Promotion and Tenure Website

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

The official 2015-16 Promotion and Tenure application for the Morsani College of Medicine is expected to be available on the above Website no later than August 1. An announcement will be sent once the current application has been released. While last year’s application may be used for reference until the current application is available, the application must be prepared using the 2015-16 Morsani College of Medicine document.

The following application-related documents are currently available online at the above Web address, and may be accessed at any time to begin the application process:

- Timetable
- Faculty Guide: Preparing for Promotion and Tenure Review
- Recommendations for External Reviewers Form and Instructions
- Application Summary Form – Morsani College of Medicine
- Departmental Promotion and Tenure Data Sheet

Electronic Application Process

- Promotion and Tenure applications at the Morsani College of Medicine are submitted and reviewed via SharePoint. Applications are to be uploaded to SharePoint by the departments on or before the deadline stated in the timetable.
- Several specified signature pages are to be submitted in hard copy, as described in these instructions.
- Paper documents, other than the required signature pages, will not be accepted.

Departmental Data Sheet

- Departments must submit the Departmental Promotion and Tenure Data Sheet by the deadline stated in the timetable. The form is available on the above Website.
- List each faculty member who intends to apply for promotion and/or tenure during this cycle.
- List each staff member who will be responsible for uploading application documents to SharePoint, and for retrieving the reviewer letters.
External Reviewers

The first step in the application process is for the candidate to consult with the Department Chair to identify appropriately qualified external reviewers who are able to evaluate the candidate’s qualifications, professionalism and scholarly accomplishments. The candidate must then complete the Recommendations for External Reviewers form, listing the required number of selected reviewers. For specific information and requirements regarding external reviewers, please refer to the accompanying “Faculty Guide: 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 July 31, 2015**. **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.

- The Office of Faculty and Academic Affairs will request the letters and will post them to SharePoint for retrieval by designated department staff, in accordance with the timetable.

- Department staff will be responsible for retrieving the letters from SharePoint for review by the departmental committees and Chairs in accordance with the timetable.

- The Office of Faculty and Academic Affairs will append the external letters to the electronic application for review by the College APT Committee.

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

### Application Format

The candidate is responsible for compiling the documentation for the application, with the assistance of the Department Chair and staff. Applications must be submitted in accordance with the following requirements:

- Following review by the Department Committee and Department Chair, the entire application is to be uploaded to SharePoint by designated department staff, as named on the Departmental Promotion and Tenure Data Sheet. The application content is to be divided into the following electronic files, in pdf or Word format:

  1. COM Application Summary
  2. Introduction/General Data
  3. Assigned Duties
  4. Teaching
  5. Research and Creative Activity
  6. Service
7. Application Evaluations (Page 38 of 2014-15 application\(^2\), and related narratives)
8. Annual Evaluations
9. Mid-Tenure Evaluation (if applying for tenure)
10. Tenure Recommendation (if applicable)
11. Promotion Recommendation (if applicable)
12. Curriculum Vitae
13. Publications (maximum of 5)

It is essential that the electronic application be subdivided into the sections described above, to facilitate orderly review by the College APT Committee. Please do not submit the entire application in one electronic file. **Applications with improper formatting will be returned.**

- Hard copies of certain signature pages are required for the candidate’s file. The following original signature pages\(^2\) must be submitted in a light blue report cover (Product No. ACCO 25972 or similar):
  - Page 1 of application “Introduction,” with applicant’s signature.
  - “Evaluations by Department, College, Campus Executive Officer, and Dean” page, with original ratings and signatures of Department Committee Chair and Department Chair. (This is page 38 of the 2014-15 application\(^2\).)
  - Original narrative/letter from Department Committee, with signature.
  - Original letter from Department Chair, with signature.
  - Tenure Recommendation Section, with appropriate signatures (if applicable).
  - Promotion Recommendation Section, with appropriate signatures (if applicable).

**The signature binder must be in the format detailed in the separate “Signature Page Instructions and Sample Binder” document, which is available on the Promotion and Tenure Website.** Be sure to use divider tabs to separate the sections.

- 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. (example: 21a, 21b, 21c). Be sure to use the page numbers from the current year’s application, as they may have changed since last year.

\(^2\)Please note that the information contained in this document is based on applications from prior years. File folder and page requirements are subject to change following release of the current year’s application.
Morsani College of Medicine Summary

- The Morsani 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 “Faculty Guide: Preparing for Promotion and Tenure Review.”

Introduction

- Complete all fields. Be sure to indicate the action requested. The candidate must sign where indicated at the bottom of the page. The original signed page is to be submitted in the binder, as noted above. The signed page must also be scanned for inclusion in the electronic application.

