



**USF College of Medicine
Promotion and Tenure Application
Academic Year 2009-10
Instructions**

Promotion and Tenure Website

<http://hsc.usf.edu/facultyaffairs/COMPromotionTenure.htm>

Upon release from the USF Provost's Office in Summer 2009, the official 2009-10 application will be available online at the above Website. An announcement will be sent once the current application is released. While you may use last year's application for reference until the current application is available, **your application must be prepared using the 2009-10 document.**

The following application-related documents are currently available online at the above Web address, and you may access them at any time to begin the preparation of your application:

- Timetable
- Information for Faculty Preparing for Promotion and Tenure Review
- Recommendations for External Reviewers Form and Instructions
- Application Summary Form – College of Medicine

Electronic Application Process

IMPORTANT

Promotion and Tenure applications at the College of Medicine are reviewed electronically. Please be aware of the following:

- The application is to be submitted to the Office of Faculty and Academic Affairs on a CD-ROM, with specified signature pages submitted in hard copy as described in these instructions. **Paper applications will not be accepted.** A sample application packet will be provided to departmental representatives upon request.
- It is the candidate's responsibility to ensure that the application is completed in accordance with these instructions and that all information is accurate.

External Reviewers

The first step in the application process is for the candidate to complete the Recommendations for External Reviewers form, listing the required number of appropriately qualified individuals who are able to evaluate the candidate's qualifications, professionalism and scholarly accomplishments. For specific information and requirements regarding external reviewers, please refer to the accompanying "Information for Faculty Preparing for Promotion and Tenure Review."

Please note the following:

- The Recommendation for External Reviewers form and instructions are available online at the above Website.
- **The deadline for submitting the Recommendations for External Reviewers form is August 3¹. No extensions will be granted.** Be sure to submit enough hard copies of the candidate's CV and publications for each reviewer on the form.
- All scanning for the External Reviewer section will be done by the Office of Faculty and Academic Affairs. Copies of the reviewer letters will be provided electronically to the departments for review by the departmental committees.
- The Office of Faculty and Academic Affairs will append the external letters to the electronic application for review by the College of Medicine APT Committee.

¹ Excludes faculty in the Department of Oncologic Sciences, who should follow departmental instructions.

General Application Instructions

The candidate is responsible for compiling the documentation for the application, with the assistance of the Department Chair and staff. Applications must adhere to the following guidelines:

- Page numbers are required and must match the page numbers on the application. Do not change any page numbers. When inserting additional pages, label them as a, b, c, etc. (i.e., 21a, 21b, 21c). Be sure to use the page numbers from the current year's application, as they may have changed from last year.
- The Department Committee and Department Chair may review the applications by hard copy or electronically, at the department's discretion.
- Following review by the Department Committee and Department Chair, the entire application is to be copied/scanned to a CD-ROM in pdf format. The application content should be divided into the following pdf files²:
 1. COM Application Summary
 2. Introduction/General Data
 3. Assigned Duties

4. Teaching
5. Research
6. Service
7. Application Evaluations
8. Annual Evaluations
9. Mid-Tenure Evaluation (if applicable)
10. Tenure Recommendation (if applicable)
11. Promotion Recommendation (if applicable)
12. Curriculum Vitae
13. Publications (maximum of 5)

Refer to the sample CD in the departmental application packet for guidance. Applications that do not conform to the sample will be returned.

- The CD-ROM must be labeled with the candidate's name and department.
- The following original signature pages must be submitted with the CD-ROM, in a green pressboard binder (Product No. ACCO 25976 or similar), in accordance with the format provided in the sample departmental application packet²:
 - Page 1 of application "Introduction," with applicant's signature.
 - "Evaluations by Department, College, Campus Executive Officer, and Dean" (see page 38 of last year's 2008-09 application), with original signatures of Department Committee Chair and Department Chair.
 - Original narrative/letter from Department Committee, with signature.
 - Original letter from Department Chair, with signature.
 - Tenure Recommendation Section, with signature (if applicable).
 - Promotion Recommendation Section, with signature (if applicable).
- Other pages requiring signature include the Chair's summary of teaching evaluation information and the Chair's review of research journals. The original signature pages are not required, but must be scanned to the CD-ROM with the appropriate signature.
- The green binder containing the signature pages and CD-ROM should be delivered to Faculty and Academic Affairs (MDC 904 or 909) on or before the deadline of October 12, 2009.
- Please be aware that the application will not be returned to the candidate. **It is highly recommended that you retain a copy of all documents for your records.**

²*Please note that the above file folder and page requirements are subject to change following release of the current application from the Provost's Office.*

Application Sections

College of Medicine Summary

- The College of Medicine Promotion and Tenure Application Summary Form is a supplement to the USF Promotion and Tenure Application and contains a synopsis of the information contained in the body of the application and in the candidate's curriculum vitae. For additional information regarding the summary, please refer to the accompanying "Information for Faculty Preparing for Promotion and Tenure Review."

