is set up to capture by course level a review of the candidate’s mean scores on the 8-question standardized USFSM student evaluation of teaching instrument.
- Quantitative data should be transferred from the data provided by Evaluation and Testing onto this reporting table, for the candidate, the college, and dean.
- If the college uses an internal instrument to supplement the University instrument, please provide a copy of that instrument and the data gathered from it, comparing the candidate with departmental colleagues.
- A summary narrative by the academic dean, chair, or members of the faculty review committee (where applicable) must be provided (begin on page 10a). This summary should contain, but need not be limited to, comments regarding:
  - Professional development in the area of teaching;
  - Information on levels and types of courses routinely taught (graduate vs. undergraduate, large vs. small sections, on-line courses, etc.);
  - Evaluation scores (ranges, comparison to norms, trends, differences among courses taught, etc.);
  - Peer evaluation (if conducted);
  - The essence of comments from student evaluations. If the candidate, department, or the college wants to attach the comments in their entirety, they can do so in the supplemental materials. However, some commentary that distills these comments is still required as part of the narrative.

Tenure - Please provide data for all of the tenure earning years.
Promotion - Please provide data for the past five years or since the last promotion/tenure award, whichever is the more recent.

By signing this page I certify that I have summarized the teaching evaluation information provided.
V. RESEARCH AND CREATIVE ACTIVITY

A. GOALS & ACCOMPLISHMENTS (Provide a concise narrative describing your goals and accomplishments in the area of research and creative activity. Please attach additional sheets if necessary.)
B. **PUBLICATIONS** (Provide lists in your discipline’s reference style format; if multiple authors, list authors in order they appear in the publication.)

**Notes:**

**Tenure Applicants:** Please list research and creative activities. (If candidate is seeking early tenure consideration based on credited time from other institutions, please include a list of research and creative activity conducted at these institutions.)

**Promotion Applicants:** Please list research and creative activity since last promotion/tenure award.

1. **Books**

   List, beginning with the most recent
   If you wish, you may append copies of published reviews of the books you have published in a separate folder/binder. **Do not include them with the Application.**

   a. Scholarly Books Published:

   b. Scholarly Books **In Press** (attach a copy of the communication from publisher):

   c. Scholarly Books **Accepted** for Publication (attach a copy of the letter of acceptance from publisher):

   d. Scholarly Books **Submitted** for Review (attach a copy of your transmittal letter to publisher):
2. **Textbooks**

   a. **Textbooks Published:**

   b. **Textbooks In Press** (attach a copy of the communication from publisher):

   c. **Textbooks Accepted for Publication** (attach a copy of the letter of acceptance from publisher):

   d. **Textbooks Submitted for Review** (attach a copy of your transmittal letter to publisher):
3. **Chapters or Segments of Books**

   a. **Chapters/Segments of Books Published**: 

   b. **Chapters/Segments of Books In Press** (attach a copy of the communication from publisher): 

   c. **Chapters/Segments of Books Accepted** for Publication (attach a copy of the letter of acceptance from publisher):

   d. **Chapters/Segments of Books Submitted** for Review (attach a copy of your letter of transmittal to publisher):
4. **Refereed Articles** (List, beginning with the most recent. Be certain to underline your name for all articles for which you are senior author)

   a. Refereed Articles Published:

   b. Refereed Articles In Press (attach a copy of the communication from publisher):

   c. Refereed Articles Accepted for Publication (attach copy of the letter of acceptance from publisher):

   d. Refereed Articles Submitted for Review (attach a copy of your letter of transmittal to publisher):
5. **Non-Refereed Articles** *(List, beginning with the most recent. Be certain to underline your name for those articles for which you are senior author).*

   a. Non-Refereed Articles **Published**:

   b. Non-Refereed Articles **In Press** (attach a copy of the communication from publisher):

   c. Non-Refereed Articles **Accepted** for Publication (attach a copy of the letter of acceptance from publisher):

   d. Non-Refereed Articles **Submitted** for Review (attach a copy of your letter of transmittal to publisher):
6. **Technical Reports** (List, beginning with the most recent. Be certain to underline your name for those reports for which you are senior author):
7. **Book Reviews Published** *(List, beginning with the most recent):*
8. **Other Research and Creative Activities** *(List, beginning with the most recent. Be certain to underline your name for those activities for which you were senior author or lead member):*
C. CREATIVE NON-PUBLISHED WORKS:

Briefly describe your goals and achievements in the following areas.

