GOVERNANCE DOCUMENT
INCLUDING GUIDELINES FOR FACULTY EVALUATION

Department of Africana Studies
University of South Florida

I. The guidelines herein enumerated shall function within the context of relevant College, School, University and Board of Regents guidelines, contracts and regulations.

II. DEPARTMENT OFFICES.

CHAIR. Major Functions: The chair is the chief executive officer of his/her department and is directly responsible to the Dean of the College and responsive to the faculty, staff and students in the Department. As chief executive officer the Chair is charged with implementing University and College policies and procedures and with initiating internal policies and procedures consistent with them. The Chair serves as the primary link between the department and other academic and administrative units on campus, acting as representative of the faculty, staff and students at the same time he/she acts as representative of these other units. While the Chair has primary and final responsibility for all internal activities, that responsibility with its associated power and authority is conditioned by consultations with affected parties. In council with other Chairs and Directors and the Dean, the Chair participates in the development and implementation of policy and procedures within the College. The Chair exercises leadership both within the department and in representing the department. On department matters, the Chair is ultimate authority. In collaboration with the Faculty Advisory Committee, the Chair approves all publications that emanate in the name of the Africana Studies Department. Also, a major function of the Chair is to provide mentorship to junior faculty and support scholarly productivity for all faculty.

ADDITIONAL FUNCTIONS OF THE CHAIR

A. BUDGET: It is the responsibility of the Chair to consult with the faculty in determining Department needs and expenditure of allocated funds. It is also the responsibility of the Chair to keep the faculty informed as to changes in the budgetary needs of the Department, as well as changes in the needs of its faculty and staff. The Chair may present the budget to the faculty for discussion and suggestions at the first faculty meeting of the academic year. If requested by the faculty, a budget report will be made at each subsequent faculty meeting. The proposed budget for the following academic year should be presented to the faculty for input at the March faculty meeting, i.e., prior to the Department Report meeting with the Dean.

B. TRAVEL FUNDING. When available, priority in funding will be provided for faculty to present papers at conferences or for participation as officers on boards
of professional organizations. Funding for other professional travel will be based on availability.

Appointment, Tenure, Renewal, Termination: Appointment of the Chair is made by the Dean, upon the recommendation of the department faculty, and consent of the appointee. Term of three to four years, with renewal possible. Removal for a particular cause should be handled through grievance channels.

III. FACULTY MEETINGS

Regular and productive faculty meetings are a critical aspect of the growth and development of the Department of Africana Studies. Such meetings facilitate communication among the faculty and can also contribute to a very necessary sense of community. Thus, there should be one faculty meeting a month during the Fall and Spring semesters. In the event that monthly meetings are not feasible during certain semesters, it is the responsibility of the Chair to plan and schedule no less than two (2) meetings for the semester. The Chair will consult with the faculty on items to be included on the agenda. Meeting agendas will be distributed either by e-mail and/or hardcopy at least 2 days prior to the scheduled meeting.

IV. DEPARTMENT AD-HOC COMMITTEES

The Faculty Advisory Committee (FAC) is a standing committee elected by the faculty as described below. Other Committees, including an Undergraduate Committee, a Graduate Committee and a Faculty Tenure and Promotion Committee will be appointed by the Chair to assist in the administration of the department with specific tasks and durations of service. The Chair must secure the advice and consent of the FAC before making such appointments.

FACULTY ADVISORY COMMITTEE (FAC): COMPOSITION AND TERM

A. A standing committee composed of three (3) tenured and tenure-earning members of the full-time faculty, (whose duties are at least 49% within the Department), including full-time, permanent instructors, excluding the department chair and any visiting faculty, shall be elected annually by secret ballot.

B. All department faculty who will be evaluated by the FAC in a given year are eligible to vote for the members of the FAC.

C. The election will be held at the first faculty meeting of Semester I.

D. The FAC shall elect a chair from among its members, however, the chair of the FAC will typically be a tenured faculty member.
E. Members of the FAC shall remove themselves temporarily from the Committee when they are being evaluated or are the subject of a matter before the Committee.

