

# FACULTY GOVERNANCE

## DOCUMENT FOR THE DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING, UNIVERSITY OF SOUTH FLORIDA

May 8, 2020

### PREAMBLE

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This document shall not be construed in any manner so as to conflict with the Laws of the State of Florida, the policies of the Board of Governors, the rules, regulations, and policies of the University of South Florida or any contractual agreements between the University and bargaining units.

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1. This Department is not currently a multi-campus unit. If departmental faculty are hired at branch campuses, we will modify our T&P documents to ensure that those faculty are included in matters of Tenure & Promotion and to ensure they have a voice in promotion issues.

2. We recognize the principles of equity of assignment, resources and opportunities of faculty across a multi-campus university.

## ARTICLE 1. NAME

The name of the departmental committee equivalent to the Faculty Governance Committee (FGC) of the College of Engineering is the Tenure and Promotion Committee (TPC) of the Department of Civil and Environmental Engineering.

## ARTICLE 2. PURPOSE

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The Tenure and Promotion Committee (TPC) of the Department of Civil and Environmental Engineering serves as the Department's authority on issues of Tenure and Promotion. The Committee constitutes the Full Professors of the Department. The T&P Committee shall provide guidance to the Dept. Chair on all matters concerning the promotion and the granting of tenure.

## ARTICLE 3. DEFINITIONS

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### 3.1 COLLEGE FACULTY

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The College Faculty shall consist of the President of the University, the Vice President for Academic Affairs, the Dean of the College of Engineering, Professors, Associate Professors, Assistant Professors, Research Professors, Research Associate Professors, Research Assistant Professors, Instructors, and Lecturers who are employed full-time and have been employed for at least one semester during the academic year by the College of Engineering. All members of the college faculty are eligible to vote.

### 3.2 DEPARTMENT FACULTY

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The Department Faculty shall consist of all Professors, Associate Professors, Assistant Professors, Research Professors, Research Associate Professors, Research Assistant Professors, Instructors and Lecturers who are employed full-time during the academic year by the College of Engineering and have at least 50 percent of their duties assigned by the Department.

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### 3.3 TENURE AND PROMOTIONS COMMITTEE (TPC)

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#### 3.3.1 MEMBERSHIP

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1. The Tenure and Promotion Committee (TPC) shall consist of all full professors of the department who are shall be tenured faculty members.
2. College administrators, including the Dean, Associate or Assistant Deans, and Department Chairs are not eligible for membership on the T P C .

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#### 3.3.2 TERM OF OFFICE

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There is no limitation for the term of office of TPC members.

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#### 3.3.3 CHAIR OF THE COMMITTEE

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The TPC chairman shall be a member of the Tenure and Promotion Committee (TPC) and shall be appointed by the Dept. Chair during the summer semester preceding an academic year The Chair shall have a one- year term.

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## ARTICLE 4. AMENDMENTS TO THE BY-LAWS

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### 4.1 AMENDMENT PROPOSAL

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Amendments to these by-laws may be proposed as follows: through written petition from three members of the Dept. Faculty, and/or through written petition by a Tenure and Promotion Committee (TPC) member.

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### 4.2 PASSING AN AMENDMENT

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1. Amendments shall be circulated to the Dept. Faculty at least thirty (30) days prior to the vote and must be passed with a majority (> 50%) of the faculty.
2. The proposed amendments must not conflict with the existing policies or regulations of the University of South Florida.
3. Bylaws that conflict with University policies or regulations shall be revised by action of the Faculty to comply with such policies and regulations. Where there are conflicts between these bylaws and those of other University Bodies and College of Engineering Faculty Governance Committee (FGC), Tenure and Promotion Committee (TPC) actions will prevail until adjudicated by appropriate University authorities.

