

**UNIVERSITY OF FLORIDA  
DEPARTMENT OF GEOLOGICAL SCIENCES  
MANUAL OF POLICIES AND PROCEDURES**

**March 19, 2014**

## TABLE OF CONTENTS

I. The Faculty

II. Department Chair

III. Departmental Committees

IV. Departmental Faculty Meetings

V. Promotion and Tenure

VI. Manual of Departmental Policies and Procedures

Appendix A. College of Liberal Arts and Sciences Faculty Designations

Appendix B. Tenure and Promotion Criteria and Procedures

UNIVERSITY OF FLORIDA  
DEPARTMENT OF GEOLOGICAL SCIENCES  
MANUAL OF POLICIES AND PROCEDURES

## **I. The Faculty**

The faculty will contain both a general and a graduate faculty, which are not mutually exclusive.

### 1. Composition of the General Faculty: Regular and Associate Faculty Members

#### 1.1 The Regular Faculty

1.1.1 The regular faculty of the Department of Geological Sciences consist of all persons holding the rank of Distinguished Professor, Professor, Associate Professor, Assistant Professor, Master Lecturer, Senior Lecturer, Lecturer, Scientist, Associate Scientist, Assistant Scientist, Senior Associate In, Associate In, and Assistant In who are normally budgeted in the Department. Any of the above titles modified by "Research" are also considered part of the faculty.

#### 1.1.2 Appointments to the Regular Faculty

In accordance with the University Constitution nominations for the appointment of faculty members are made by the Department Chair (hereafter referred to as the "Chair"). For guidance in making these nominations, the Chair shall consult the general faculty. This consultation shall consist of a discussion before the general faculty and a vote of the regular faculty members. The outcome of the vote shall be sent to the Dean of the College of Liberal Arts and Sciences (hereafter referred to as the "Dean"), along with the nomination for appointment. If the majority vote is against the appointment and the Chair still wishes to make the nomination, the Chair will obtain two letters that reflect the majority opinion to accompany the nomination. Regardless of the outcome of the vote, the minority view may be represented by one letter.

#### 1.2 Associate Faculty status may be accorded to the following:

1.2.1 Visiting faculty members who are temporarily placed on the University of Florida payroll.

1.2.2 Adjunct faculty who are not on the University of Florida payroll, but are participating in research and/or teaching in the department. This status requires a majority vote of the regular faculty and remains in effect only while the appointee continues to qualify.

1.2.3 Courtesy appointments, including both joint and affiliate faculty (see Appendix A) may be made to those funded less than 50% in a tenure accruing line position in the Department but participating in the department's teaching and/or research programs. This status requires a majority vote of the regular faculty and remains in effect only as long as the appointee continues to qualify.

1.2.4 Emeritus Faculty

1.2.5 Post-doctoral Fellows

1.2.6 Others deemed appropriate by majority of the regular faculty

## 2. Voting Privileges of the General Faculty

2.1 Regular faculty members will have unrestricted voting privileges within the provisions of the University Constitution and University policies.

2.2 Members of the associate faculty may be accorded voting privileges by a majority vote of the regular faculty. The following voting categories are established:

2.2.1 Non-voting.

2.2.2 Restricted: These members shall be accorded regular voting status for all matters except those dealing with personnel and with amendments to the Manual of Policies and Procedures.

## 3. Departmental Responsibility to Associate Faculty

3.1 Accompanying any offer of appointment to Associate Faculty status will be a letter from the Chair defining the specific financial and academic responsibilities of the Department of Geological Sciences and the appointee. The conditions of the appointment, as stipulated in this letter, must be approved by a majority of the regular faculty. The letter will be considered a binding agreement between both parties subject to revision by a majority vote of the regular faculty.

## 4. Composition of the Graduate Faculty - see Graduate Handbook

# II. Department Chair

## 1. Term of Office and Selection

Selection and term of office of the Department Chair shall be made in accordance with policies established by the Board of Trustees, the University of Florida Policy Manual, the Dean of the College of Liberal Arts and Sciences, and the Constitution of the College of Liberal Arts and Sciences (Article II, section D.2.), and the agreement in effect between the Board of Trustees and the duly elected bargaining agent for the University of Florida Faculty.

### 1.1 Search and Screen Committee

The Dean, as the administrative supervisor of the College, will appoint, or direct the Department to elect a search and screen committee. The number constituting this committee will be determined by the Department and approved by the Dean. The committee chair may be selected by the members of the Search and Screen Committee, or by a vote of the general faculty. No later than two weeks following its election or appointment the Search and Screen Committee shall convene, and shall poll the general faculty and staff (either by mail or at an open meeting) to determine suggestions as to acceptable candidates. The committee will then approach those nominated within the Department to become Chair to assess if they are willing to serve. Unless otherwise directed by the Dean, the committee shall (in best interests of the department) seek qualified candidates from both within and/or outside of the department. The committee shall begin screening the candidates, and the regular faculty shall be kept informed of the committee's progress at scheduled meetings. A final report to the Dean will contain either or both (following the instructions of the Dean): the results of final candidate

preference polls of both the tenured and the non-tenured regular faculty members and staff, and/or a summary of positive and negative aspects of each candidate.