FACULTY ADVISORY COMMITTEE: CHARGE

A. The FAC is charged with generating evaluation statements and other recommendations regarding faculty teaching, research and service performance in a given calendar year and may also offer advice, where needed, to the Department Tenure and Promotion committee on tenure, promotion and termination of faculty in the department. Evaluation will normally begin in March and cover the preceding two academic terms of spring and fall (i.e., the preceding calendar year). In this regard, the FAC serves as the Annual Review Committee.

B. The FAC will also meet whenever called by any member of the department to consider any and all matters relevant to the activities of any faculty member which have not been satisfactorily resolved through discussions between the faculty member and the Chair of the Department.

C. The FAC is responsible for the development and explanation of department standards of evaluation as may be required by College or University guidelines.

D. The FAC and the Chair may hold consultations at any time on any Department activities.

E. In collaboration with the Chair, the FAC will approve all publications that emanate in the name of the department.

CHAIRPERSON, FACULTY ADVISORY COMMITTEE. The Chair of the FAC is responsible for the administration of the activities of the FAC. The individual in this position consults with the Chair as required. The primary responsibility is to insure the timely submission of tenure, promotion, annual evaluation and other recommendations to the Chair by the committee.

The Faculty Advisory Committee will elect each year, one of its members to chair the committee. The chair can be removed for cause.

UNDERGRADUATE COMMITTEE

An Undergraduate Committee shall be formed for the purpose of advising the Chair about undergraduate curricula matters and the direction of undergraduate studies in the Department. The tasks of the Committee will be to ensure that Department’s undergraduate course requirements and credit-hours needed to declare a major in Africana Studies are clearly stated in Department brochure and any University publications relating to Undergraduate Studies in the Department.
of Africana Studies. A faculty member shall be appointed or designated by the Chair as Undergraduate Director to oversee these tasks.

V. UNDERGRADUATE STUDENT ADVISOR

The Undergraduate Advisor assigned by the College of Arts and Sciences to the Department shall work with the Undergraduate Director and the Undergraduate Committee to acquaint himself or herself with the academic mission of the Department; its Undergraduate course and credit-hours requirements for the purpose of offering accurate advising to Africana Studies majors and minors and potential majors and minors in all matters pertaining to undergraduate curricula requirements. The advisor is also responsible for evaluating all transfer credits and the review of the academic record for the graduation certification for all Africana Studies majors. Other advising responsibilities include maintaining accessible office hours for student advising, curriculum planning, maintaining student record files, overseeing course and curriculum changes, liaison with college placement office, registrar, counseling service, college advising office. The Undergraduate Advisor shall report to the Chair about any concerns that students have expressed to him or her about Department courses and credit hours, and also inform the Chair about any new College regulations about Undergraduate Studies of which the Advisor may be aware.

DEPARTMENT TENURE AND PROMOTION COMMITTEE

The Department Tenure and Promotion Committee shall consist of core faculty and joint faculty of the Department of Africana Studies who are tenured, and other tenured USF faculty outside of the Department who have the requisite expertise in a candidate’s areas of research to help assess a particular tenure and promotion file. The Committee shall have the responsibility of reading and evaluating the mid-tenure and tenure and promotion application files of tenure-track faculty. The Committee will elect, appoint, or designate one of its members (a tenured faculty member of the Department of Africana Studies) as Chair of the Committee who will preside over its meetings, record its votes on tenure and promotion applications and write its report and recommendations to the Chair of Department. The Committee’s report should offer a detailed evaluation of the teaching, research and service record and accomplishments of tenure-earning faculty who are due for tenure and promotion based on the narratives and other materials provided in their applications and College guidelines on tenure and promotion. The Committee’s report shall contain its recommendations to grant tenure and promotion or deny both to a candidate. Ultimately, the final decision rests with the Chair of Department.

