BY-LAWS FOR THE

Ri hts an Responsibilities

- Such faculty may hold fractional joint-appointments in the Department of Psychology. Tenure-track or tenured faculty with at least 0.51 FTE have voting privileges in departmental voting.
- No other faculty has voting privileges in the department. The exception is the election of the USF Faculty Senators, in which instructors are also eligible to vote.

ppointment rocess an Terms

- Faculty recruitment request will be initiated with a position description prepared by any tenured or tenure-track individuals, Area, or Campus. The request needs to be endorsed by the Executive Committee and Chair, and then approved by the majority of the faculty.
- The search committee will conduct searches consistent with College and University guidelines and recommend candidates to be invited to an interview. The roster of nominations will be presented to the faculty who will make the final decision as to who to interview, subject to such administrative reviews as are required.
- A recommendation to the College Dean that an offer of a tenure-track appointment be made requires approval by at least 2/3 of the faculty voting, the vote tendered in a secret ballot. Votes can be tendered either in person*, during the faculty meeting called to discuss the offer, or by absentee ballot tendered to the chair prior to the faculty meeting. (* Virtual attendance by phone or video technology is considered to be in person.)

2. Instructors

efinition

- These non-tenurable appointments can be given to instructors at the level of Assistant

efinition
- Individuals who are tenure track members of the faculty at another university and who temporarily reside on the USF campus can be granted Courtesy Faculty positions.

Ri hts an Responsibilities
- Courtesy faculty can participate in full in the academic life of the department but are limited in their ability to draw on departmental resources, except if an arrangement is made to have them participate in the instructional program.
- Such visitors may receive remuneration from extra-mural funds controlled by a collaborator who is a member of the faculty.

ppointment rocess an Terms
- A courtesy appointment is granted at the discretion of the Chair. It is extended annually for the duration of their visit.

4. Research Faculty

efinition
- Non-tenurable research appointments at the level of Assistant, Associate and Full Professor as appropriate, given the   scholarly record and years since Ph.D., may be granted to scholars who wish to conduct research on the USF campus.

ppointment rocess an Terms

- Area requests an appointment approval to the Department Chair (including CV and justification).
- In consultation with Graduate Program Committee Chair, the Department Chair forwards its recommendation to the College Office of Graduate and Undergraduate Studies (Senior Associate Dean), which in turn sends it to the Office of Graduate Studies (Associate Dean).
- An appointment in Psychologyn

- The Chair will convey information about the Department to the Administration, and from the Administration to the Department.

- The Chair supervises all Departmental staff positions.

- The Chair administers the Departmental budget.

- The Chair sets the assigned duties of the faculty, including teaching assignments.

- The Chair provides annual faculty evaluations, and promotion and tenure

Department will conduct an anonymous survey of the faculty, reported to the Department

the ˚ members must approve a new member joining the Area. The Area affiliations for the following academic year will be formally ascertained by the Chair in a survey of the faculty to be conducted no later than December 1 of each year.

6. By affiliating with an Area, a faculty member asserts a commitment to participate in the graduate program approved for the Area and to teach the graduate and undergraduate courses that are normally covered by members of the Area. A faculty affiliation with an Area is permanent for as long as that faculty member wishes to be affiliated with the Area.

ARTICLE II. Faculty Meetings

A. A quorum is defined as the presence, either in person or by proxy, of 2/3 of the faculty with voting privileges who are in residence for the semester during which the meeting is called. Virtual attendance by phone or video-technology is considered to be in person. Faculty on sabbatical or on leave of absence, or who have been assigned more than 50% time to other units, are not considered to be in residence. Faculty who are not in residence for a semester may choose to attend a meeting in person. In such a case, and for the particular meeting, they are considered to be in residence, if they have informed the chair of their intention to attend at least 1 hour prior to the meeting.

Absentee ballots are allowed for hiring decisions. The absentee ballot allows the faculty

C. In the case of regular meetings and for special meetings not of such an emergency character that pressure of time prevents, the Chair shall announce the meeting. An agenda shall be sent by email least 24 hours before the meeting. Any faculty member may request that an item(s) be place on the agenda.

D. Ordinarily the Chair will preside over the faculty meeting. The Chair may make proposals and suggestions, participate actively, and lead discussions, but shall not make formal motions. The Chair is a voting member of the department and their right to vote is not confined to the case of breaking a tie. Maximum informality is desired in the conduct of the faculty meetings; however, in case of unresolved disagreements as to procedure, k_____ Rules of Order shall apply except as otherwise specified in these By Laws.

E. A secret ballot will be taken if a personnel issue is involved, if the Chair believes the issue demands one, or

timely fashion and kept on file in the department.