#### 1.2 Emergency Selection Procedures

In the event that the Department Chair should be unexpectedly vacated, or that the Chair should become incapacitated, the Dean shall appoint a person to serve as Interim Chair.

### 2. Review Procedures (see III. 2.6, The Review Committee)

### 3. Duties of the Chair

3.1 The Chair shall act as agent for the faculty in formulating department policy and generally over seeing all tasks that are necessary to the proper functioning of the Department.

3.2 The Chair shall have final departmental authority on:

3.2.1 Salaries

3.2.2 Teaching assignments

3.2.3 Hiring

3.2.3 Tenure and Promotion

3.2.4 Fiscal policy

3.2.5 Merit pay and raises

3.2.6 Nominations for University honors and awards

3.2.7 Soliciting and utilizing funds from donors and alumni to the Department

3.2.8 Committee formulation and assignment

3.2.9 Student affairs and grievances

3.2.10 Nominations for travel and research support

### 4. Associate Chair

Unless otherwise directed by the Dean, the Chair shall designate a tenured regular faculty member as Associate Chair to carry out necessary duties during the Chair's brief absences from the campus and/or during periods of illness. In addition, the Associate Chair will normally organize the semester teaching schedule, schedule peer course evaluations, seek commencement marshals as need, and undertake other duties as designated by the Chair. The Associate Chair will be a member of the Departmental Executive Committee.

## **III. Departmental Committees**

### 1. General Comments

1.1. There will be a reasonable degree of rotation of committee memberships.

1.2. For all committees except the Search and Screen and Review committees, assignments, including that of committee chair, are to be made by the Chair and reviewed by the Chair annually. The Chair, or Associate Chair when designated by the Chair, shall

be an ex-officio member of all committees except the Search and Screen, and Review Committees.

1.3. Except when clearly indicated otherwise, all committees shall report to the Chair, who will keep the faculty informed of pertinent committee actions. When deemed appropriate, committees are encouraged also to communicate a concise summary of a particular action to individual faculty members. Typically this can be done at faculty meetings.

1.4. Departmental committees fall into three categories: 1. Standing committees, which carry out established departmental tasks, 2. Ad Hoc committees, which are formed and dissolved as special needs require, and 3. Executive Committee.

1.5. Terms of appointment to standing committees will be for a one-year period beginning at the beginning of fall semester. In most cases an individual will serve more than one term on a given committee.

1.6. Appointments for standing committee chairs will normally be for two consecutive one-year terms, but may be extended for additional terms by the Chair. The committee chair must have served as a committee member for at least one year of the previous five years prior to taking office, excluding the first year of a committee's existence.

## 2. Executive Committee

### 2.1. Duties

2.1.1. Advise the Chair on the conduct of the Department business within the domain of the Chair's responsibility, including periodic evaluation of the faculty.

2.1.2. This committee serves in an advisory capacity only, and is without authority to make decisions on matters that come under the domain of the general faculty.

### 2.2. Composition

This committee shall consist of three or four full professors and/or associate professors of the regular faculty of the Department typically comprised of the Associate Chair, Graduate Coordinator, Undergraduate Coordinator, and may include the past Chair.

### 2.3. Term: indefinite

## 3. Standing Committees

### 3.1 Space Committee

#### 3.1.1 Duties

3.1.1.1 Recommend to the Chair allocations of space and maintenance for all departmentally controlled space

3.1.1.2 Make recommendations to the appropriate University or College steering or space committees concerning the department's space utilization of space in campus buildings

3.1.1.3 Make recommendations concerning all off-campus property supervised by the department

#### 3.1.2 Composition

This committee shall consist of three members of the regular faculty.

3.1.3 Terms: see general comments 1.5 and 1.6

### 3.2 Library Committee

#### 3.2.1 Duties

3.2.1.1 Make recommendations to the Department for journal subscriptions, e-subscriptions, and monograph/book purchases

3.2.1.2 Delegate to one member of the committee the responsibility for representing the Department

#### 3.2.2 Composition

This committee shall consist of two members of the regular faculty.

3.2.3 Terms: see general comments 1.5 and 1.6

### 3.3 Graduate Committee

#### 3.3.1 Duties

3.3.1.1 Make recommendations to the Chair on the recruiting, selection, and support of graduate students

3.3.1.2 Advise graduate students prior to their assignment of a thesis or dissertation supervisor

3.3.1.3 Handle graduate publicity: via brochures, posters, meetings, internet and social media

3.3.1.4 Encourage all faculty to seek fellowships and assistantships for all qualified graduate students

3.3.1.5 Evaluate graduate assistants on an annual basis

#### 3.3.2 Composition

This committee shall consist of three members of the regular faculty including the Graduate Coordinator.

