

GOVERNANCE DOCUMENT
DEPARTMENT OF INTEGRATIVE BIOLOGY
January 23, 2014

The faculty in the Department of Integrative Biology share a modern interdisciplinary approach to investigate the interactions across the levels of biological organization-- from cells to organisms to populations to communities to landscapes. Given that many problems and new discoveries of biological science will require efforts that address such interactions and utilize innovative approaches, both research and teaching in the Department reflect this emphasis.

The faculty of the Department of Integrative Biology is committed to understanding the basic principles of biology and applying this knowledge to address issues of contemporary concern, explore new applications of research, and provide students with a comprehensive training in the biological sciences that prepares them for professional endeavors. The faculty is also dedicated to the education of the next generation of scholars, training students to pursue their careers with a deeper understanding of basic and applied biology

Administration of the Department

The Department of Integrative Biology shall be administered by a Chairperson, an Associate Chairperson, an Undergraduate Program Director and a Graduate Program Director. The duties of the Associate Chairperson may be combined with the Undergraduate Program Director or Graduate Program Director. The duties of the administration are outlined below. Unless otherwise specified, the following document refers to the IB Department and its personnel only.

1. The Chairperson. The Regular Faculty shall nominate the Chairperson to the Dean of the College for appointment for a period of no more than four years. The Chairperson shall be eligible for re-nomination.

The Chairperson shall be the chief administrator of the Department. The Chairperson shall promote the activities of the faculty so that they can best perform their research and instructional activities. The Chairperson shall represent the IB Department to the College and University.

When the Chairperson's position becomes vacant the Dean will appoint a search committee, consisting of members of the Department after consultation with the Regular Faculty. The Search Committee will develop a list of candidates, manage the interviews, and identify a roster to be recommended to the Dean upon consultation with the Regular Faculty. The Dean shall appoint the Chairperson.

The Regular Faculty may recommend to the Dean the removal of the Chairperson, if a two-thirds majority of the Regular Faculty, vote to do so. In the case of removal or voluntary resignation, the Associate Chairperson (see below) will act

as Interim Chairperson.

Under the unlikely circumstance in which there is extreme disagreement between the Chairperson and the Regular Faculty, the IB Regular Faculty may, with a 2/3 majority vote, to over-rule particular policies or decisions made by the Chairperson.

2. The Associate Chairperson. The Chairperson shall appoint an Associate Chairperson. The duties of the Associate Chairperson include acting as the departmental representative in the Chairperson's absence, advising the Chairperson, supervising management and analysis of data concerning departmental activities, and mediating disputes between staff and faculty members, and otherwise attempting to ensure a proper working environment.
3. The Undergraduate Program Director. The Chairperson shall appoint an Undergraduate Program Director. The duties of the Undergraduate Program Director include dealing with student problems coordinating with other undergraduate directors, and acting as a liaison with the College Advising Office, course logistics and curriculum supervision, including construction of teaching schedules, scheduling of rooms for classes, organization of drop/add, construction of enrollment projections, participating in departmental curriculum committee activities to facilitate improvement of the curriculum, and attending various meetings that deal with matters of curriculum.
4. The Graduate Program Director. This person shall be appointed by the Chairperson. The Graduate Program Director has the responsibility for coordinating the graduate program. Specifically, the Graduate Program Director is responsible for the oversight of the progress of all graduate students by monitoring their progress with annual reports. The Graduate Director assigns teaching assistantship (TA) positions and monitors their satisfactory teaching performance through TA evaluations. The Graduate Director oversees the recruitment of new students, conducts workshops for new students and works with the Graduate Admission and Policy Committee to evaluate student applications and set policy for all graduate students. The Graduate director is responsible for creating reports to the National Research Council and the National Science Foundation. The Graduate Director serves as a mediator between graduate students and the Major Professor when requested to do so by either party.

Membership in the IB Department

New hires of Regular Faculty and Associated Faculty (see below) shall be appointed with the consent of the Regular Faculty on the basis of criteria established by the Regular Faculty and function according to regulations established by the Regular Faculty.