*Guidelines for Sections C.1-4:*

In sections C.1-4 please provide a listing of works, exhibitions, performances/competitions, and/or other creative activity in a rank order starting with those of highest achievement measured by the following:

All scholarly research and creative work such as art work, performance engagements, concerts, stage performances, plays written, choreography, architecture, community design, and graphic design usually and naturally are measured by the following three dimensions: *Significance of the Work; Magnitude of Involvement; and Critical Recognition.* Rank order, therefore, would be your judgment of the relative merits of each work in terms of the cumulative assessment of its *significance, the magnitude of your involvement, and the critical recognition* which it has received.

*Significance of Work:* The extent to which the work, concert, architectural design and planning, etc. has significance (i.e., local significance, regional significance, national significance, international significance). The more relevance the work has within the international/national dialog and/or attention of the national/international discipline, the more significant it is...this can be called “locally significant” or “regionally significant” or “nationally significant” or “internationally significant”...not because of geography but because of such factors as: where it happens; with whom it happens; and how it is recognized. So something can happen locally but be of national importance; something can happen in NYC and still be of local significance only.

*Magnitude of Involvement:* A measurement of your individual contribution to the work, concert, architectural design and planning, etc. is your MAGNITUDE of Involvement with the concert, exhibition, play, architectural design and planning, etc. Like co-authoring, as an example, the greater your singular involvement, the greater the magnitude of your involvement. Or another example, an individual having a one person show may have greater magnitude than one who is in a group show...but the group show may be much more important if it is national and a solo show of less importance if it is only local.

*Critical Recognition:* The measurement of CRITICAL RECOGNITION is of enormous importance. If peers notice your work, that is important...if a recognized critic systematically and contextually reviews your work and values it, that is very important... if a magazine or journal writes about your work or even mentions your work that is an example of critical recognition.
1. **Works** (Specific commissioned creative works and/or works acquired by collections)

List and briefly describe, beginning with those *works* of highest achievement, including:

- Title
- Venue, Location
- Date
- State whether Commissioned and if so, provide information
- State whether Collection Acquisition and if so, provide information
- State level of Achievement (provide evidence of significance, magnitude of involvement, and critical recognition)

a. Works Completed

b. Works In Progress and/or Scheduled
2. **Exhibitions**

List and briefly describe, beginning with those exhibitions of highest achievement, including:

- Title
- Venue, Location
- Date
- Solo or Group
- State whether Invited, Curated, Juried, Etc. and By Whom
- State whether Reviewed and Provide Information
- State level of Achievement (provide evidence of significance, magnitude of involvement, and critical recognition)

a. Exhibitions Completed

b. Exhibitions In Progress and/or Scheduled
3. Performances/Competitions

List and briefly describe, beginning with those performances/competitions of highest achievement, including:

- Title or Type
- Venue, Location
- Date
- Solo or Group
- State whether Judged, Reviewed, Invited, Etc. and By Whom
- State level of Achievement (provide evidence of significance, magnitude of involvement, and critical recognition)

a. Performances/Competitions **Completed**

b. Performances/Competitions **In Progress and/or Scheduled**
4. **Other Creative Activities:**

List and briefly describe, beginning with those *other creative activities of highest achievement*, including:

- Title or Type
- Venue, Location
- Date
- Solo or Group
- State whether Judged, Reviewed, Invited, Juried, Etc. and By Whom.
- State level of Achievement (provide evidence of significance, magnitude of involvement, and critical recognition)

a. Other Creative Activities **Completed**

b. Other Creative Activities **In Progress** and/or **Scheduled**
D. ACADEMIC DEAN’S, OR WHERE APPLICABLE, DEPARTMENT CHAIR’S ASSESSMENT OF PUBLISHED/CREATIVE WORKS

1. Assessment of Books/Textbooks/Chapters or Segments of Books.

Please provide data relevant to the quality of the books/textbooks published, in press, or accepted for publication by the candidate. This may include descriptions of the nature/quality of the publisher (i.e., university press, academic press, popular press, etc.), published reviews of these works, data on the number of units sold, number of units as holding in research libraries, universities/colleges which have adopted these works, etc.

