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Faculty who hold primary appointments in any department on any campus

who ultimately retains the right to recommend any candidate to the Dean of the USF College of Engineering for hiring as a tenure-track faculty member in the Department. For cases where an offer is to be made at a level above Assistant Professor, the Department Chair, in consultation with the faculty through means such as a faculty vote, will determine the appropriate rank at which to recommend the candidate be hired. The Department Chair, in consultation with the Dean of the College of Engineering, will conduct the final recruiting negotiations and negotiate formal offers as appropriate and consistent with the strategic objectives and missions of the Department, USF College of Engineering, and the University of South Florida.

1.3.2 TENURED FACULTY

Faculty recruitment for positions which will begin with the intention to immediately grant tenure, i.e. cases

1.3.3 DIRECT RECRUITMENT OF TENURE-TRACK OR TENURED FACULTY

In cases where there are opportunities to directly recruit outstanding early, mid-career, and senior faculty members who already have an established record that would justify their direct recruitment and hiring, the Department Chair can make a recommendation to the faculty that such a direct recruitment should occur and the departmental faculty will be allowed to provide feedback to the Department Chair on the suitability of the candidate for a position within the Department. This feedback on such a direct recruitment candidate will generally include a faculty vote concerning extending a formal hiring offer to the candidate. In general, such tenure-track or tenured faculty members would be hired at a professorial rank commensurate their existing rank at the academic institution from which they are being recruited. For cases where an offer would be made at a level tanother institution or where a rank above Assistant

Professor is to be granted for a candidate not holding a professorial rank at another institution at the time they are hired, the Department Chair in consultation with the faculty (e.g. through means such as a faculty vote) will determine the appropriate rank at which to recommend the candidate be hired. Generally, if a candidate holds tenure at another academic institution, they will be hired with the immediate intention to award them tenure at the University of South Florida upon their hiring. The Department Chair, in consultation with the department faculty, can decide in extenuating circumstances to make such a hiring offer without immediate application for tenure of a candidate already holding tenure at another institution. All such feedback on possible direct recruitment candidates is advisory to the Department Chair. The Department Chair retains the right to recommend hiring of such a candidate to the Dean of the College of Engineering, and in consultation with the Dean of the College will conduct the final negotiations and negotiate formal offers as appropriate and consistent with the strategic objectives and missions of the Department, USF College of Engineering, and the University of South Florida.

1.4 ANNUAL EVALUATION CRITERIA

First version drafted by the Bylaws Committee in Fall 2022; Faculty discussion, input, and edits in Fall 2022 & Spring 2023; Pre-Final version drafted by Chair in August 2023; Approved by Dr. Steven Tauber, Vice Provost, August 17, 2023

Presented to ChBME faculty at meeting on August 18, 2023 for review and edit suggestions.; Voted by ChBME faculty (9: yay, 0: abstain, 0: nay) to accept the document during faculty meeting on August 18, 2023.

Appended to the ChBME governance document and sent to the Provost's office for their records on August 18, 2023.

assigned duties during the academic year. Assigned duties are in the categories of teaching, research, and service. The percentage weighting of each category is determined by the department chair in consultation with each faculty member to balance the needs of the department and the professional goals of each faculty member. Assignments will be provided in writing to each faculty member by the department chair at the beginning of each annual evaluation period. In the situation where an

assignment must be changed due to changes in departmental needs, the department chair will A scale of 1-5 will be used (0.5-point increments may be assigned).

The AEC is distinct from the tenure and promotion process, which is a1

- (d) Receipt of teaching awards
- (e) Mentorship of undergraduate and/ or graduate students through significant career milestones, e.g., graduation, employment
- (f) Contributions to the intellectual development of students through supervision of undergraduate or graduate theses or dissertations
- (g) Student evaluations of teaching significantly above department or college average and/ or student narratives indicative of instructor effectiveness
- (h) Demonstrated use of evaluations for continual teaching improvement
- (i) Publication of books, articles, or book chapters related to teaching or teaching pedagogy

Strong (4) in teaching maintains the teaching mission of ChBME. This rating might entail a combination of activities such as, but not limited to, those described below:

- (a) Contributions to student learning through significant course revisions/ development
- (b) Documentation of improving teaching as evident by participation in teaching workshops, peer evaluation, etc.
- (c) Nominations and/ or honorable mention for teaching awards
- (d) Student evaluations of teaching at or above department or college average and/ or student comments indicative of instructor effectiveness
- (e) Regularly teaching curriculum

(c) No preparation, submission, or publication of books or manuscripts or presentations related to teaching or pedagogy.

III. SERVICE

Outstanding (5) in service enhances the service mission of ChBME. This rating might entail a combination of multiple activities such as, but not limited to, those described below:

- (a) Leadership positions in international, national, or regional professional organizations
- (b) Leadership activities related to societies, organizations, or publishers, including conference or symposium organization, or professional workshops.
- (c) Serving on boards or review panels for award granting agencies.
- (d) Engaged leadership or major contributions to service activities within the department, college, or university level. This could include but is not limited to the following: active leadership of a departmental committee; major contributions to the success of a committee; leadership of or major contributions to departmental curricular development, recruiting, or administration; leadership of assessment activities for degree programs
- (e) Awards for service and/ or outreach related activities

Strong (4) in service maintains the service mission of ChBME. This rating might entail a combination of multiple activities such as, but not limited to, those described below:

- (a) Significant contributions to service activities within the department, college, or university level. This could include but is not limited to the following: significant contributions to a departmental committee; significant contributions to departmental curricular development, recruiting, or administration
- (b) Peer review activities in the publication of scientific works
- (c) Peer review in the funding process
- (d) Organization and participation in department seminars
- (e) Outreach or service to the community and other institutions

