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 Collective Bargaining Agreement (2004-2007). The text of these articles may be accessed at http://usfweb2.usf.edu/usfpers/pershome.html under Collective Bargaining, UFF.

NAME: ___________________________________ TITLE (Dr., Mr., Ms.): ____________________________
MAIL POINT: ____________________________

COLLEGE: ____________________________

DEAN: ____________________________ MAIL POINT: ____________________________

DEPARTMENT: ____________________________

CHAIR/DIRECTOR: ____________________________ MAIL POINT: ____________________________

__________________________________   ________________________________
Applicant’s Signature       Date

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 USF Employment: ___________________________ Initial Rank ___________________________

Present Rank (eff. date): ___________________________ Years Completed in Rank at USF ___________________________

Tenured: _____ Yes Effective Date: ___________________________

_____ No 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): ________

Pathway (College of Medicine Only): ___________________________

Appointment: _____ 9 month Salary ___________________________

_____ 12 month

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:

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**

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 Department Chair 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 (Briefly describe your goals and accomplishments in teaching.)

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 USF, but list each only one time.

Tenure applicants: Please list courses taught during your tenure earning years at the University of South Florida. (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 department.

**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 department.

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 Department Chair/Director or by the Chair or member of the faculty peer review committee. 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/college/campus 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 USF 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 Department and the College.
• If the department 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 that includes numeric averages and trends must be provided. In addition, the chair or member of the faculty peer review committee must provide a short summary that captures the essence of the student comments. If the candidate, department, or the college wants to attach the comments in their entirety, they can do so in the supplemental materials. (See link on the tenure and promotion website: http://www.acad.usf.edu/Faculty+Resources/tenure.htm for an example of how to construct this document.)

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.

Print Name of Department Chair/Director ____________________________ Signature ____________________________ Date ________________
V. RESEARCH AND CREATIVE ACTIVITY

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.

- Briefly state your goals and achievements in the area of research and creative activity (attach additional sheets if necessary):

A. PUBLICATIONS (*provide lists in your discipline’s reference style format; if multiple authors, list authors in order they appear in the publication.*)

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)

Refereed Articles Published:

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

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

c. Refereed Articles *Submitted* for Review (attach a copy of your letter of transmittal to publisher):

d. The Chair/Director must provide a description and evaluation of the quality of the journals in which you have published and, if multiple authors, your relative contribution to the works shown.

Description and evaluation of journals should include:

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

Name of Chair/Director ___________________________ Signature ___________________________ Date ___________________________
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):
B. CREATIVE NON-PUBLISHED WORKS:

Briefly describe your goals and achievements in this area unless already stated on Page 10.

1. Works (Specific commissioned creative works and/or works acquired by collections)

List and briefly describe, beginning with the most recent, including:

- Title
- Venue, Location
- Date
- State whether Commissioned and if so, provide information.
- State whether Collection Acquisition and if so, provide information.
- State Significance (provide evidence of international, national and/or regional).

a. Works Completed

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

List and briefly describe, beginning with the most recent, including:

- Title
- Venue, Location
- Date
- Solo or Group
- State whether Invited, Curated, Juried, Etc. and By Whom.
- State whether Reviewed and Provide Information.
- State Significance (provide evidence of international, national and/or regional).

a. Exhibitions **Completed**

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

List and briefly describe, beginning with the most recent, including:

- Title or Type
- Venue, Location
- Date
- Solo or Group
- State whether Judged, Reviewed, Invited, Etc. and By Whom.
- State Significance (provide evidence of international, national and/or regional).

a. Performances/Competitions Completed

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

**List and briefly describe, beginning with the most recent, including:**

- Title or Type
- Venue, Location
- Date
- Solo or Group
- State whether Judged, Reviewed, Invited, Juried, Etc. and By Whom.
- State Significance (provide evidence of international, national and/or regional).

a. Other Creative Activities **Completed**

b. Other Creative Activities **In Progress** and/or **Scheduled**
C. **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
   - funded amount
   - dates
   - specify if grant was refereed

2. List grants you have applied for. **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
D. 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).

1. Papers Presented at Professional Conventions
   - National
   - Regional
   - Local

2. Major Speeches
   - National
   - Regional
   - Local
VI. SERVICE

A. SERVICE TO THE UNIVERSITY

Briefly outline your goals and achievements in the various areas of University governance at the University of South Florida.

List including:

- description of your involvement in and contributions to university, college, department, SUS councils or committees
- dates of service
- if chairperson

Tenure

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

Promotion

Please list service to the University during the past five years.
B. 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
C. SERVICE TO THE COMMUNITY

- List community committee councils, boards, etc., on which you have served or other public service activities. Include dates of service.
D. 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 department chair 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 chair, in consultation with the Dean, will select a minimum of three (but not exceeding six) from whom reviews will be solicited. In choosing reviewers it is recommended the chair seek the counsel of the department promotion and tenure committee. Contact with reviewers should be by the department chair/director only.