3.3.3 Terms: see general comments 1.5 and 1.6

### 3.4 Undergraduate Curriculum Committee

#### 3.4.1 Duties

3.4.1.1 Recommend to the general faculty required courses for the degrees offered by the Department

3.4.1.2 Collect and keep up to date a syllabus of all courses offered by the Department

3.4.1.3 Arrange for proper course sequencing

3.4.1.4 Study and make recommendations to the general faculty for revisions in the curriculum, including new courses and other changes or modifications that seem desirable

3.4.1.5 Investigate new course needs for service to other departments

3.4.1.6 Make recommendations to the Chair for new instructional and demonstration equipment purchases

3.4.1.7 Evaluate instructional costs and develop lab fees as appropriate

3.4.1.8 Recruit undergraduate students and develop recruiting media as needed

#### 3.4.2 Composition

The undergraduate curriculum committee will have three members of the regular faculty including the Undergraduate Coordinator.

3.4.3 Terms: see general comments 1.5 and 1.6

### 3.5. Field Trip and Field Camp Committee

#### 3.5.1. Duties

3.5.1.1 To arrange and oversee course and special field trips.

3.5.1.2 Advise the Department on the transportation needs including van purchases and alternative solutions such as charters and leasing.

3.5.1.3 To support University sustainability programs by suggesting virtual alternatives to motor vehicle use when possible.

#### 3.5.2 Composition

This committee shall consist of three members of the general faculty including at least one who is currently teaching Field Camp (GLY4790) who serves as chair of the committee.

3.5.3 Terms: see general comments 1.5 and 1.6

### 3.6 The Committee to Review the Chair

#### 3.6.1 Duties

In the absence of annual or regularly scheduled College review of the Chair, this committee shall review the Chair's administration. The regular faculty must approve, by majority vote, the method of review proposed by the committee. The Chair and the Dean shall receive reports of the results of the evaluation. If the results of review are satisfactory the report will communicate to the Dean that the "Department review of the Chair, as mandated by the By-Laws, was completed and the results are satisfactory." If the results of the review are unsatisfactory a detailed report will be submitted.

#### 3.6.2 Election and Composition

This committee shall consist of three regular faculty members elected by secret ballot of the regular faculty. Members will consist of one tenured, one tenure-track, and one non-tenured faculty. The committee members will elect a chair.

3.6.3 Terms: see general comments 1.5 and 1.6

### 3.7 Merit and Salary Equity Committee

#### 3.7.1 Duties

To advise the Chair on matters related to merit raises and salary equity when required for such raises or special awards. This committee will use criteria established for specific raise opportunities and evaluate faculty and staff candidates based on information in annual activity reports/evaluations, or other material as appropriate.

#### 3.7.2 Composition

This committee shall consist of at least three members of the regular faculty.

3.7.3 Terms: see general comments 1.5 and 1.6

#### 4. Ad Hoc Committees

##### 4.1 Duties

These committees will perform specific tasks assigned by the Chair

##### 4.2 Composition

To be determined by the Chair

##### 4.3 Term

These committee appointments are made for the duration of the assigned task

### **IV. Department Faculty Meetings**

#### 1. Initiation of Meetings

1.1 The Chair shall call all faculty meetings. Depending upon the nature of the business to be conducted, they may be general meetings involving the entire faculty or special meetings involving a subgroup of the faculty; for example, the graduate faculty or the tenured faculty. Unless explicitly stated, affiliate faculty from the Museum of Natural History, post-doctoral researchers and a graduate student representative may attend a general meeting. Any faculty member has the right to attend and speak at special faculty meetings, except in cases of promotion and tenure where certain restrictions are imposed as stated in Section V.

1.2 The Chair shall call at least one general faculty meeting each semester. Additional meetings may be convened as necessary. Upon the receipt of a written request for a faculty meeting signed by at least one third of the regular faculty, the Chair shall call an appropriate meeting within ten days. The written request must state a specific purpose or purposes, and the business of the called meeting must be restricted to that purpose.

1.3 Notice of a meeting will be given at least one week prior to the meeting. In the event of an emergency, twenty-four hours notice will be given and the meeting will be restricted to dealing with the emergency. Agenda items should be requested of the faculty when the meeting is announced and agenda action items should be posted at least a day before the scheduled meeting.

1.4 Any faculty member may request of the Chair prior to a meeting that an item be placed on the agenda. The Chair may decline to do so, stating his reasons, but upon written petition of three faculty members this item must be placed on the agenda.