General Data

- Complete all fields. If the candidate was 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. Some candidates may have been assigned additional duties (clinical, administration, etc.).

- If the assignments reflect extraordinary or unusual circumstances, the Department Chair should append a brief explanatory narrative for benefit of the reviewers.

- Complete the Summary of Assigned Duties Spreadsheet, which is available on the Promotion and Tenure Website. The category headings may be changed to match the candidate’s duties, if necessary. Assigned duties forms for each academic year should be appended to the summary spreadsheet, in the same order as listed on the summary.

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:
  
o Data from student evaluations must be summarized by the Department Chair/Director or by the Chair or member of the faculty peer review committee. **THE APPLICANT IS NOT PERMITTED TO COMPLETE THE STUDENT EVALUATION SECTION.**

  o The Office of Faculty and Academic Affairs will obtain teaching evaluation data from the Office of Educational Affairs and Office of Graduate Medical Education. Faculty and Academic Affairs will post the evaluation data on SharePoint for retrieval by the departments, for use in preparing the evaluation summary.

  o Please use the Excel table, available through the Promotion and Tenure Website, to summarize student evaluation data for each course taught. If the department has developed a different summary format, that format may be used 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 and Creative Activity

• Candidates should briefly state their goals and achievements in the area of research and creative activity.

• Department Chair/Director’s Assessment of Published/Creative Works: The Chair/Director must provide a description and evaluation of the quality of the candidate’s published works. Please follow the instructions as stated in this section of the application (see page 25 of the 2014-15 application). The Chair or designee must sign this page. An original of this page is not required, but the signed page must be scanned as part of the application.

• Grants and Contracts: List grants and contracts where the candidate has served as PI, director, and/or Co-PI during the last five years.

Service

• Candidates should briefly outline their goals and achievements in the various areas of service.

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*Please note that the information contained in this document is based on applications from prior years. File folder and page requirements are subject to change following release of the current year’s application.*
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 the table and sign the appropriate places on the evaluation section cover page. Behind the cover page, place the narrative from the Department Committee and letter of evaluation from the Department Chair. Submit the original pages in the binder as noted in the Application Format section above. The Application Evaluation section must also be scanned, 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 or Tenure of Title candidates must complete the information required on the first page of the Tenure Recommendation section. The Department Promotion and Tenure Committee Chair and Department Chair must complete the relevant portions of this section. Submit the signed originals in the binder as noted in the Application Format section, above. This section must also be scanned, with signatures, as part of the electronic application.

Promotion Recommendation (If Applicable)

• The Department Promotion and Tenure Committee Chair and Department Chair are to complete the relevant portions of this section. Submit the signed originals in the binder as noted in the Application Format section, above. This section must also be scanned, with signatures, as part of the electronic application.
Curriculum Vitae and Publications

- The candidate’s current curriculum vitae should be included as a separate file within the application.
- The application should include up to five representative scholarly publications or works, in pdf format. It is highly recommended that at least three are submitted.

Amendments

- This section is for additional information that is submitted by the candidate after the application review process has begun. Any amendments to the application should be e-mailed to Eileen Guarino in the Office of Faculty and Academic Affairs at edinerst@health.usf.edu. Amendments will only be accepted 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 2015-16 are as follows:

- **September 29**: Application to be submitted to candidate’s department for Department Committee and Department Chair review. The Department Committee and Department Chair may review the applications by hard copy or electronically, at the department’s discretion.
- **October 14, 5:00 PM**: Application documents to be uploaded to SharePoint by designated department staff.
- **October 15, Noon**: Binder containing signature pages to be delivered to the Office of Faculty and Academic Affairs (Room CMS 3069 or MDC Box 49).

The department designee(s) must upload all application documents to SharePoint and deliver the signature page binder to the Office of Faculty and Academic Affairs no later than the deadlines stated above. 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.

SharePoint will not be available for department access after the application deadline stated in the timetable. It is highly recommended that the candidates and departments retain copies of all submitted documents.
Important Notes

- Candidates must use the 2015-16 Morsani College of Medicine Promotion and Tenure Application form to apply during the current cycle. Applications completed on forms from prior years cannot be accepted.

- The application must be obtained only from the MCOM Promotion and Tenure Website as shown on page 1. The USF generic application is not intended for MCOM candidates.

- 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 Department 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 the Departmental Committee and Department Chair recommendation and evaluation documents are completed and scanned into the electronic application.

Contact Information

For additional information, please contact Eileen Guarino, Office of Faculty and Academic Affairs, at edinerst@health.usf.edu or (813) 974-1334.