ARTICLE IV. Graduate Student Representatives

A. Graduate students from each Area, as well as regional campuses, may elect a representative who will attend Area meetings and faculty meetings.

B. Graduate student representatives are not permitted to vote but are encouraged to participate in all discussions except those concerning personnel matters. Student representatives may be asked to leave meetings when such matters are discussed, if that is deemed appropriate by the Chair of the meeting.

ARTICLE V. Amendments
A. Any faculty member or departmental committee may propose amendments to these By Laws. A proposed amendment must be submitted in writing to the Chair who will place it on the agenda of the Executive Committee. The Executive Committee ma* nB6 1 524.5 0 61 u-3(.)8(Th)-7(e)8(

one member representing the campus where the candidate is appointed. For candidates holding joint appointments in other units, at least one of the committee members will hold an appointment in that other unit.

Approved by the Executive Committee on April 29, 2020.

Appendix II. USF Psychology Faculty Evaluation Process

Policy on Spouses/Domestic Partners

IV. Process

a. Evaluation by the Evaluation Committee:
1. The Evaluation Subcommittee of the Executive Committee will conduct the evaluation. This subcommittee will consist of the Associate Chair, the Area Directors, the At Large member of the Executive Committee, and the campus Chairs (Sarasota-Manatee and St. Petersburg) or their appointed designees. The Associate Chair of the Department will chair this subcommittee. In the rest of this document the evaluation subcommittee will be called "the Committee."
2. The annual progress reports, syllabi, and CV which have been uploaded by the faculty member into FIS are made available to all members of the Committee. All Committee members will read in detail all of these materials. For reference, the Committee Chair will be also provided with 1) the workload effort distributions for the three categories, and 2) annual evaluation ratings and feedback letters from previous years; these may be shared with Committee members as needed.
3. All members of the Committee rate each Assistant and Associate faculty member (except self) according to the rating system described in the section below. The Committee divides the Full faculty such that each Full is evaluated by at least three (3) Committee members, at least one of whom is in their concentration, and at least one of whom is from their campus. Like Assistant and Associate faculty, Full faculty are rated according to the rating system below.
4. The arithmetic mean of the Committee members (except the Department Chair) will be calculated for each faculty member across Committee members across each category.
5. The Committee will meet and discuss the evaluation ratings of individual faculty members. If necessary, rating adjustments will be made based on the discussion.
6. Campus Chairs (or their appointed designees) will provide any information about faculty members on regional campuses that must be considered for evaluation. Such information includes, but is not limited to, the assignment of duties and the research infrastructure available to regional faculty prior to consolidation.
7. The Committee Chair will provide the outcome of the evaluation to the Department Chair, along with notes / explanation if requested.
8. Regional Chancellors or their designees may provide formal written input prior to

V. Rating System

a. The Committee members and Department Chair will rate all the faculty members on each of the following categories: Research, Service, and Overall Teaching (with consideration of different teaching assignments / expectations across the campuses).

b. The ratings should be in the range of 5 (Outstanding) to 1 (Unacceptable) for each category according to the USF rating scale (see the table below). Committee members will leave blank any scales for which a faculty member does not have assigned duties sufficient to be evaluated. Means will be calculated on those ratings that are not missing; data will not be imputed. Committee members will provide ratings in increments of .25.

c. The arithmetic mean of the Committee ratings for each of the categories will be rounded to the nearest half point (e.g., 3.24 will become 3.00; 3.25 will be rounded up to 3.50).

d. The Chair will supply his/her ratings, which will also be rounded to the nearest half point.

e. The final scores of the Committee and Chair will then be entered into the USF Annual Faculty Review Summary ratings form in FIS according to the table below:

Committee / Chair Ratings	Final Ratings submitted to FIS	USF Rating Scale
4.75 - 5.00	5.0	Outstanding
4.25 - 4.74	4.5	Strong to Outstanding
3.75 - 4.24	4.0	Strong
3.25 - 3.74	3.5	Satisfactory to Strong
2.75 - 3.24	3.0	Satisfactory
2.25 - 2.74	2.5	Weak to Satisfactory
1.75 - 2.24	2.0	Weak

VI. Profiles of Ratings with Illustrative Examples

	Research	Teaching	Service
Outstanding (5)	Evidence of significant contribution to a research topic or area.		