1. The Regular Faculty. The Regular Faculty shall consist of those individuals on tenure-earning or tenured lines (Assistant Professor, Associate Professor, and Professor), and permanent Instructors. To direct or serve on graduate student committees, Regular Faculty must be members of the Graduate Faculty.
2. The Emeritus Faculty. Emeritus Faculty are appointed by the University following the application process set forward by the University. Any supporting letter addressed to the university by the Chairperson shall include the results of a vote by the tenure-track and tenured faculty. Emeritus faculty may serve as Principal investigators or Co-PI on grant proposals. Emeritus faculty must have Graduate Faculty Status to serve on graduate student committees. Emeritus Faculty may serve as graduate student committee members as co-major professors (co-advisors) together with IB Graduate Faculty, but may not serve as the sole major professor (advisor) to IB graduate students. Emeritus faculty may not vote on departmental business but may serve as ex-officio members of departmental committees.
3. The Graduate Faculty. These are persons eligible to teach graduate courses, and to serve on and to direct Doctoral and Masters level committees. Such persons must have a terminal research degree (Ph.D.) or its equivalent. These persons must have authored not fewer than five publications in national or international refereed journals, or book chapters, within seven years immediately prior to credentialing. Other evidence of research productivity, such as extramural funding and previous success in the direction of graduate students may be considered at the discretion of the Graduate Admissions and Policy Committee.
4. The Associated Faculty. The Associated Faculty are non-tenure earning faculty members appointed for a restricted period of time. They shall not be considered a part of the Regular Faculty and may not vote on departmental business.
 - a. Adjunct Faculty and Visiting Instructors. Such individuals may be appointed when required for teaching responsibilities for a limited period of time.
 - b. Affiliate Faculty. Affiliate Faculty may be appointed on a year by year basis by the Chairperson on recommendation of the Graduate Admissions and Policy Committee and may serve as Principal investigators or Co-PI on grant proposals. Affiliate faculty must have Graduate Faculty Status to serve on graduate student committees. Affiliate Faculty may serve as graduate student committee members as co-major professors (co-advisors) together with IB Graduate Faculty, but may not serve as the sole major professor (advisor) to IB graduate students.

Graduate Student Representatives

- a. Graduate students from the IB Department may elect an IB graduate student representative who can attend Department faculty meetings. Elections for the

representative shall occur annually and the representative may be re-elected annually. Furthermore, it is understood that the faculty meetings are public and any graduate student who would like to attend may do so.

- b. A graduate student representative is invited to participate in search committee meetings and report to the faculty with respect to the graduate perspective on potential faculty hires.
- c. A graduate student representative is welcome and encouraged to attend standing and elected committee meetings. The graduate student representative shall be a non-voting member of such committees.
- d. The graduate student representative is not permitted to vote but is encouraged to participate in all discussions except those concerning personnel matters (e.g., tenure and promotion decisions of the regular faculty). The graduate student representative or any graduate students in attendance may be asked to leave meetings when such matters are discussed, if that is deemed appropriate by the Chairperson of the committee or faculty in attendance.

Department Meetings

1. General information. The Chairperson shall preside at the Department meetings. Meetings of the Regular Faculty shall be held at least once each academic semester (excluding the summer semesters). Additional meetings shall be called by the Chairperson as necessary or at the written request of one-third of the Regular Faculty.

Faculty are expected to attend faculty meetings, and meetings shall be scheduled to maximize the number of faculty who can attend. An agenda and reminder shall be emailed to the faculty at least 24 hours before the meetings. Any faculty member may request that an item(s) be placed on the agenda.

Robert's Rules of Order shall be the basis for conducting the meetings.

A simple majority of the Regular Faculty in residence shall constitute a quorum. Regular Faculty on sabbatical or on leave of absence, are not considered to be in residence. If the Regular Faculty on sabbatical or leave of absence chooses to attend, their vote shall be counted.

Nothing in this document shall be construed as preventing a faculty member or group of faculty members from approaching the Chairperson or the chair of a committee with concerns or matters requiring consideration.

2. Voting.
 - a. Votes shall be decided by a majority of the Regular Faculty present and voting. Permanent Instructors may vote on all issues except hiring tenure track faculty, promotion of tenure-track faculty, and issues related only to

the graduate program. Those present and voting must constitute a quorum. Votes shall be by secret ballot upon the request of any Regular Faculty member. Absentee and proxy ballots are not acceptable.