VI. DEPARTMENT STANDARDS FOR EVALUATION

The following department standards are intended to conform with relevant College, University and BOG guidelines, contracts and regulations.
A. RECRUITMENT: Under limitations specified in the BOG regulations governing the awarding of tenure, considerations of credit for prior service in an academic and/or non-academic position should occur before appointment to this Department. If the Department FAC finds that a faculty candidate merits credit of prior service toward tenure and promotion, it shall propose to the Department Chair who will make a recommendation to the Dean regarding the awarding of such credits. Credit should be given only for prior service pertinent to the individual's field of expertise and assignment in the Department. If the recommendation is approved, it shall be fully stated and included in the appointment documents. All documents relating to such considerations should be retained in the individual's permanent file in the Dean's office. In the absence of appointment provisions as outlined above, if credit for prior professional academic or non-academic experience is sought by a faculty member for promotion and/or tenure, that must be clearly stated and documented as a request for variance. The minimum criteria for recruitment at each rank are as follows:

1. Instructor

   a. Department determination of the completion of substantial work in an academic or professional discipline.

   b. Expectation of completion of the doctoral or the terminal degree in an academic or professional discipline deemed by the faculty to be appropriate to the mission of the Africana Studies Department at a reasonable time.

2. Assistant Professor

   a. Possession of a doctoral degree in an academic or professional discipline.

   b. Expectation of performance commensurate with the minimum criteria outlined in the advertisement for the position of Assistant Professor.

3. Associate Professor

   a. Possession of a doctoral degree in an academic or professional discipline as defined in section V.A.1.b.
b. Documented evidence of performance in assigned areas of activity commensurate with the minimum criteria for promotion to Associate Professor.

c. Typically, five years experience in a tenure-earning rank, or the equivalent.

d. Documented evidence of national or international visibility.

4. Professor

a. Possession of a doctoral degree in an academic or professional discipline as defined under Section V.A.1.b. above.

b. Documented evidence of outstanding achievement in scholarship and other professional activities.

c. Typically, five years as an Associate Professor or the equivalent.

d. Documented evidence of national or international visibility.

B. TENURE: Candidates for tenure must supply the Chair with a list of at least five names of scholars or other referees and their cv’s within the candidate’s discipline from which three letters of reference may be sought. The proposed referees shall not include the candidate’s previous mentors or close professional colleagues or associates unless the candidate offers compelling reasons why those associates should be considered as potential referees for the candidate’s application file. When applying for tenure, candidates will submit reviews of all information about their performances, assigned or voluntary, during the period under consideration which they believe appropriately support their applications. Tenure considerations normally shall be initiated by the FAC in accordance with existing School, College, University and BOG guidelines.

1. The minimum criteria for tenure are as follows:

   a. Possession of a doctoral degree.

   b. Completion of five years of academic service in a tenure-earning capacity.
c. Documented evidence of strong or outstanding performance in teaching and research and at least satisfactory performance in service to department, college, university, profession and community;

d. Documented evidence of professional visibility beyond the individual's institution on the local or regional levels.

e. Typically, recommendations for tenure shall be submitted simultaneously with a recommendation for promotion to the rank of Associate Professor.

f. Satisfactory review of candidate's credentials by a process of external review. Candidates should refer to the memorandum on external review procedures developed by the office of the Provost for specific directives that will be operative during the academic year of application for tenure.

g. Ability of faculty member to work in harmony with colleagues.

h. Demonstration of professional growth in a direction consistent with the department's mission.

i. The candidate for tenure will receive an annual written statement from the Chair of the Department appraising his/her progress toward tenure.

C. PROMOTION: The promotion process may be initiated by a faculty member, the Chair of the Department, or by the FAC. When applying for promotion, candidates may submit reviews of all information about their performances, assigned or voluntary, during the period under consideration which they believe appropriately support their applications. In addition, candidates may submit references in support of their promotion application. The minimum criteria for promotion to each rank are as follows:

1. TO ASSISTANT PROFESSOR FROM INSTRUCTOR
   a. Completion of all requirements for the doctoral degree.

2. TO ASSOCIATE PROFESSOR FROM ASSISTANT PROFESSOR
   a. Documented evidence of strong or outstanding performance in two major areas of assigned activities (typically teaching and
research/scholarly activities), and at least satisfactory performance in the remainder of the major assigned areas.

b. Typically, five years experience in a tenure-earning rank or the equivalent, except in cases of compelling merit.

c. Documented evidence of local, regional or national visibility.

d. Satisfactory review of candidate's credentials by a process of external review. Candidates should refer to the memorandum on external review procedures developed by the Office of the Provost for specific directives effective during a given academic year.