Satisfactory (3) in service reflects efforts to support the service mission of ChBME. This rating might entail a combination of activities such as, but not limited to, those described below:

(a) Efforts to participate in service-related activities (e.g. running for a leadership position, adviser of student chapters of professional organizations) *nBT/F1 11 Tf1 0 0 1 340.9 18E2 reW*nBT/F1 t2

- (b) no record of substantive contribution to activities at a level consistent with normal faculty contributions to shared governance (e.g. routinely is absent from faculty meetings without cause, does not share in duties of the committees, etc.)
- (c) minimal effort for service in the community and in professional organizations
- (d) minimal service at the national/international level

Unacceptable (1) in service reflects no effort to support the service mission of ChBME. To earn this rating, all the following must be met:

- (a) No service within the department, college, or university.
- (b) No service at the community level.
- (c) No service at the professional level.
- (d) No service at the national/international level.

2. ADMINISTRATION

2.1 DEPARTMENT CHAIR

2.1.1 SELECTION OF A DEPARTMENT CHAIR

2.1.1.1 INTERNAL SEARCH

All senior tenured faculty in the Department (Associate Professor or above) are eligible to be appointed as Department Chair for the Department of Chemical and Biomedical Engineering. The Dean of the College of Engineering will appoint a search committofng (t)-100(a)-11()-129(h)7()-047.7(i)5(tt)-

- 4. Promote and publicize the academic, research, and outreach missions and programs of the Department.
- 5. Coordinate the recruitment of new faculty members and negotiate salaries and terms for hiring of such new faculty members.
- 6. Negotiate and obtain commitments for salary, start-

and will generally focus on inward facing operations of the department (e.g. the Undergraduate Coordinator will oversee undergraduate advising activities and activities related to improving matriculation rate of students while the Graduate Coordinator will oversee graduate student advising and activities related to graduate student matriculation). The faculty can vote to recommend removal of a Departmental Coordinator by the Department Chair upon two thirds vote of the voting faculty. The Departmental Coordinator(s) shall be members of the non-tenure track, tenure-track, or tenured departmental faculty.

3. FACULTY MEETINGS

1. A quorum is defined as the presence/participation of a majority in number of the voting faculty in residence for the semester during wkilob0b022acdk(v)r52e(tin)g(e)2a0ed795aculty on sabbaticalbeBT/F1 11 Tt(o)8(n)13()-29(two)7()-6(th)4(i)5(r)5(d)10(s)-31(v)4(o)8(te)-14()-29(o)8(f)14()-29(o)8(f

other personal matters will be confidential and will not be included in the general minutes. Records of such matters will be retained by the Department Chair who shall make them available

Membership: 7 or more members, *ex officio members:* Department Chair, Associate Chair for Graduate Studies, Graduate Coordinator, Associate Chair for Undergraduate Studies, Undergraduate Coordinator, Academic Service Administrator for the Department.

Faculty Awards Committee

The mission of this committee is to identify awards for which our faculty could be eligible, to solicit input from faculty on potential award nominations, and to work with faculty to put together nomination packages and oversee the nomination of faculty for awards. A primary source of input to this committee is the yearly annual report from each faculty member which in general shall contain a section regarding which awards each faculty member feels they would be eligible for in the coming year.

Membership: 4 or more members, ex officio members: Department Chair.

<u>Graduate Recruiting and Admissions Committee</u>

The mission of this committee is to oversee activities related to graduate student recruiting and admissions for the department.

Membership: 5 or more members, ex officio members: Associatee tudies , 0.0000084.13 452te Graduate Studies Committee, Graduate Coordinator, and Department 60.0000084.13 [TJET60.00000912 0 612 792]

the way he department accomplishes its graduate education mission. Therefore, it is anticipated that the commit0009(t)4(ee) β)-143(wil)- β)-143(wo)8(rk)-4()-143(t)4(o)7()-143(d)]TET α 0.00000912 0 δ 2 792 re δ 8

Seminar Series Committee

The mission of the seminar series committee is to work with the Department Chair and faculty to program a dynamic seminar series that brings in seminar speakers that reflect the range of diverse fields representative of modern chemical engineering.

Membership: 2 or more faculty members

Student Awards

The mission of this committee is to oversee recurring student awards for which the department must select or nominate students, identify and advertise awards for which our undergraduate and graduate students are eligible, solicit input from faculty and students on potential award nominations, and work with faculty and students to put together student nomination packages and oversee their nomination for awards.

Membership: 5 or more members, ex officio members: Undergraduate Coordinator, Graduate Coordinator, Associate Chair for Graduate Studies, Associate Chair for Undergraduate Studies, AIChE Student Chapter Advisor)

<u>Undergraduate Studies Committee</u>

The mission of this committee is to monitor and review all activities associated with the undergraduate education activities of the department and to act as the primary faculty body that proposes changes in the way the department accomplishes its undergraduate education mission. Therefore, it is anticipated that the committee will work to develop proposals for changes to existing policies and procedures, new activities, new courses, curriculum revisions and changes, and other matters related to undergraduate education within the department so that the full faculty can vote on such issues.

Membership: 7 or more members, ex officio members: Undergraduate Coordinator, Associate Chair for Undergraduate Studies, Department Chair, American Institute of Chemical Engineers (AIChE) Student Chapter Advisor. Two members of the faculty in addition to ex-officio members plus two or more undergraduate student members.

4.2 TENURE AND PROMOTION COMMITTEE

The departmental Tenure Committee shall consist of all tenured faculty in the department. The departmental Promotion Committee shall consist of all tenured faculty of rank greater than the candidate under consideration. The chair of these committees shall be appointed by the Department Chair prior to their first meeting of the academic year which will be called by the Department Chair



efforts or use of