2. Assessment of Refereed Articles.

Please provide a description and evaluation of the quality of the journals in which the candidate has published and, if multiple authors, the candidate’s relative contribution. This description and evaluation should include for each journal:

- name
- description
- independent evaluation of quality
- acceptance/rejection rate
- impact factor from Web of Science (if available)

3. Assessment of Creative Non-Published Works

Please provide a description and evaluation of the quality of the creative non-published works of the candidate. This description and evaluation should include a brief assessment of the significance of the works, the magnitude of the candidate’s involvement, and critical recognition of these works.

Name of Dean  Signature  Date
E. GRANTS AND CONTRACTS

1. List grants and contracts that **you have directed** as principal investigator, director, and/or co-principal investigator during the last five years. **Begin with the most recent and include:**

   - principal investigator, director, and all co-principal investigators on grants & contracts; if multiple investigators, specify the relative contribution you made to the grant/contract
   - title
   - agency
   - purpose of research
   - training
   - total amount funded
   - candidate’s share of amount funded
   - dates
   - specify if grant was refereed
2. List grants you have applied for during the last five years. **Begin with the most recent and include:**

- principal investigator, director, and/or co-principal investigators on grants & contracts
- title
- agency
- purpose of research
- training
- disposition of application
3. List grants you have applied for but were not selected during the last five years. Begin with the most recent and include:

- principal investigator, director, and/or co-principal investigators on grants & contracts
- title
- agency
- purpose of research
- training
- disposition of application
F. PRESENTATION OF PAPERS / MAJOR SPEECHES
(List, beginning with the most recent, in each category. Indicate in each listing if you were “invited” to present or speak. Be certain to underline your name for those papers or presentations for which you are senior author or lead member).

Tenure applicants: include all your tenure-earning years at USFSM.

Promotion applicants: include all since your original USFSM appointment, or since your last promotion at USFSM, whichever is the more recent.

1. Papers Presented at Professional Conventions (Please indicate if refereed)

   • International

   • National

   • Regional

   • Local

2. Major Speeches

   • International

   • National

   • Regional

   • Local
VI. SERVICE

A. GOALS & ACCOMPLISHMENTS (Provide a concise narrative describing your goals and accomplishments in all areas of service. Please attach additional sheets if necessary.)
B. SERVICE TO THE UNIVERSITY

Notes:
Tenure  Please list service to the University during your tenure earning years.

Promotion  Please list service to the University during the past five years.

List including:

- description of your involvement in and contributions to the USF system, college, campus, State University System, councils or committees
- dates of service
- if chairperson
C. SERVICE TO YOUR PROFESSION

- List offices held in national, regional, local organizations associated with your professional field; indicate dates of service
- List professional organizations to which you currently belong
- Other professional service rendered, e.g., editorships, service on editorial boards of scholarly journals, review panels, accreditation teams
D. SERVICE TO THE COMMUNITY

- List community committee councils, boards, etc., on which you have served or other public service activities. Include dates of service.
E. **OTHER SERVICE ACTIVITY**

- List including dates of service
VII. EXTERNAL REVIEWS OF RESEARCH AND CREATIVE ACTIVITY
(Not applicable to mid-probationary reviews)

NOTE: Letters from faculty, staff and/or administrators, who are employees of the University of South Florida, are not considered to be “external reviewers” and will not be considered in evaluating the applicant.

See Guidelines for Tenure and Promotion

External reviewers should be selected so as to minimize the possibility of conflicts of interest; actual, potential, or apparent. Generally, outside reviewers should not be selected from among those with whom the candidate has had familial, or close personal relationships, who have been current or past colleagues, major professors, co-authors, etc. Reviewers should be highly regarded and recognized scholars in the candidate's field and able to evaluate the quality, productivity, and significance of his/her research/scholarly/creative activity.

Candidates should recommend at least five reviewers to their dean or equivalent academic officer. Recommendations should be accompanied by brief statements supporting the choices and stating any current or previous relationship. The statements should include brief bios of the proposed reviewers including their academic credentials, most recent academic appointments, and a summary of their research and creative activities, publications and/or grants. If reviewers have had significant previous contact with the candidate are recommended, reasons for that choice should be presented in sufficient detail to facilitate a reasonable and fair decision about the approval of the reviewer. The dean will select a minimum of three (but not exceeding six) from whom reviews will be solicited. All contact with reviewers should be by the dean or dean’s designee only.