- b. All voting for faculty hires shall be by secret ballot. On a first ballot, the acceptability of candidates for faculty hires shall be determined individually by majority vote of the Regular Faculty. That is, the voting faculty will vote each candidate acceptable or unacceptable individually, and acceptance or rejection of each candidate shall be determined by simple majority. Then, among the candidates voted as acceptable on the first ballot, the Regular Faculty shall vote for the first choice, who will be the candidate with a simple majority. If there is no majority produced by this ballot, the candidate with the least amount of votes is temporarily removed from the list of candidates, discussion is resumed, and additional rounds of voting continue as above (including removal of the lowest candidate if necessary) until one candidate has a simple majority. After the first candidate is chosen, the faculty vote in additional rounds on all the remaining candidates (including the candidate(s) that was temporarily removed in the first round) as before, until a simple majority is determined for all the remaining candidates so that a ranked list is produced.
3. Advisory Committee Election Procedure. After the annual faculty evaluations, but before the end of the spring semester, upcoming vacancies on the Advisory Committee will be filled by election. The newly elected members will join the committee at the start of the following fall semester, replacing those members whose terms end. The election will consist of two ballots. The first ballot will contain the names of all eligible (tenured or tenure-earning) faculty (the Department Chair, Associate Chair, Graduate Program Director, committee members whose term is ending and anyone who will be on leave for a semester or more during the year are not eligible). This first ballot is a nomination ballot and voters will be instructed to vote for as many names as there are vacant positions on the committee. The names with the highest number of votes are nominated as follows: The number of nominees put on a second (election) ballot will consist of the number of vacancies on the committee, plus two (so, if there are 3 vacancies, the top five vote getters on the nomination ballot will be placed on the election ballot). The new committee members will be those who get the highest number of votes on the election ballot. The entire election will occur within a week's time and the ballots will be counted by the office manager, who will report the results to the Chair. Electronic mail or other forms of electronic voting are permitted for this election, but proxy voting is not permitted and late ballots will not be counted.
4. Minutes will be taken of the meetings and distributed to the Regular Faculty and will be kept as a permanent record in the Department.

Committees

Committee meeting times will be posted publicly so that other members of IB can attend. Further, towards the end of the academic year, committee chairs will report any substantial advances at faculty meetings.

1. Standing committees:

- a. Appointed committees. Members on all committees shall be appointed for a period of two years.
 - i. The Graduate Admissions and Policy Committee shall develop and administer criteria for admitting graduate students and regulations concerning the graduate program. The committee shall solicit recommendations from appropriate regular faculty in carrying out their functions. The chairperson of this committee shall be the Graduate Program Director. This committee shall make recommendations on policy to the Graduate Faculty (as defined above). The Graduate Admissions and Policy Committee shall also evaluate Regular Faculty for Graduate Faculty Status. This committee is also responsible for recommending persons for affiliate faculty status to the Department Chairperson. This committee shall have three members who are Graduate Faculty, in addition to the Graduate Program Director. The Graduate Program Director shall appoint the other members in consultation with the Chairperson.
- b. Curriculum Committee shall develop and review undergraduate curricula, including concentrations and courses. It shall also prepare and communicate information to college advisors about the undergraduate program as necessary. This committee shall have four members of the regular faculty appointed by the Chairperson and shall report to the faculty. The Undergraduate Director shall serve as the Chairperson.
- c. Elected committees. Members shall be elected for three years on a staggered basis. The committees shall choose their chairperson.
 - i. The Faculty Advisory Committee is established according to the directives of the University. It shall establish and distribute to the Regular Faculty criteria for reviewing and evaluating the activities of the Regular Faculty. This committee shall be responsible for evaluating all faculty, and making recommendations for awards and honors to Regular Faculty. Additionally, this committee shall be responsible for an annual evaluation of the Chairperson, which shall be forwarded to the Dean. This committee shall have four members. This committee will serve as the Chairperson's Executive Committee. This committee shall provide advice to the Chairperson on behalf of the faculty, and represent the faculty during meetings with the Chairperson.

2. Ad Hoc Committees. The Chairperson shall appoint ad hoc committees as necessary to carry out specific assignments.

Teaching Assignment

- a. Faculty annual teaching assignments are determined in consultation with the Associate Chairperson.
- b. Administrative assignments can be associated with a reduction in course load.
- c. Honorary appointments (such as Distinguished University Professor) may include a reduction in course load.

Summer Appointment Policy

The IB Department may offer faculty summer teaching appointments based on the needs of the Department. Normally such appointments are available to faculty willing to teach high enrollment classes. The availability of such appointments shall be determined by the Chairperson.

In developing its offerings during the summer sessions, the department will strive to meet student curricular needs while maintaining quality of instruction within the constraints of the available funds. To the extent possible, the department will offer in the summer both graduate and undergraduate classes that are curriculum critical and for which there is considerable student demand. A course is considered “curriculum critical” when it is a requirement for graduation, or is a pre-requisite for other courses. In the choice between two courses that are equally curriculum critical, preference will be given to the course that will meet a heavier student demand, as reflected by enrollment.