3. TO PROFESSOR FROM ASSOCIATE PROFESSOR

a. Documented evidence of outstanding performance in at least one major area of assigned activities (typically scholarly activity) and above-average performance in the remainder of the major assigned areas.

b. Typically, five years at the rank of Associate Professor, or the equivalent, except in cases of compelling merit.

c. Documented evidence of national or international visibility.

d. Satisfactory review of candidate's credentials by a process of external review. Candidates should refer to the memorandum on external review procedures promulgated by the Office of the Provost for specific directives that will be operative during the academic year in question.

VI. EVALUATION OF PERFORMANCE

A. Faculty members are evaluated on the basis of the duties they are assigned in three areas: teaching, research and service. Those assignments reflect the rank of the faculty member and the needs of the department. At the time of assignment, substantive activities to be undertaken are described in a narrative attached to the Assigned Faculty Duties form on which the percentage distribution among categories is shown. At the time of annual evaluation, discrepancies between assigned and performed duties are explained in the self-evaluation narrative.

Evaluation of the faculty member's performance will then be based on both the amount and the quality of work performed within each category. In addition to
the assigned duties, professional visibility of a faculty member will be a factor in the evaluation by the chair and the FAC.

B. MERIT PAY CRITERIA: If and when merit pay is part of the remuneration process at USF, the criteria should be linked directly to the annual faculty evaluation. The final recommendation for merit pay will be made to the Dean’s office by the Department Chair.

VII. REPORTING DATA FOR EVALUATION

A. It shall be the responsibility of the faculty member to complete relevant departmental, College and University reports. Annual Review data will be posted in the Faculty Academic Information Reporting (FAIR) system. (e.g., the Assigned Faculty Duties form, Personnel Activities Report), and these will be made available to the Faculty Advisory Committee.

B. It is required that each faculty member submit annually a self-evaluation of his/her performance in the role of professor; this report should reflect the categories delineated in the Assigned Duties Forms. This report is documented in the FAIR system. The self-evaluation shall include an up-to-date vitae and reports or other documentation as discussed in these guidelines. One copy of the self-evaluation and the vitae and other such documentation he/she considers relevant as discussed in these guidelines should be given to the Chair of the FAC. The faculty member should retain a personal copy.

C. Faculty members, as well as the FAC, are urged to examine the College evaluation guidelines which include examples of the information which may be required to meet minimal standards.

D. Faculty members should include comments they deem indicative of their professional visibility in the narrative portion of their self-evaluation.

E. Faculty members may wish to indicate their efforts directed towards self-improvement in the annual self-evaluation report.

VIII. FORM OF EVALUATION

A. All evaluation and grievance procedures will be carried out in accordance with currently operative College, University, and State University System guidelines, and with specifications in the effective BOG/UFF contract.
B. Salary increments (beyond any mandatory increments) shall be proposed by the Department Chair, based on their respective evaluations of a faculty member's performance in the role of professor as discussed above. These proposals shall take the form of the categories spelled out on the official university forms.

C. Faculty members who feel they are in situations of inequity are encouraged to discuss these situations with the department Chair.

F. Annual evaluations and recommendations made by the FAC shall be forwarded to the Department Chair. The Chair will add his/her evaluation and meet with each faculty member to review his/her evaluation.

IX. OTHER FACULTY

In addition to regularly appointed members of the Department, the Africana Studies Department also has joint, adjunct, and courtesy appointed faculty.

1. Joint appointment refers to any situation where a General Faculty member is regularly participating in the teaching and/or graduate supervision responsibilities of more than one department or academic unit and may or may not be budgeted in one or more departments.