In the event the chair believes additional recommendations are desirable or necessary, then (1) the candidate should be requested to make supplementary recommendations, 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 vita and other materials he/she chooses as appropriate for an external review of research/scholarly/creative activity. The chair 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 29 a copy of the letter sent by your chair/director 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 DEPARTMENT, COLLEGE, DEAN, AND CAMPUS EXECUTIVE OFFICER

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>Department Faculty Committee Evaluation</th>
<th>Chair/Director Evaluation</th>
<th>College (or Joint Review) Committee Evaluation</th>
<th>College Dean Evaluation</th>
<th>Campus Executive Officer Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
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<tr>
<td>Research, Scholarship, Creative Activity</td>
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<tr>
<td>Service (all areas)</td>
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<tr>
<td>Overall Quality</td>
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</tbody>
</table>

- 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 Program/Department/College? Explain.
- The narratives should be appended in the order of review (department faculty committee, chair, college or joint review committee, college dean, campus executive officer).
- Where a split evaluation exists, the committee should provide a Majority Report and a Minority Report to provide a balanced view.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Dept Fac Cmte Chair</td>
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<tr>
<td>Department Chair</td>
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<tr>
<td>College or Joint Review Cmte Chair</td>
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<tr>
<td>Dean or Designee</td>
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<tr>
<td>Campus Exec. Officer</td>
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</tbody>
</table>
IX. MID-POINT (MID-TENURE) REVIEW EVALUATIONS BY DEPARTMENT, COLLEGE, DEAN, AND CAMPUS EXECUTIVE OFFICER

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 Department, College Dean and Campus Executive Officer
- 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 the University of South Florida: 

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 University of South Florida: 

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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</table>

4. On the following table, list the names and locations of institutions at which the applicant actually held tenure prior to coming to the University of South Florida. 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>
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</table>
COMPLETE THIS SECTION FOR TENURE RECOMMENDATION

Vote of the Departmental 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 Departmental Tenured Faculty. 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>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>
<th>Total</th>
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<tbody>
<tr>
<td>Males</td>
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<tr>
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<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 tenured faculty.

Name, Tenured Faculty Chair: ____________________________ Signature: ____________________________
**Vote of the College 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></th>
<th>American Indian or Alaskan Native</th>
<th>Asian or Pacific Islander</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 Committee.

Name, College Cmte Chair: ___________________________ Signature: ___________________________

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**Vote of the Campus Joint Review Committee (where applicable).** Each campus establishes a joint review committee, consisting of an equal number of faculty members from the campus and the college Tenure and Promotion Committee. This committee serves as the “college” review committee for all candidates from a campus other than Tampa. 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>
<th>Asian or Pacific Islander</th>
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</tbody>
</table>

#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, Joint Cmte Chair: ___________________________ Signature: ___________________________
RECOMMENDATIONS ON THE CANDIDACY FOR TENURE

Department Chair

____ 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 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: ____________

Campus Executive Officer (Lakeland and Sarasota/Manatee candidates only)

____ 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: ____________

Vice President for Health Sciences (if 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: ____________
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.

Provost

____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 Departmental Faculty 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).

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

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

Name, Faculty Cmte Chair: ____________________________  Signature: ____________________________

Vote of the College 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).

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

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

Name, College Cmte. Chair: ____________________________  Signature: ____________________________
Vote of the Campus Joint Review Committee (where applicable). Each campus establishes a joint review committee, consisting of an equal number of faculty members from the campus and the college Tenure and Promotion Committee. This committee serves as the “college” review committee for all candidates from a campus other than Tampa. Please attach a list of the names of all Committee Members, including rank and department (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, Joint Cmte. Chair: ___________________________  Signature: ___________________________
RECOMMENDATIONS ON THE CANDIDACY FOR PROMOTION

Department Chair

____ My recommendation is to GRANT promotion for this candidate.
____ My recommendation is to DENY promotion at this time.
Name:_________________________ Signature: _________________________ Date:___________

College Dean

____ My recommendation is to GRANT promotion for this candidate.
____ My recommendation is to DENY promotion at this time.
Name:_________________________ Signature: _________________________ Date:___________

Campus Executive Officer (Lakeland and Sarasota/Manatee candidates only)

____ My recommendation is to GRANT promotion for this candidate.
____ My recommendation is to DENY promotion at this time.
Name:_________________________ Signature: _________________________ Date:___________

Vice President for Health Sciences (if applicable)

____ My recommendation is to GRANT promotion for this candidate.
____ My recommendation is to DENY promotion at this time.
Name:_________________________ Signature: _________________________ Date:___________
STATEMENT OF REVIEW BY CANDIDATE PRIOR TO CONSIDERATION BY THE PROVOST.

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.

Provost

  ____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/chair/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)