#### 2. Quorum

A quorum is comprised of two-thirds of the faculty members in the group summoned, excluding those on leave for the term.

#### 3. Voting

A majority vote carries any motion. Written absentee ballots will be accepted. Proxy voting will not be allowed.

#### 4. Minutes of Faculty Meetings

4.1. A tenured member of the regular faculty shall be designated by the Chair as recording secretary for the meeting. The recording secretary shall prepare minutes of the assigned faculty meeting. The purpose of the minutes is to provide an accurate and permanent record of action taken at meetings. The minutes will not include details of confidential remarks (such as tenure and promotion discussions). Minutes will include a list of those present, those absent, and results of any actions/votes taken. Within ten days following each faculty meeting copies of the minutes shall be distributed to the faculty group summoned. A motion to approve or revise the minutes will be made at the beginning of the next faculty meeting. A copy of the minutes will be kept on permanent file in the Department office, where it will be available for examination by faculty members at any time.

#### 5. Procedures

5.1. A tenured member of the regular faculty shall be designated by the Chair to be Department parliamentarian.

5.2. When procedural disagreements arise concerning matters not covered in this manual, Robert's Rules of Order shall be followed.

### **V. Evaluations**

#### 1. Annual Review

Each faculty member (non-tenure track, tenure track, tenured) shall be evaluated annually following procedures defined in the current Collective Bargaining Agreement. Near the middle of the spring semester (typically by March 15), each faculty member will provide an Annual Activity Report to the chair using the format prescribed by CLAS and UF. The Annual Activity Reports will be used by the Chair to write a letter of evaluation for the faculty members in consultation with the Merit Committee's review of the Annual Activity Reports. Evaluations for individual faculty members will be on the basis of assigned duties, and consider the nature of the assignments and quality of performance. Examples of the expected level of activity commensurate with each faculty title are given in Appendix B.

The Annual Activity Report report will typically include all of the following information as it pertains to teaching, research and scholarship:

- 1.1. Publications and abstracts
- 1.2. Papers presented at meetings
- 1.3. Graduate committee membership
- 1.4. Courses taught at UF
- 1.5. Course development
- 1.6. Student and peer teaching evaluations
- 1.7. Grant and contract proposals submitted and funded
- 1.8. Service to the Department, UF, community, and the discipline
- 1.9. Other professional activity

## 2. Tenure and Promotion General Policy

1.1 Tenure and Promotion are intended, respectively, to provide increased academic freedom in which to work, and to reward excellence in the pursuit of teaching, service and research. All faculty members, regardless of rank, shall be evaluated annually by the Chair and shall be informed in writing of the outcome. These evaluations will constitute part of the basis for tenure and promotion decisions.

1.2 All Board of Governors, Board of Trustees, University of Florida, and College of Liberal Arts and Sciences (CLAS) regulations must be followed. These policies change from time to time and the candidate should consult the most current version of the CLAS guidelines, particularly regarding the format and content of the tenure/promotion dossier.

1.3 The detailed tenure and promotion policy and procedures for the Department are given in Appendix B.

## **VI. Manual of Departmental Policies and Procedures**

### 1. General

1.1 All items affecting the governance of this Department, which have been approved by the faculty at faculty meetings, shall constitute the Manual of Policies and Procedures. The manual shall contain accurate designations of the various categories of faculty.

1.2 Copies of this manual will be kept in the Department office, posted on the web site, and made available to the Dean of the College of Liberal Arts and Sciences where the manual will be available for examination.

### 2. Amendments and Revisions

2.1 Amendments and revisions to the Manual of Policies and Procedures may be made by majority vote by secret ballot of all regular faculty members.

2.2 A simple majority shall be required for amending or revising the Manual of Policies and Procedures, including amendments to tenure and promotion policy. Following discussion at a faculty meeting this vote shall be taken by secret ballot and announced immediately.

### 3. Initiation of Amendments and Revisions

3.1 The Chair may at any time appoint an ad-hoc committee to consider and recommend amendments or revisions to the Manual of Policies and Procedures.

3.2 Any faculty member who secures the endorsement of one-fourth of the regular faculty by signed petition may submit proposed amendments or revisions for consideration.

3.3 Written notice and the text of proposed amendments and revisions must be sent to the faculty at least one week before the meeting at which they are to be discussed.

## **Appendix A: University of Florida Faculty Designations (as defined by UF document 7003)**

In addition to full-time appointments to a department budget, there shall be other types of department members as defined by the regulations of the University of Florida (document # 7003).

