

**COLLEGE OF HEALTH AND HUMAN PERFORMANCE
POLICY AND PROCEDURES FOR
OPTIONAL PROMOTIONAL REVIEW
OF FULL-TIME, NON-TENURE ACCRUING FACULTY**

Introduction

The College of Health and Human Performance is committed to structuring support to enable its faculty to achieve promotion at the University of Florida. The optional promotional review is intended to provide structured and constructive information to full-time, non-tenure accruing faculty (e.g., lecturers, clinical faculty) to assist in assessing whether they are meeting College and University requirements for promotion. This process is advisory to the candidate and should provide thoughtful suggestions that will help the candidate meet the requirements for promotion.

Procedures

1. The optional review begins no earlier than the third year of appointment. The candidate initiates this process by providing written notification at the beginning of the academic year to the Chair of the Department requesting this review process.
2. The candidate shall compile a dossier using the UF tenure/promotion template and containing the same kind of information as would be in a promotion dossier but without external letters. The department chair shall provide the faculty member the following materials for inclusion in the dossier: Annual Assigned Activity, including the proportions of the faculty member's assignments, reported on the annual activities report that have been devoted to teaching and service; Promotion Criteria for the University and the College's written clarifications of those criteria; peer evaluations (if available); and the faculty member's Annual Evaluations.
3. During spring semester, the Chair of the Department's Tenure and Promotion Committee convenes a meeting of faculty members in the department, who are eligible to vote (as per UF guidelines) on Lecturer/Clinical faculty promotions, to review the candidate's dossier and assess whether the faculty member is making satisfactory progress toward promotion, according to the kinds of expectations and indications of success that are appropriate at this point in the faculty member's appointment at UF. These deliberations will address the Department/College Guidelines for Promotion of Full-Time, Lecturers or Clinical Faculty and should consider:
 - Does the candidate demonstrate a record of distinction in teaching and service (and research if applicable)?
 - Does the candidate's teaching (research if applicable) record meet departmental expectations?
 - Is the candidate appropriately involved in service at the department, college, university, and community/state/national level?
 - Does the candidate's record demonstrate professional development?

- Does the candidate's record suggest a teaching and service (and research if applicable) trajectory that is likely to lead to the rank of senior lecturer/clinical associate professor?

In sum, this meeting should include discussion of the strengths and weaknesses of the candidate's packet, what the candidate might do to strengthen the packet to meet the expectations for promotion, and what assistance might be available in the department, college, and/or university to address candidate needs and improve performance.

4. At approximately the end of the spring Semester, the results of the review shall be shared with the faculty member. These results shall include any recommendations about how the faculty member might improve his/her performance and dossier, and what assistance might be available in the department, college, and University to address candidate needs and improve performance. Upon request, the faculty member shall be provided the opportunity to meet with the chair and/or dean to discuss the review.
5. The appraisal process shall be confidential to the extent permitted by law and internal to the department and college office. Consequently, the appraisal shall not be placed in the faculty member's evaluation file and shall not be included in the faculty member's subsequent promotion dossier, nor be used in any future evaluation of the faculty member for promotion.
6. The Department Chair will provide written notification to the HHP Associate Dean for Faculty and Staff Affairs that this meeting has been conducted.

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