All assignments of faculty to courses will be driven by our commitment to offer high quality instruction. The faculty member’s expertise in the subject matter, and the quality of the faculty member’s teaching record, will be considered in assigning courses. The Department will be guided in the summer by its general preference to assure that all classes are taught, or at least supervised, by faculty, although when appropriate, qualified graduate students may assume responsibility for summer courses.

Annual Evaluations

The purpose of the annual evaluation is to assess and communicate the nature and extent of an employee’s performance of assigned duties. Members of the Regular Faculty shall be evaluated annually. Each year the faculty member shall prepare his/her faculty evaluation documents in accordance within the guidelines set forth by the College of Arts and Sciences. The Faculty Advisory Committee shall review the

documents and make a recommendation, including narrative statements, to the Chairperson. Evaluation is based proportionally on the faculty member or instructor's contractual duties for the preceding year, and may include the following criteria: teaching, research and scholarly activity, service, and administration. The Chairperson shall forward his/her evaluation, including narrative comments, to the Dean of the College of Arts and Sciences. Timelines for the evaluation process are based upon those stipulated and provided by the College. Internal timelines for timely completion of the evaluations by the Faculty Advisory Committee shall be stipulated by the Chairperson.

The Faculty Advisory Committee and Chairperson must both provide narrative comments with their evaluations. Members of the Regular Faculty will have the opportunity to read their evaluations at any step of the process and append comments if so desired. All members being evaluated must indicate they have read the evaluation by signing the document prior to it's being forwarded to the College, although signing does not necessarily imply agreement with the evaluation. These ratings will be used as feedback to the faculty and for intra-departmental purposes, such as the allocation of resources and merit raises. These ratings will also serve as the base for the evaluation ratings reported on the USF annual evaluation forms. The procedures for annual evaluation must be consistent with the mission and goals of the University.

1. The Criterion Areas

Research and Scholarship refers primarily to research performed while at the University of South Florida, and such contributions to knowledge that have been accepted for publication or published in peer-reviewed journals and other competitive outlets. The review however does take into account work in progress; and work submitted, but mainly considers work accepted or in print. The form of publication - articles in refereed journals, monographs, books, book chapters, technical reports, un-refereed publications -- impacts somewhat the assessment of its merit; as are comments by the editorial reviewers, and by others citing the work.

Teaching Effectiveness refers to both graduate and undergraduate (and, occasionally fellow faculty) teaching; it includes teaching in classroom, laboratory and field; it includes formal courses, research supervision and more informal consulting/advising. It includes course and curriculum development as well as course delivery. Quality is evaluated by review of student evaluations, by review of course outlines and syllabi, by noting selection as a thesis director, by quality of theses supervised; and by peer faculty evaluation.

Service includes service to the Department, College and campus; and service to the scientific and professional community; as well as the community at large.

2. Peer Review

Peer review of teaching provides a mechanism to mentor junior faculty and identify areas of strength and weakness that may be important in future promotion and tenure. This process also provides a measure of teaching effectiveness that can be used during the annual review process in addition to student evaluations. Furthermore, peer reviews may be used as supporting material for teaching awards. Each calendar year, regular faculty at the Assistant Professor level, level 1 Instructors, and other faculty upon their request, will be evaluated. The task of review will be shared among Integrative Biology faculty. Two regular tenure-track faculty at any rank (Assistant, Associate and full Professors) shall evaluate other tenure-track faculty, and two regular faculty at any rank (Assistant, Associate and full Professors as well as Permanent Instructors) shall evaluate Instructors. The evaluators/reviewers will be appointed by the IB Department Curriculum Committee, such that reviewees will not review their own reviewers. Each Assistant Professor and level 1 Instructor will have one complete class period per calendar year evaluated by each assigned reviewer. The faculty member under review must agree to the class period to be evaluated. Within the first four weeks of the semester the reviewee and reviewers must agree on a date for the review. In addition to evaluating the in-class content and performance of the faculty member, reviewers should also assess the course syllabus and sample assignments including exams provided by the reviewee. The two evaluators will prepare one report that summarizes their combined assessment of the teaching efficacy, syllabus, course content, and level of difficulty of the course. Copies of the report will be submitted to the Department Chair, and a copy given to the reviewee as well as placed in the reviewee's file for use as part of the annual review. The reviewers will sign all copies of the report and the reviewee will acknowledge receipt with a signature.