1. **Affiliate or Joint.** These modifiers apply to persons paid or holding appointments in a department or unit of the University who participate in another department or unit such as (joint) teaching and/or supervision of graduate students and/or research or extension on a regular or infrequent (affiliate) basis. A majority vote of the departmental faculty is required in the secondary department(s) to award such status. Affiliate faculty members may accrue but not be awarded tenure in the affiliate department, until or unless they become regular members of the department with which they hold the affiliate appointment. The rights and privileges of affiliate appointees in the department should be made clear to them at the time of appointment. Affiliate faculty members will be reviewed by the department annually and such appointments may be altered or terminated at any time.
2. **Emeritus (Modifier for Faculty title).** Faculty members, academic administrators, and such other officers of the University as the President may designate shall become eligible for the title "Emeritus" in connection with their faculty rank when they retire. The title is to be conferred, as the word indicates, for recognition by one's colleagues of meritorious service, and it shall entail continued campus courtesies, under the same conditions as required for active faculty and administrators, including parking, use of the library and recreation facilities, admission to athletics and cultural events, receipt of such publications as are sent to regular faculty members and members of the Alumni Association, participation in contract and grant endeavors, and participation in academic convocations. Consideration for this title shall be accomplished prior to the faculty member's retirement. The Chair shall submit names of eligible nominees to the faculty for a departmental vote. A favorable nomination shall be submitted through the appropriate administrative channels (Dean, Vice President) to the Office of Academic Affairs for final action.
3. **Courtesy/Honorary/Affiliated Clinical/Industry -** These modifiers apply to persons having the appropriate professional qualifications or having distinction and honor in his or her field who are appointed without compensation to a department, center or unit faculty. The "Industry" modifier may also be used for persons from industry who are paid with Other Personnel Services (OPS) funds only. Persons appointed with this status may or may not be otherwise affiliated with the University. This appointment is not eligible for tenure or permanent status. Time spent in this appointment shall not count as tenure or permanent status eligible service. The "Affiliated Clinical" modifier is to be used for appointments in the Health Science Center only. Promotion shall be based on the credentials of the appointee and the recommendation of the faculty and administrators of the department, college and unit, as appropriate. Requests for promotion are submitted to the Office of Academic Affairs for final review and approval.

## **Appendix B: Tenure and Promotion Policy**

Department of Geological Sciences  
Tenure and Promotion policy

This document addresses three milestones in the professional career of tenure-track faculty in the Department of Geological Sciences at the University of Florida: tenure and promotion to Associate Professor, promotion to Full Professor, and elevation to the rank of Distinguished Professor. Parallel promotions for other faculty designations are also addressed. Candidates for tenure and/or promotion in the Department of Geological Sciences will be evaluated with respect to their accomplishments in research, teaching, and service. UF guidelines require that candidates for promotion to Associate Professor demonstrate distinction in two areas, normally research and teaching, and should have achieved a national reputation. Candidates for Full Professor will have distinction in research, teaching, and service, and are expected to enjoy an international reputation in their research area. Distinguished Professors are expected to have excelled in all three areas at a level above University norms.

Candidates for promotion from Assistant-In to Associate-In will be evaluated according to criteria at a level commensurate with those of Associate Professor in the Department of Geological Sciences, judged according to specific expectations and duties appropriate to their positions. For promotion from Associate-In to Senior Associate-In the expected criteria are commensurate for promotion to Full Professor according to the specific duties of the candidate.

Promotion criteria from Lecturer to Senior Lecturer follow the expectation for promotion from Assistant Professor to Associate Professor with the focus on teaching duties. For promotion from Senior Lecturer to Master Lecturer the candidate is expected to have distinction in teaching, significant departmental service, and some educational or scientific research.

Candidates for promotion from Assistant Scientist to Associate Scientist will be evaluated according to criteria at a level commensurate with those of Associate Professor in the Department of Geological Sciences, evaluated according to specific expectations and duties appropriate to their position. For promotion from Associate Scientist to Scientist the expected criteria are commensurate for promotion to Full Professor according to the specific duties of the candidate.

UF and CLAS have published guidelines that candidates should consult. These are updated annually so candidates should seek the most current version.

### **Criteria:**

#### **Teaching**

*From Assistant to Tenured Associate Professor*

- Candidates must demonstrate a sustained commitment to excellence in teaching.
- Teaching effectiveness will be evaluated in a number of ways, including peer evaluations of classroom performance; instructional materials (e.g. syllabi, exams); student

evaluation; supervision of undergraduate research, honors theses, and/or University Scholars; and course and curriculum development.

- We expect all candidates to serve on and/or chair M.S. and Ph.D. committees. At this level they should have chaired a reasonable number of M.S. committees to completion and may be chairing Ph.D. committees.

*From Associate to Full*

- In addition to the above accomplishments, candidates for Full Professor will usually be expected to have successfully chaired students to the Ph.D., or at least be currently chairing Ph.D. committees of students advanced to candidacy.

*From Lecturer to Senior Lecturer*

- Candidates must demonstrate a sustained commitment to excellence in teaching as summarized for promotion to Associate Professor
- It is expected that candidates will have successfully mentored teaching assistants and developed teaching materials.