## ARTICLE 5. DUTIES AND RESPONSIBILITIES OF TPC

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1. The Tenure and Promotion Committee (TPC) shall meet with the Department Chairman or other administrative personnel as appropriate to discuss University, College and Department Policies, Department's mission and goals, Department budgets, relationship of the faculty to the department chair, faculty issues and opinions, personnel policies and decisions, and other matters of interest to the Department.
2. The Tenure and Promotion Committee (TPC) shall
  - a. Consider issues of concern to the faculty that cannot be resolved at the Department level.
  - b. Discuss issues unresolved at the Department level with Dean.
  - c. Place issues unresolved at the Chair's level on the Faculty meeting agenda.
  - d. Collect input and present the considered judgment of the faculty to the Chair, FGC and other appropriate university personnel.
  - e. Facilitate timely communication of policies and/or decisions that may affect the well being of the Department.
3. The TPC acts as the Dept. committee in charge of reviewing and evaluating all tenure and promotion (T&P) applications originating in the Dept.

## ARTICLE 6. ANNUAL TENURE AND PROMOTION EVALUATIONS

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### 6.1 RESPONSIBILITIES OF THE T&P COMMITTEE

Each faculty member is engaged in a broad range of activities. Thus each one is unique. Tenure and promotion decisions are of particular importance to the faculty being considered as those decisions affect not only their professional career, but also their personal lives. It is extremely important that the tenure and promotion evaluation process be fair. Following of the department's T & P Guidelines (attached) would facilitate the fair and objective assessment of tenure and promotion applications. These guidelines and procedures are the result of many years of accumulated experiences of committee members and have proven effective in maintaining diversity of the departments within the department and in protecting tenure and promotion applicants and the committee itself from arbitrariness.

### 6.2 ACTIVITIES PRIOR TO T&P MEETING

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Pre-meeting assignment and meeting attendance policies are as follows.

1. Upon obtaining a list of applicants from the Dept. Chair, the Chair of the T&P Committee in consultation with the rest of the committee will decide on a meeting date and time to deliberate

on all T&P cases. It is advisable that such communications be made at least two weeks in advance whenever possible and that all committee members notify the Chair of their attendance.

2. Next, the Chair of the T&P committee instructs all the members to formally review the applications in depth, and bringing to the committee's attention any discrepancies noticed in the application packet submitted to the committee. Discrepancies in the packet will be brought to the attention of the Chair. All members expected to review each application and their observations to the committee during the committee deliberations.
3. No discussion, deliberation, or other type of communication related to the candidates evaluation should occur or take place outside the above meeting.
4. Members must be present for the deliberations to vote on all candidates.
5. Members absent from the above meeting will not be allowed to vote in absentia unless they are on sabbatical leave.

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### 6.3 CONDUCT OF THE T&P MEETING

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The following is the recommended procedure for conducting the tenure and promotion meeting. Any deviation in the procedure outlined below must be by unanimous vote of the T&P committee.

1. No discussion, deliberation, or other type of communication related to the candidates evaluation should occur or take place outside the meeting.
2. All discussions and deliberations pertaining to tenure and promotion shall be confidential.
3. Upon calling the meeting to order, the Chair shall appoint two committee members to count the votes and to verify and record the count.
4. Deliberations on each applicant shall begin with a presentation by the committee member appointed to the task. The committee member may provide the Chair with a list of the discrepancies that need to be addressed in the application.
5. At the conclusion of the two presentations, the Chair shall open the meeting for general discussion of the applicant. Such discussion shall continue until all members are ready to vote or a motion to vote is passed.
6. All voting shall be by secret ballot. The Chair will provide committee members with appropriate ballots in which the name of the applicants and the matter to be voted (for tenure and for promotion) are clearly indicated. Note that the elements for promotion votes are different from those for tenure votes. It is advisable to organize the ballot based on the respective pages from the T&P manual.
7. Overall rating votes, i.e. Outstanding/Strong/etc. for each category (Research, Teaching, and Service, and Overall) will be chosen based on the median of the votes cast in each category. In case of a tie, the rating shall be "rounded up", i.e. the better of the two ratings shall be chosen.

8. The Chair shall collect the ballots. One of the assigned committee members shall count the votes and the count shall be verified and recorded by the other member.
  9. At the end of the evaluation of all candidates, the Chair will ask if any committee member wants to reconsider the vote on any of the candidates. Only one revote is allowed per candidate. The revote procedure is the same as the first vote.
  10. The Chair, in cooperation of the committee members, shall prepare a brief statement to be included in the application packet. This is of particular importance in those cases where the vote has been split or negative. Without such a statement, the committee's evaluation of the applicant is not complete. The final version of the statement shall have majority approval of the committee.
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