

**UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG  
TENURE AND PROMOTION PROCEDURES**

1. USF St. Petersburg [USFSP] applicants for tenure and promotion must follow the existing [University of South Florida \[USF\] university-wide guidelines for Tenure and Promotion](#). These guidelines immediately follow the USFSP Tenure and Promotion Procedures that are set forth in this document. As applicable to USFSP, references in the USF university-wide guidelines to *Chair* or *Department Chair* should be replaced by the *College Dean*. References in the USF university-wide guidelines to *Provost* should be replaced by the *Regional Vice-Chancellor for Academic Affairs*.
2. USFSP applicants will use the USF Tenure and Promotion Application, as amended for USFSP.
3. The review of the candidate's application at USFSP will occur in the following order:
  - a. (i) The initial review will be conducted by a college-level Tenure and Promotion Faculty Advisory Committee, elected by the tenured and tenure-track faculty from a pool of eligible faculty in the applicant's college. Members of the Tenure and Promotion Faculty Advisory Committee must be tenured faculty. The committee will conduct an evaluation, vote on the application, and then forward a recommendation to the College Dean, after the college-wide faculty vote described in 3(b) below. The college-level Faculty Advisory Committee should consist of no fewer than five members. Whenever practical, the membership of the committee should be rotated among eligible faculty, with membership limited to a certain number of years. Each department or college must establish its own guidelines for length of tenure on the committee and procedures for election.  
  
(ii) In those instances where a formal academic department or division has been formed in the USFSP college, the initial evaluation will be conducted and a recommendation forwarded by the department chair or division director to the Chair of the Tenure and Promotion Faculty Advisory Committee prior to its evaluation.
  - b. After the Tenure and Promotion Faculty Advisory Committee has performed its evaluation, there will be a vote of the faculty at the college level. All tenured faculty of the college are eligible to vote on applications for tenure and promotion to Associate Professor. Only tenured Full Professors are eligible to vote on applications for promotion to Full Professor. After this college-wide vote, the Tenure and Promotion Faculty Advisory Committee will forward the committee's evaluation report, and the results of the college-wide vote, to the Dean of the College.
  - c. The College Dean will forward an independent evaluation and recommendation of the application to the Chair of the USFSP Campus Tenure and Promotion Committee.
  - d. (i) The application will be reviewed by the USFSP Campus Tenure and Promotion Committee. This committee shall consist of two tenured faculty members elected from a pool of eligible faculty by the tenured and tenure-track faculty in each college, plus one at-large member chosen via a campus-wide election, for a total of seven committee members. Eligible faculty shall include all

tenured faculty holding the rank of Associate Professor or Full Professor. The USFSP Campus Tenure and Promotion Committee will elect a chair each fall.

(ii) Membership on the USFSP Tenure and Promotion Committee is limited to a term of two (2) years. To ensure an orderly transition for committee membership, each college will hold an election each year (generally in the spring semester) to replace one of its two representatives on the committee.

(iii) The USFSP Campus Tenure and Promotion Committee will conduct an evaluation of the candidate, and forward a recommendation to the USFSP Regional Vice Chancellor for Academic Affairs, along with a report of its evaluation.

(iv) As discussed in Section C(e) of the [USF university-wide guidelines](#), faculty serving on more than one tenure and promotion advisory committee should, “whenever possible and practical,” vote on the application at the departmental or college level rather than as a member of other advisory committees. In this regard, USFSP faculty who are members of both the USFSP Campus Tenure and Promotion Committee and a lower advisory committee, e.g., the college-level Tenure and Promotion Faculty Advisory Committee, should vote at the lowest level committee only, e.g., the college-level committee, whenever an applicant from his/her college is being considered for tenure or promotion. The faculty member may still serve on the campus-wide committee in an advisory role for this candidate, as well as vote on candidates from other colleges.

- e. The Regional Vice Chancellor for Academic Affairs will conduct an independent evaluation and forward a recommendation to the USFSP Regional Chancellor and Campus Executive Officer.
- f. The Regional Chancellor and Campus Executive Officer will conduct an independent evaluation and forward a recommendation and the complete application to the President of the University of South Florida.
- g. The President of the University of South Florida reviews all applications for tenure and promotion. Applications that are approved by the President are then forward to the USF Board of Trustees for appropriate action.