*From Senior Lecturer to Master Lecturer*

- The candidate is expected to demonstrate continued success in teaching and have played a significant role in curriculum development in the department.

*From Assistant-In to Associate-In and from Associate-In to Senior Associate-In, and Assistant Scientist to Associate Scientist and from Associate Scientist to Scientist*

- The teaching duties of these positions are generally different than those for other faculty positions. In most cases it is expected that candidates demonstrate a commitment to training and oversight of students in their respective areas of expertise.
- Candidates should have served or be serving on graduate committees as appropriate to their duties

## **Research**

*From Assistant to Tenured Associate Professor*

- Candidates must have established a program of research that has been published in refereed journals and/or in nationally or internationally recognized presses and society volumes. Attention will be given to the volume and the quality of the scholarly output, as well as the reputation of the journals and publishers of edited volumes and monographs. There are no set rules with regard to the number of required articles and chapters, but past expectations have been in the range of 12-15 refereed publications in natural science disciplines. It is expected, however, that many of the articles will have the candidate or a student/post-doc as a principal author. It is a clear expectation that some publications will stem from research done during the tenure-accruing period. A continuous and sustained record of publications throughout the entire probationary period is viewed favorably by the Department.
- Grants are another measure of the success that demonstrate the impact of a candidate's research and insure continuity of graduate student support and research programs. We expect that candidates will have received at least one major research grant or contract that includes student support.
- Most candidates will have received significant start-up contributions from UF when hired into the Department. It is expected that these funds will have led to the establishment of an operational research facility that is able to function as a resource for the candidate's research and that of their students and colleagues.

- The presentation of results at national professional meetings such as the American Geophysical Union or Geological Society of America is expected of all candidates. This and the candidate's ability to organize sessions at these meetings is another measure that demonstrates the national impact of their research.

*From Associate Professor to Full Professor*

- Candidates for promotion to Full Professor are expected to show a level of continuing research productivity that is at least equivalent to the original output expected of a candidate for tenure and promotion to Associate Professor. The total number of publications and major grants, for example, should be notably greater than the level associated with the original promotion.
- Candidates will have achieved and be able to demonstrate international recognition of their research. Demonstration of this recognition could be in terms of invitations to speak at international professional meetings, awards and honors from professional societies, leadership in large collaborative research initiatives, collaborations with international researchers, participation in international symposia and workshops, participation on national or international science panels, etc.

*From Assistant-In to Associate-In and from Associate-In to Senior Associate-In*

- The criteria for promotion to Associate-In and Senior Associate-In are similar to those criteria for promotion to Associate Professor or Full Professor in the Department of Geological Sciences, with some exceptions as summarized in the specific duties of the faculty member.
- Candidates in these positions will generally be assigned to one or more research facilities or groups within the Department. They are expected to demonstrate contributions to the development of research facilities and of state-of-the-art analytical methods, and oversee the training of students, faculty, and visiting scholars in analytical methods.
- While it is expected that the candidate will be an author or co-author on a significant number of scientific publications the Department recognizes that the candidate may be a junior author on many of these publications because of the supporting role of the position.

*From Assistant Scientist to Associate Scientist and from Associate Scientist to Scientist*

- The criteria for promotion to Associate Scientist and Scientist are similar to those criteria for promotion to Associate Professor or Full Professor in the Department of Geological Sciences, with some exceptions as summarized in the specific duties of the faculty member.
- Candidates in these positions will generally be assigned to one or more research facilities or groups within the Department. They are expected to demonstrate contributions to the development of research facilities and of state-of-the-art analytical methods, and oversee the training of students, faculty, and visiting scholars in analytical methods.
- While it is expected that the candidate will be an author or co-author on a significant number of scientific publications the Department recognizes that the candidate may be a junior author on many of these publications because of the supporting role of the position.

*From Lecturer to Senior Lecturer and from Senior Lecturer to Master Lecturer*

- For promotion to Senior Lecturer research is generally not required. For promotion to Master Lecturer, however, the candidate may be required to demonstrate a record of

educational or scientific research if the effort reports of the candidate indicate that time was allocated to research.

## **Service**

### *From Assistant to Tenured Associate Professor*

- Candidates must have demonstrated, through sustained on-campus presence and regular involvement in on-campus service activities, their commitment to enhancing the life of the Department, the College, and the University. For tenure and promotion to Associate Professor on-campus semesters must substantially outnumber off-campus leaves of absence as outlined in criteria from the College. Tenure-track faculty members are expected to organize their professional lives in a manner compatible with service to UF and to its students.
- The service contributions required of untenured assistant professors are kept relatively light to facilitate excellence in teaching and research, but service on some department and/or University committees is expected. In addition, student advising and committee work is also expected as noted above. Regular participation in faculty meetings as well as attendance at recruitment colloquia is expected. This type of service should accelerate as the candidate's service time increases.
- Scholarly service to the discipline (e.g. reviewing submissions to journals and granting agencies, panel participation at professional meetings, involvement in research or teaching workshops) is also expected. Service contributions to the community, state, and/or nation are encouraged.