In the event the chair believes additional recommendations for names of reviewers are desirable or necessary, then (1) the candidate should be requested to make supplementary recommendations for names of reviewers, and (2) the chair may suggest additional reviewers to the candidate. Ordinarily this process should result in a list of reviewers acceptable to the candidate and to the chair. Should agreements not be reached in this fashion, the candidate will select two preferred reviewers and the chair will select two. A minimum of three (3) external letters, but not exceeding six (6), is required.

The final list of reviewers, however it is reached, will be submitted to the dean of the college for review and acceptance.

The candidate will provide copies of a current vitae and other materials he/she chooses as appropriate for an external review of research/scholarly/creative activity. The dean will forward these materials with an invitation to the reviewers. The process should be scheduled to ensure adequate time for the reviews to be returned and be considered by the departmental and college committee. An illustrative letter of invitation follows.
ILLUSTRATIVE LETTER

Insert here, as Page 36, a copy of the letter sent by your dean to the external reviewers.

- List the approved external reviewers and provide a brief paragraph to include:
  - Academic Credentials
  - Most recent academic appointments
  - Summary of publications and grant history

Do not append reviewers’ vitae.
VIII. EVALUATIONS BY COLLEGE/SCHOOL DEAN, REGIONAL VICE CHANCELLOR, AND REGIONAL CHANCELLOR

Please attach copies of candidate's annual evaluations for each tenure-earning year for tenure candidates, and the last five years for promotion candidates. Annual evaluations should include the standard University rating form and all evaluative narratives including the statements of “progress toward tenure” (for all faculty seeking tenure.)

In comparison with faculty in similar positions with similar assignments indicate the candidate's performance in the following chart (evaluations must include all assigned duties including service). Use the following legend to complete the evaluation table below. **PROVIDE A DEFINITIVE EVALUATION** (that is, do not indicate that a candidate is Strong/Outstanding or Satisfactory/Strong. State Outstanding or Satisfactory).

<table>
<thead>
<tr>
<th>Performance Area</th>
<th>College/School Tenure &amp; Promotion Committee Evaluation</th>
<th>College/School Dean's Evaluation</th>
<th>USFSM Tenure &amp; Promotion Committee Evaluation</th>
<th>Regional Vice Chancellor for Academic Affairs</th>
<th>Regional Chancellor</th>
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<tbody>
<tr>
<td>Teaching</td>
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<tr>
<td>Research, Scholarship, Creative Activity</td>
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<td>Service (all areas)</td>
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<td>Overall Quality</td>
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**Guidelines for Evaluations:**
- Behind this page, each reviewing body should append a narrative to support the evaluation.
- Each narrative should include a careful analysis of the evaluation with rationale and reasons for positive and/or negative evaluation.
- Does the candidate work in reasonable harmony with his/her colleagues and students? Explain.
- Do the candidate’s talents, expertise, experience and resources fit the needs, plans and goals of the Academic Discipline/College/School? Explain.
- The narratives should be appended in the order of review (college/school T&P committee, college/school dean USFSM T&P committee, Regional Vice Chancellor for Academic Affairs, Regional Chancellor).
- Where a split recommendation for Tenure &/or Promotion exists, the committee should provide a Majority Report and a Minority Report to provide a balanced view.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>College T&amp;P Cmte Chair</td>
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<td>Dean or Designee</td>
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<td>USFSM T&amp;P Cmte Chair</td>
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<td>Regional Vice Chancellor, A.A.</td>
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<td>Regional Chancellor</td>
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IX. MID-POINT (MID-TENURE) REVIEW EVALUATIONS BY COLLEGE, DEAN AND REGIONAL VICE CHANCELLOR

COMPLETE THIS SECTION FOR TENURE APPLICANTS ONLY

Insert a copy of the following materials from your mid-point (mid-tenure) review:

- Section VIII. Evaluations by College/School Dean and Regional Vice Chancellor for Academic Affairs.
- Narrative to support the evaluation from each reviewing body
X. TENURE RECOMMENDATION

The University has established minimum criteria for tenure and promotion as follows. Tenure and promotion in the professional ranks will be granted only to persons of significant achievement, especially in teaching, research/creative activity and service. As a minimum standard for tenure and/or promotion, there must be evidence of strong performance in both teaching and scholarship and outstanding achievement in at least one of these areas. Academic units in which public/professional service receives significant prominence may so recognize service contributions within unit guidelines. [NOTE: Tenure and promotion from Assistant Professor to Associate Professor must be recommended jointly. That is, a candidate who is recommended for tenure must be recommended for promotion from Assistant Professor to Associate Professor and vice versa. A candidate who is not recommended for tenure cannot be recommended for promotion from Assistant Professor to Associate Professor and vice versa.]

