

College of Health and Human Performance
ANNUAL EVALUATION OF TENURE-ACCRUING PROFESSORS

Introduction

The College of Health and Human Performance is committed to structuring support to enable its faculty to achieve tenure at the University of Florida. Throughout the tenure probationary period the College provides its tenure-accruing faculty members systematic assessments of their progress toward tenure.

Procedure

In accordance with UF Regulations¹ and the United Faculty of Florida Contract², tenure-accruing faculty will be reviewed annually to assess their progress in attaining the standards required for tenure. While a separate process, this evaluation occurs during the Spring semester (typically, beginning in mid-March). This process also contributes to the annual written evaluation of the faculty member by the Department Chair. Tenure-track faculty who are in their first-year at UF are not required to undergo this evaluation, but may elect to do so.

The process:

- 1) The untenured faculty member submits to the Department Chair:
 - Tenure and Promotion Dossier, in accordance with the UF Guidelines, except for external letters of evaluation³;
 - Copies of relevant teaching and scholarly materials (i.e., journal publications; award notification; course syllabi, student evaluation of courses taught, etc.).
- 2) The Department Chair instructs the Chair of the Department Tenure and Promotion Committee to convene the Committee to review the submitted materials. Committee members review the materials and meet to discuss and submit written assessments on whether the faculty member is making satisfactory progress toward tenure (see attached form). The Committee Chair collects the assessments and writes a summary that provides substantive reasons for the committee decision and details actions needed to make progress toward tenure and promotion. The summary report and written assessments are submitted to the Department Chair.

¹ University of Florida Regulations, Chapter 6C1-7 Academic Affairs, particularly 6C1-7.010 Faculty Evaluation and Improvement. Available on-line <http://regulations.ufl.edu/wp-content/uploads/2012/09/7010.pdf>; retrieved February 24, 2014.

² United Faculty of Florida Contract, Article 18: Faculty Member Performance Evaluations and Evaluation. Available on-line http://hr.ufl.edu/wp-content/uploads/docs/UFF_articles/18_article.pdf ; retrieved February 24, 2014. Also, United Faculty of Florida Contract, Article 19 Tenure; particularly 19.7 Progress Toward Tenure: Midterm Review Assessing Progress Toward Tenure. Available online at: http://hr.ufl.edu/wp-content/uploads/docs/UFF_articles/19_article.pdf

³ UF Guidelines are issued annually from the Provost, typically in mid-June. They are available on-line at: <http://www.aa.ufl.edu/tenure>

- 3) The Department Chair meets with the faculty member to discuss the results of the committee review and gives the faculty member a copy of the committee report.
- 4) A copy of the summary report is filed in the faculty member's evaluation file along with the annual evaluation⁴. In addition, a copy of the summary report is submitted to the Associate Dean for Faculty Affairs.

Original: Approved by College Council: October 23, 2007

Revision:

Approved by Administrative Council: August 12, 2008

Approved by College Council: October 27, 2008

Updated (technical - CBA & reference - changes only) and presented to College Council: February 25, 2014

Voted on and approved by College Council: March 25, 2014

Voted on and approved by College Council: May 12, 2015

March 2016: Prior to Spring 2016, the following appeared in these guidelines: "The Department Chair includes the results of this evaluation in the annual letter of evaluation of the faculty member." After directive from Dr. Kwolek-Folland (Associate Provost) in Fall 2015, that sentence was removed.

⁴ Faculty Mentors also provide consultation to the faculty member and Department Chair regarding progress toward tenure. In accordance with UF Regulations, "No college or equivalent academic unit mentoring program shall require any written assessments by the mentor." (<http://regulations.ufl.edu/wp-content/uploads/2012/09/7010.pdf> p.10)

Form for Department Tenure and Promotion Committee Members' Individual Assessments: Annual Review of Tenure-Accruing Faculty

Tenure-Accruing (Faculty Name)

Semester, Year)

(**Name of Faculty**) is a tenure-accruing faculty member in the Department of _____.

It is my opinion as a member of the Department Tenure and Promotion Committee that this faculty member's progress is toward attaining tenure at the University of Florida is:

Choose (X) one and provide comments⁵:

Clearly on schedule to receive a favorable recommendation.

Comments:

Marginal; should give additional attention to: *(must specify in comments)*

Comments:

Below expectations; additional attention must be given to: *(must specify in comments)*

Comments:

⁵ Comments must refer to the UF, HHP, and Dept Guidelines for Tenure & Promotion. These comments may include (but not be limited to) consideration of the following questions:

Is the candidate establishing a national reputation in her/his field?

Has the candidate published at an acceptable rate and in appropriate journals?

Has the candidate presented papers in appropriate venues and are the number and quality of those papers acceptable?

Has the candidate attracted, or prepared the groundwork to attract, competitive external funds to support his/her research agenda?

Has the candidate gained graduate faculty status and served on master's and doctoral committees?

Does the candidate's teaching record meet departmental expectations?

Does the candidate's record suggest a teaching and research trajectory that is likely to lead to the rank of associate professor, and eventually to full professor?

Is the candidate appropriately involved in professional service at the national or international level?