PI on refereed, external research grant(s) Large overall # of citations or high h-index Recognition for developing a novel theory, stimulus, measure, paradigm, software app, etc. that is widely used Associate Professor: Recognition of a growing, national or international reputation as a scholar / researcher. Research award(s) Review of research program published in major journal First-author publication(s) in top-tier, peer-reviewed journal Multiple publications in second-tier or specialized journals Authorship of a book or edited volume (as first or solo author) Citation count or h-index commensurate with mid-career status	Receiving mean teaching evaluations above the department and college means Teaching overload when needed Sitting on multiple thesis committees Mentoring post-doc/ graduate/ undergraduate students in independent research (depending on campus) Mentoring Honors Thesis students in independent research Mentoring student presentations at undergraduate conferences Converting variable title courses to new formal courses Receiving Teaching Awards Assistant Professor: Regularly teaching curriculum-critical courses Receiving mean teaching evaluations above the department and college means	plenary address at national meeting, or editorship/ Associate Editorship for a scholarly journal) Dissemination of research to the community (e.g., consulting for community/ government/ etc. agency, officer or Board Member of civic organization). Associate Professor: Service to the department/college/university must include leadership roles on committees. Evidence of service to profession (e.g., professional society committee member, USF Center leadership team, or editorship/ Associate Editorship for a scholarly journal) Dissemination of research to the community (e.g., consulting for community/ government/ etc. agency, officer or Board Member of civic organization). Assistant Professor: (Service expectations for Assistants Professors are modest) Consistent evidence of routine

research activity for the rank,
which is considered to be within
the norm in our department. The
work shows unusual merit.

First-author publication(s) in top-tier, peer-reviewed journal

Multiple publications in second-tier or specialized journals

Authorship of a book or edited volume (as coauthor)

Moderate citation count or h-index

Research presentations at national and international conferences

PI on refereed, internal research grant

Assistant Professor:

First-author publication in a top-tier, peer-reviewed journal

Multiple publications in second-tier or specialized journals

Contributions to a book or edited volume

Moderate (but not large) citation count or h-index

Sitting on multiple thesis committees

Mentoring graduate / undergraduate students in independent research (depending on campus)

and may involve leadership roles.

In addition, there must be evidence of broad service to either the profession (e.g., conference reviews, grant reviews, ad hoc journal reviews) or community (e.g., consulting work).

Assistant Professor:
(Service expectations for Assistants Professors are modest)

Some evidence of routine activities to insure smooth operation of the department, co TJET 558.67 72.864 161.66 466.

	Research presentations at multiple national and international conferences

Trajectory of increasing citation count or h-index | | |
| Satisfactory (3) | Research activity meets the minimum expectation for the rank in our department. There is evidence of continuing research.

<u>All statuses of Professor:</u>

Small number of publications in lower-tier or specialized journal(s)

Small number of chapters in edited volumes

Articles under review but not in press

Research presentations at national or regional conferences | Teaching activity meets the minimum expectation for the rank in our department.

<u>All statuses of Professor:</u>

Receiving mean teaching evaluations close to the department and college means

Sitting on thesis committees | Service activity meets the minimum |

	Articles under review but not in press No articles or chapters No presentations	Receiving mean teaching evaluations below the department and college means Sitting on few or no thesis committees Little or no supervision of students in independent research	Not doing service to the department /college /university / profession Little or no evidence of committee participation
Unacceptable (1)	Research activity is definitely less than expected for the rank. **The pattern continues more than a year**. All statuses of Professor: Not actively engaged in research projects	No clear evidence of adequate teaching at the level expected for the rank. **The pattern continues more than a year**. All statuses of Professor: (Depending on campus): Does not participate actively in graduate student recruitment/ teaching/ training Instructor ratings below the mean with no effort to improve Low instructor ratings that are inconsistent with what is expected given the course topic Syllabi fail to follow required USF template requirements, are missing critical information	No clear evidence of adequate service at the level expected for the rank. **The pattern continues more than a year**. All statuses of Professor: Continuing not to do any service to the department/ university/ or profession Continued evidence of little or no committee participation

VII. Feedback Process

a. The evaluation outcomes by the Committee and Chair will be available to individual faculty members through FIS. The departmental Academic Program Specialist will upload them. Faculty members can respond through FIS, if they wish.
b. Each Assistant Professor will meet with the Department Chair to discuss the final ratings. The Chair will also be available to Associate and Full Professors who wish to discuss the outcome of the evaluation. If the faculty member is on the regional campus, the campus Chair (or designee) will also be involved in these meetings.
c. If the final ratings by both the Committee and Department Chair are less than Satisfactory (i.e., 2.5 or lower) for any of the three categories (i.e., Research, Teaching, Service), the Chair needs to discuss with the faculty member to clarify the issues and problems that rifgsdF9 (meJETQ0.00000912 0 612 792 meJETQ0.00000912 0 612 792 BT/F

c.