### *From Associate Professor to Full Professor*

- Promotion to Full Professor presupposes an even higher level of extended on-campus service than is required of candidates for tenure. Between the granting of tenure and the application for Full Professor, the candidate should demonstrate a history of substantial and sustained service on department committees, e.g., serving as chair of standing or search committees or serving as a departmental officer. Service on College and/or University committees will also be viewed favorably.
- The categories of scholarly service to the discipline and to the larger community expected in the dossier of the candidate to Full Professor are the same as those at the tenure decision, but the level of expected service is greater. This includes service to professional associations (as officer or committee member), journal editor or editorial board member, service on NSF or other agency panels, and the like. Such extramural service, however, is a supplement to, not a substitute for, the earlier-mentioned requirement of on-campus service to the university and its students.

### *From Assistant-In to Associate-In*

- The candidate should demonstrate some participation in departmental committees and is expected to participate in faculty meetings.
- Scholarly service to the discipline including the review of journal and proposal submissions and participation in national and international standardization exercises is expected.

### *From Associate-In to Senior Associate-In*

- Candidates for promotion to Senior Associate-In are expected to demonstrate a higher level of departmental service than those for Associate-In.

- It is expected that the candidate will have served on several departmental committees, including search committees. Service on College and/or University committees as appropriate will be viewed favorably.

*From Assistant Scientist to Associate Scientist*

- The candidate should demonstrate some participation in departmental committees and is expected to participate in faculty meetings.
- Scholarly service to the discipline including the review of journal and proposal submissions and participation in national and international standardization exercises is expected.

*From Associate Scientist to Scientist*

- Candidates for promotion to Scientist are expected to demonstrate a higher level of departmental service than those for Associate Scientist.
- It is expected that the candidate will have served on several departmental committees, including search committees. Service on College and/or University committees as appropriate will be viewed favorably.

*From Lecturer to Senior Lecturer*

- Candidates for promotion to Senior Lecturer should demonstrate a sustained level of service to the department. Typical service would be participation in departmental committees including the undergraduate curriculum committee, oversight of teaching collections, participation in faculty meeting, and participation in educational outreach activities of the department.

*From Senior Lecturer to Master Lecturer*

- Service expectations for promotion to Master Lecturer include a sustained record of departmental committee service and departmental education outreach.
- Participation in local, state, and/or national education committees and training programs is also expected at this level.

## **PROCEDURES**

*From Assistant to Tenured Associate Professor*

- The College and the Department have institutionalized a mentoring system for junior faculty by which they will be linked to a senior faculty member or groups of faculty members (mentoring committee) in their department early in their career at UF. The mentor(s) will guide and counsel them during the advancement process. The mentor may change over the course of the candidate's career. The mentor and two additional faculty appointed by the Chair will comprise the group conducting the candidate's 3<sup>rd</sup> year review. After the candidate's 3<sup>rd</sup> year review this group will serve as the faculty members T&P evaluation committee. This committee will assist the Chair in evaluating the candidate's annual activities and progress via their annual activity report.
- UF and the Department have instituted the practice of "third year reviews" for junior faculty (see Mid-Career Review Policy and Procedures document). Though less intensive than the tenure process, the third-year review does entail the compilation of a dossier that will be examined not only by the Chair and the mentor but also by tenured faculty in the department. Feedback from this third year review (both oral and written) is intended to assist junior faculty in identifying

which, if any, “mid-course corrections” will be required in their research, teaching, or service to ensure a strong case for tenure.