1. Total length of time served in tenure earning position at USFSM: ____________

2. Total length of time that the nominee has served in tenure earning positions during his/her professional career at accredited institutions, other than the USFSM: ____________

3. On the following table, list the names and locations of all institutions, including the University of South Florida, where the nominee served in tenure earning positions but did not earn tenure. In each case, indicate the length of each tenure earning period with beginning and ending dates as well as the highest ranks or titles held by the nominee during these periods.

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Highest Title/Rank</th>
<th>Beginning Date</th>
<th>Ending Date</th>
<th>Number of Years</th>
<th>Percentage of FTE</th>
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4. On the following table, list the names and locations of institutions at which the applicant actually held tenure prior to coming to USFSM. In each case, show beginning and ending dates of tenured employment and highest title or rank.

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Highest Title/Rank</th>
<th>Beginning Date</th>
<th>Ending Date</th>
<th>Number of Years</th>
<th>Percentage of FTE</th>
</tr>
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COMPLETE THIS SECTION FOR TENURE RECOMMENDATION

Note: A vote to “Defer” is applicable only to candidates applying prior to their 6th year in tenure-earning status.

Vote of the Tenured Faculty Advisory Committee (where applicable). Please attach a list of the names of all committee members, including rank and department (committee members are not required to sign their names).

<table>
<thead>
<tr>
<th>#Grant</th>
<th>#Defer</th>
<th>#Deny</th>
<th>#Abstain</th>
<th>#Absent</th>
<th>#Ineligible</th>
</tr>
</thead>
</table>

I certify that the above accurately represents the secret balloting of the committee.

Name, Advisory Cmte Chair: _______________ Signature: _______________

Note: In the following sections please include by race and gender the numbers of faculty Eligible (E) to serve in the tenure recommendation and the number of faculty who actually Served (S).

Vote of the College/School Tenured Faculty. Please attach a list of the names of all tenured faculty members eligible to vote, including rank and academic area (faculty are not required to sign their names).

<table>
<thead>
<tr>
<th>American Indian or Alaskan Native</th>
<th>Asian or Pacific Islander</th>
<th>Black, not Hispanic</th>
<th>Hispanic</th>
<th>White, not Hispanic</th>
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<td>Males</td>
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</thead>
</table>

I certify that the above accurately represents the secret balloting of the tenured faculty.

Name of person conducting vote: _______________ Signature: _______________
**Vote of the College/School Tenure and Promotion Committee.** Please attach a list of the names of all committee members, including rank and academic area (committee members are not required to sign their names).

<table>
<thead>
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<th></th>
<th>American Indian or Alaskan Native</th>
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</table>

#Grant _____ #Defer _____ #Deny _____ #Abstain _____ #Absent _____ #Ineligible _____

I certify that the above accurately represents the secret balloting of the eligible membership of the college/school committee.

Name, College T&P Chair: ___________________________ Signature: ___________________________

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**Vote of the USFSM Tenure and Promotion Committee.** Please attach a list of the names of all committee members, including rank and department (committee members are not required to sign their names).

<table>
<thead>
<tr>
<th></th>
<th>American Indian or Alaskan Native</th>
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#Grant _____ #Defer _____ #Deny _____ #Abstain _____ #Absent _____ #Ineligible _____

I certify that the above accurately represents the secret balloting of the tenured faculty of the joint campus review committee.

Name, USFSM T&P Chair: ___________________________ Signature: ___________________________
RECOMMENDATIONS ON THE CANDIDACY FOR TENURE

Department Chair  (where applicable)

____ My recommendation is to GRANT tenure for this candidate.

____ My recommendation is to DEFER tenure at this time (applicable only to candidates applying prior to their 6th year in tenure-earning status).

____ My recommendation is to DENY tenure for this candidate.

Name:_________________________  Signature:  _________________________ Date:___________

College/School Dean

____ My recommendation is to GRANT tenure for this candidate.

____ My recommendation is to DEFER tenure at this time (applicable only to candidates applying prior to their 6th year in tenure-earning status).