Introduction

- Complete all fields. Be sure to indicate what you are applying for and sign at the bottom of the page. The original signed page is to be submitted in the binder, as noted above. This page must also be scanned to the CD-ROM as part of the electronic application.

General Data

- Complete all fields. If you were awarded "Years of Credit toward Tenure" upon appointment, please attach a copy of the letter.

Assigned Duties

- Assigned duties normally consist of teaching, research/creative activity, and service.
- If the assignments reflect extraordinary or unusual circumstances, the Department Chair should append a brief explanatory narrative for benefit of the reviewers.
- Use the Excel Spreadsheet, which is available on the above Website.

Teaching

- On the appropriate pages, list all courses taught, teaching awards and distinctions, Doctoral Dissertation Committees and Master's Thesis Committees.
- Student Evaluation of Teaching:
 - **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.**

- o Please use the Excel table, available through a link on the Website noted above, to summarize student evaluation data for each course taught. If your department has developed a different summary format, you may use it instead. **DO NOT INCLUDE INDIVIDUAL STUDENT EVALUATIONS.**
- o A signature is required by the Chair/Director or member of the departmental committee, certifying that they have summarized the teaching evaluation data. The page must be scanned as part of the application **with signature**. A hard copy of this signature page is not required.

Research

- Briefly state your goals and achievements in the area of research and creative activity.
- Refereed Articles: The Chair/Director must provide a description and evaluation of the quality of the journals in which you have published, and they must sign this page. An original of the signature page is not required, but the page must be scanned as part of the application **with signature**.
- Grants and Contracts: List grants and contracts that you have directed as PI, director, and/or CO-PI during the last five years.

Service

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

Application Evaluation

- This is the application section entitled “Evaluations by Department, College, Campus Academic Officer, and Dean.”
- The Department Committee Chair and Department Chair must each complete and sign the appropriate places on the evaluation section cover page. Behind the cover page, place the narratives from the Department Committee and Department Chair. Submit the original pages in the binder as noted in General Instructions above. This section must also be scanned to the CD-ROM, **with signatures**, as part of the electronic application.

Annual Evaluations

- Scan the annual evaluations for each tenure-earning year for tenure candidates and the last five years for promotion candidates. Include as part of the electronic application in a file entitled “Annual Evaluations.”

Mid-Tenure Review Evaluations (If Applicable)

- Tenure applicants should include the narrative evaluation(s) from their mid-tenure review. Tenure applicants who did not participate in mid-tenure review should state that they did not participate.

Tenure Recommendation (If Applicable)

- Tenure candidates must complete the information required on the first page of the Tenure Recommendation section. The remainder of this section is to be completed by the Department Committee Chair and Department Chair. Submit the originals in the binder as noted in General Instructions, above. This section must also be scanned to the CD-ROM, **with signatures**, as part of the electronic application.

Promotion Recommendation (If Applicable)

- This section is to be completed by the Department Committee Chair and Department Chair. Submit the originals in the binder as noted in General Instructions, above. This section must also be scanned to the CD-ROM, **with signatures**, as part of the electronic application.

Amendments

- This section is for additional information that is submitted by the candidate after the application has been submitted and the review process has begun. Any amendments to the application should be e-mailed to Eileen Dinerstein at edinerst@health.usf.edu. Amendments will not be accepted unless they are in electronic format.
- As noted in the application, there is no obligation that the amendment(s) be reviewed if the application has already been reviewed by an individual or committee.

Application Deadlines

The application deadlines for 2009-10 are as follows:

September 29 **Application to be submitted to candidate's department for Departmental Committee and Chair Review.**

October 12 **Electronic Application due in Faculty and Academic Affairs.**

- It is the candidate's responsibility to ensure that the application is submitted to the Department Promotion and Tenure Committee in accordance with the Promotion and Tenure Timetable.

- The Department Promotion and Tenure Committee is responsible for reviewing the application and making its recommendations in a timely manner, in keeping with the Promotion and Tenure Timetable.
- Following Departmental Committee review, the Department Chair is to review the application and make a recommendation. The Chair must write a letter of evaluation that supports the recommendation.
- The department must ensure that all departmental recommendation and evaluation documents are scanned into the electronic application.
- The Department Chair's designee must deliver the application to the Office of Faculty and Academic Affairs, Room MDC 904 or 909, no later than the deadline stated on the timetable. It is in the candidate's best interest to follow up with the Department Chair's office to ensure that the application is submitted in a timely manner.

Questions

For additional information, please contact Eileen Dinerstein at 974-1334 or edinerst@health.usf.edu