- UF T&P applications are started in the spring semester and completed early in the fall semester. During each spring semester the Chair of the Department consults with the individuals who want to be considered for T&P. The Chair then consults with their T&P committee and other faculty before preparing a list of candidates to undergo formal consideration for tenure and/or promotion during the fall of that year. Other than the University mandated time limits for tenure and promotion to associate professor, candidates have the right to request evaluation for promotion in any given year with proper notification to the Chair.
- The Chair provides each candidate with Department, College, and University guidelines and forms for tenure and promotion in the spring term.
- In the spring semester preceding the tenure decision each candidate provides the Chair and their T&P committee of the Department with the names of at least seven outside colleagues who can offer accurate assessment of the applicant's scholarship.
- After consulting with the mentor and/or T&P committee, the Chair compiles an additional departmental list of five or six colleagues outside of the University.
- Drawing from both the departmental and candidate's list of potential references the Chair will request letters of evaluation from five to six off-campus scholars. The Chair's letter of request will indicate whether the candidate has or has not waived rights to review letters of recommendation, and it will provide referees with the candidate's curriculum vitae and copies of the applicant's published work as appropriate. It is the candidate's responsibility to provide these materials. Faculty whose assignments have been solely in teaching and service or whose promotion will be decided based almost solely on their performance in teaching and service may substitute letters of evaluation from within the university for the outside evaluations discussed above.
- In addition to these letters of evaluation, the candidate's T&P dossier will also conform to University guidelines, but typically will include: a) annual letters of evaluation by the chair; b) peer teaching evaluations; c) all relevant college and university forms; d) selected publications and scholarly works; and e) supplementary information the candidate may wish to include.
- Candidates have a right to review their T&P dossier and attach a response to any material therein--except reference letters with waved rights to access—prior to submission of the packet.
- Voting on the dossiers will take place in the fall semester. Candidates are ordinarily expected to be in residence during that semester.
- The date for a faculty meeting will be announced and each candidate's dossier will be made available, at least two weeks in advance, for assessment by those who will vote. At the meeting the candidate's mentor and a representative of their T&P committee will assess the nominee's case. The meeting will then be opened for discussion.

- Voting on T&P matters is restricted to regular faculty at or above the rank sought by the nominee, including those on leave of absence. Faculty in phased retirement may vote on promotion but not on tenure. The ballots will have three options--“for,” “against,” “abstain”--and will be available to faculty for a minimum of five days. The vote is tallied in the presence of the Chair, Associate Chair, and Office Manager. Absentee faculty should communicate their vote to the chair in writing.

- The Chair will inform the candidate of the result of the departmental vote. The candidate will then decide whether to transmit the case to the College. As a general guideline, transmittal is not to be recommended unless at least two-thirds of the votes are favorable.

- Candidates have the option of withdrawing the case at any time at the level of Department, College, and Academic Personnel Board.

#### *From Associate to Full Professor*

- Candidates for Full Professor will compile a dossier that documents their research, teaching, and service. They will also provide names of external and internal referees for letters of recommendations, and prepare a promotion packet similar to that for the T&P process. Voting procedures are similar to those outlined above.

#### *From Full Professor to Distinguished Professor*

- This promotion requires stellar performance exceeding University norms in all three areas of consideration. It requires a promotion packet similar to that for the T&P process as outlined in the University’s annual T&P guidelines.

#### *From Assistant-In to Associate-In and from Associate-In to Senior Associate-In, from Assistant Scientist to Associate Scientist to Scientist, and from Lecturer to Senior Lecturer and Senior Lecturer to Master Lecturer*

- The procedures for these three categories are similar to those for tenure-track faculty. All non-tenure promotion applications are also made during the fall. During each spring semester the Chair of the department consults with the individual and then faculty before preparing a list of candidates to undergo formal consideration for promotion during the fall of that year. Candidates have the right to request evaluation for promotion in any given year with proper notification to, and consultation with, the Chair.

Drawing from both the Department and candidate's list of potential referees the Chair will request letters of evaluation from a total of five to six on- and/or off-campus scholars. The Chair's letter of request will indicate whether the candidate has or has not waived rights to review letters of recommendation. The Chair will provide referees with the candidate's curriculum vitae and an explanation of their teaching, service and/or research assignments as dictated by their respective positions and assignments.

- In addition to these letters of evaluation, the candidate's dossier will also conform to University guidelines, but typically will include: a) annual letters of evaluation by the chair; b) peer teaching evaluations (for Lecturers); c) all relevant College and University forms; d) selected publications and scholarly works (e.g. curriculum development); and e) supplementary information the candidate may wish to include (e.g. educational outreach or instrumental development).
- Candidates have a right to review their dossier and attach a response to any material therein--except reference letters with waved rights to access—prior to submission of the packet.
- Voting on the dossiers will take place in the fall. Candidates are ordinarily expected to be in residence during that semester.
- The date for a faculty meeting will be announced and each candidate's dossier will be made available, at least two weeks in advance, for assessment by those who will vote. At the meeting the Chair will assess the nominee's case. The meeting will then be opened for discussion.
- Voting on T&P matters is restricted to regular faculty at or above the rank sought by the nominee, including those on leave of absence. Faculty in phased retirement may vote on promotion but not on tenure. The ballots will have three options--“for,” “against,” “abstain”--and will be available to faculty for a minimum of five days. The vote is tallied in the presence of the Chair, Associate Chair, and Office Manager. Absentee faculty should communicate their vote to the chair in writing.
- The Chair will inform the candidate of the result of the departmental vote. The candidate will then decide whether to transmit the case to the College. As a general guideline, transmittal is not to be recommended unless at least two-thirds of the votes are favorable.
- Candidates have the option of withdrawing the case at any time at the Department or College level.