____ My recommendation is to DENY tenure for this candidate.

Name:_________________________  Signature:  _________________________ Date:___________
I have reviewed the ratings and recommendations made on my application and have had the opportunity to enter a statement as provided above.

Signature:_______________________________________          Date________________________

Signing indicates only review of the document(s) involved in my nomination. It does not imply consent, approval or agreement.

REGIONAL VICE CHANCELLOR FOR ACADEMIC AFFAIRS

____My recommendation is to GRANT tenure for this candidate.
____My recommendation is to DEFER tenure at this time (applicable only to candidates applying prior to their 6th year in tenure-earning status).
____My recommendation is to DENY tenure for this candidate.

Name:_________________________  Signature:  _________________________ Date:___________

REGIONAL CHANCELLOR

____My recommendation is to GRANT tenure for this candidate.
____My recommendation is to DEFER tenure at this time (applicable only to candidates applying prior to their 6th year in tenure-earning status).
____My recommendation is to DENY tenure for this candidate.

Name:_________________________  Signature:  _________________________ Date:___________
XI. PROMOTION RECOMMENDATION

The University has established minimum criteria for tenure and promotion as follows. Tenure and promotion in the professional ranks will be granted only to persons of significant achievement, especially in teaching, research/creative activity and service. As a minimum standard for tenure and/or promotion, there must be evidence of strong performance in both teaching and scholarship and outstanding achievement in at least one of these areas. Academic units in which public/professional service receives significant prominence may so recognize service contributions within unit guidelines. [NOTE: Tenure and promotion from Assistant Professor to Associate Professor must be recommended jointly. That is, a candidate who is recommended for tenure must be recommended for promotion from Assistant Professor to Associate Professor and vice versa. A candidate who is not recommended for tenure cannot be recommended for promotion from Assistant Professor to Associate Professor and vice versa.]

Note: In each section please include by race and gender the numbers of faculty Eligible (E) to serve in the promotion recommendation and the number of faculty who actually Served (S).

Vote of the College/School Tenure and Promotion Committee. Please attach a list of the names of all committee members, including rank and academic area (committee members are not required to sign their names).

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</table>

#Grant _____ #Deny _____ #Abstain _____ #Absent ___ #Ineligible _____

I certify that the above accurately represents the secret balloting of the faculty.

Name, College/School T&P Chair: Signature:
Vote of the USFSM Tenure and Promotion Committee (where applicable). Please attach a list of the names of all committee members, including rank and academic area (committee members are not required to sign their names).

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#Grant  _______  #Deny  _______  #Abstain  _______  #Absent  _______  #Ineligible  _______

I certify that the above accurately represents the secret balloting of the faculty.

Name, USFSM T&P Chair:  

Signature:
RECOMMENDATIONS ON THE CANDIDACY FOR PROMOTION

Department Chair  (where applicable)

___ My recommendation is to GRANT promotion for this candidate.
___ My recommendation is to DENY promotion at this time.

Name:_________________________  Signature:  _________________________ Date:___________

College/School Dean

___ My recommendation is to GRANT promotion for this candidate.
___ My recommendation is to DENY promotion at this time.

Name:_________________________  Signature:  _________________________ Date:___________
I have reviewed the ratings and recommendations made on my application and have had the opportunity to enter a statement as provided above.

Signature:_______________________________________          Date________________________

Signing indicates only review of the document(s) involved in my nomination. It does not imply consent, approval or agreement.

REGIONAL VICE CHANCELLOR FOR ACADEMIC AFFAIRS

_____My recommendation is to GRANT promotion for this candidate.
_____My recommendation is to DENY promotion at this time.

Name:_________________________  Signature:  _________________________ Date:___________

REGIONAL CHANCELLOR

_____My recommendation is to GRANT promotion for this candidate.
_____My recommendation is to DENY promotion at this time.

Name:_________________________  Signature:  _________________________ Date:___________
XII.  AMENDMENTS
This section is for additional information that is submitted at any time by the candidate after the review process has begun. However, if a committee/dean has already reviewed the application, there is no obligation that the application must be returned to the individual or body for an additional review. The date the materials are added to the file must be noted.
XIII. CV (insert here)