Two kinds of joint appointments are possible:

a. Where the line is officially designated as split, and the faculty member is evaluated in part by the Africana Studies Department. In the case of joint appointments, faculty whose assignment in Africana Studies is at least 49% may serve on the FAC and may vote in FAC elections. The faculty member is also permitted to vote in elections within the Department. The faculty member is evaluated by the Africana Studies Department FAC for the percentages assignment which is within Africana Studies.

b. Where the line is completely assigned to another department and the faculty member is not evaluated by the Africana Studies Department FAC. These faculty members have no voting rights in Africana Studies Department matters.
DUTIES:

Joint faculty members (falling under category (a) above) shall be required to teach a designated number of courses for the Department in a calendar year. The number of courses assigned to a faculty member with a joint appointment may be determined by an MOU between the two departments. Joint faculty will also participate in the mentoring of students and supervision and evaluation of undergraduate and graduate research. In that regard, joint faculty members shall have offices in the Department and be expected to hold office hours to discharge these responsibilities. They will also be required to attend all faculty meetings and participate in all activities undertaken by the department to fulfill its academic mission and submit annual reports of their teaching, research and service to the Faculty committee that reviews these reports. To ensure that joint faculty members fulfill their joint responsibilities to the Department, the Faculty Advisory Committee and the Chair of Department shall evaluate the performance of joint faculty members in the areas of teaching and service to the department and submit such evaluations to the College as additional material for the assessment of the tenure and promotion applications of joint faculty. Tenure and promotion for joint faculty should, therefore, be a joint exercise between the departments to which joint faculty members are appointed.

2. Adjunct appointment refers to temporary academic appointees who perform teaching, research, or extension functions. Such persons are appointed on a semester by semester basis, are normally compensated on a per course basis, and are paid from OPS funds. Adjunct faculty have no voting rights in Africana Studies Department matters.

3. Courtesy appointment applies to those appointments to a department which do not include compensation, but which may include special privileges such as voting in departmental affairs, and are made in accordance with normal General Faculty qualifications. Adjunct and courtesy appointees are not subject to the department’s annual evaluations of faculty teaching, research and service activities.

Candidates for joint, adjunct, or courtesy faculty appointments in the Africana Studies Department must possess a Masters or Doctoral degree in an appropriate discipline as defined under section V.A.1.b above. The CVs of such candidates will be reviewed by the FAC, who will bring recommendations to the full faculty. Candidates approved by the faculty will be forwarded by the Chair to the College Dean, who will write the formal letter of offer.
Joint, Adjunct and Courtesy faculty shall dedicate their professional work to the fulfillment of the academic mission of the department and conduct themselves in a manner that brings credit to the department.

VIII. GRIEVANCES

A. Department grievance procedures function within the context of College, University and BOR procedures. Faculty members who feel they may have a grievance case should consult the appropriate handbook and guidelines, and should be careful to conform to all such guidelines in the presentation of their grievances.

B. Any faculty member may request the FAC to meet on any and all matters which he/she has been unable to satisfactorily resolve through discussion with the Chair.

C. Should any matter not be satisfactorily resolved by the FAC, the aggrieved may take the matter to the department as a whole, after which the FAC or the aggrieved may take it to the Dean of the College of Arts and Sciences.

D. Annual evaluations and recommendations made by the FAC shall be forwarded to the Department Chair. The Chair will add his/her evaluation and forward the evaluation and the recommendation to each faculty member. Faculty members must respond promptly to the evaluations in oral discussion with the Chair or written communication, should they discover any errors in the evaluation that need to be corrected. In the case of faculty grievance the parties involved shall attempt to come to a mutual agreement regarding the grievance within two (2) weeks after the initial communication. Should a faculty member remain aggrieved, he/she may appeal to the Department as a whole, or inform the FAC in writing of his/her position, at which time it shall be the FAC's responsibility to bring the matter to the attention of Dean of the College of Arts and Sciences. If resolution cannot be achieved at that level, College and University grievance procedures must be followed in sequence, with due attention to relevant forms and time schedules.

XI. REVISIONS

This document is subject to annual review by the faculty of the Department at the beginning of each academic year. The guidelines will become effective for the evaluation period beginning at the start of Semester II of that academic year.

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