Promotion and Tenure Policy

Promotion: Promotion decisions are not merely a totaling of an employee's annual performance evaluations. Rather, the University, through its faculty, professional employees, and administrators, assesses the employee's potential for growth and scholarly contribution as well as past meritorious performance. Upon an annual written request beginning with the second year of employment, employees eligible for consideration for promotion shall be apprised of their progress toward promotion. The promotion evaluation shall be included as a separate component of the annual evaluation and is intended to provide assistance and counseling to candidates to help them to qualify themselves for promotion. Promotion decisions shall be a result of meritorious performance and shall be based upon established criteria specified in writing by the Board of Regents, University of South Florida, and/or College of Arts and Sciences. Promotion criteria shall be available in the IB Department office and/or at the College level. Recommendations for promotion shall begin with the IB Department Chairperson, and include the recommendation of the Faculty Advisory Committee, and shall be submitted to the appropriate officials for review. Prior to the consideration of the employee's promotion, the employee shall have the right to review the contents of the promotion file and may attach a brief response to any material therein.

Tenure: Employees with the rank of Assistant Professor, Associate Professor, or Professor, hired on a tenure-track line, shall be eligible for tenure. Tenure shall be in the IB Department. An employee shall normally be considered for tenure during the sixth year of continuous service in a tenure-earning position including any prior service credit granted at the time of initial employment. An employee's written request for early tenure consideration is subject to the University's written agreement. The decision to award tenure to an employee shall be a result of meritorious performance and shall be based on established criteria specified in writing by the Board of Regents and the University. The decision shall take into account the following:

- (1) Annual performance evaluations;
- (2) The needs of the Department, College, and University;
- (3) The contributions of the employee to the IB Department; and
- (4) The contributions the employee is expected to make to the institution.

Tenure criteria shall be available in the Department office, at the official USF website, and/or at the College level. Recommendations for the awarding of tenure shall be made by the Department Chairperson and shall include a poll by secret ballot of the tenured Regular Faculty of the IB Department. The performance of an employee during the entire term of employment at the institution and prior service awarded shall be considered in determining whether to grant tenure. Recommendations regarding tenure shall include a copy of applicable tenure criteria, the employee's annual assignments and annual evaluations, and, if the employee chooses, the employee's tenure evaluation. The reviewers at any stage in the review may request to review the file. Prior to the consideration of the employee's candidacy, the employee shall have the right to review the contents of the tenure file and may attach a brief and concise response to any materials therein. Only Regular Faculty with tenure in the IB Department shall be eligible to vote on tenure and promotion for faculty within the IB Department.

Mid-Tenure Review

Regular Faculty on tenure-track lines must complete a mid-tenure review, generally in the third year. See the guidelines set forth by the Office of Faculty Affairs in the College of Arts and Sciences.

Instructor Promotion

Instructor promotion from Level 1 to Level 2, and subsequently Level 3 follows the guidelines as set forth by the University of South Florida – Tampa. Recommendations for promotion shall begin with a formal application by the instructor to the IB Department Chairperson. The Faculty Advisory Committee reviews the application and assigns an overall rating for each area of relevant assigned duties, and a recommendation concerning promotion. The Faculty Advisory Committee presents

its result to the faculty, after which the regular faculty of Associate or Professor level and Instructors of level 2 and 3 vote by secret ballot for promotion to Instructor level 2. For promotion to Instructor level 3 only the regular faculty of Professor level and Instructors of level 3 may vote. The IB Department Chairperson then provides a separate review, ranking, narrative and recommendation. Following this, the application is submitted to the appropriate officials for review beginning with the College Dean. Prior to the consideration of the employee's promotion, the employee shall have the right to review the contents of the promotion file and may attach a brief response to any material therein. Application for early consideration for promotion follows the University of South Florida – Tampa guidelines. Early promotion within the IB Department may be applied for and recommended in the case of exceptional performance with strong evidence of continued outstanding performance in the assigned duties.

Academic Dishonesty and Behavioral Misconduct by Students

The Department of IB adheres to all academic policies of the University of South Florida and the College of Arts and Sciences.

Amendment Procedures

This constitution can be amended by the Regular Faculty of the IB Department. Proposed amendments shall be submitted to the Regular Faculty, discussed at a meeting of the Regular Faculty, and voted upon at a subsequent meeting of the Regular Faculty. Passage of any amendment shall require a two-thirds majority of those eligible to vote. Absentee ballots must be clearly stated and delivered to the Chairperson prior to the vote.