

**COLLEGE OF HEALTH AND HUMAN PERFORMANCE
POLICY AND PROCEDURES FOR
MID-TERM/THIRD-YEAR REVIEW
OF FACULTY WITHIN TENURE PROBATIONARY PERIOD**

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.

The College institutes this policy in accordance with the United Faculty of Florida Contract¹ and UF Regulation that “a special (midterm or mid-career) review be conducted for faculty members in the tenure probationary period no later than the close of the third year of academic service.”² The third year review is intended to provide structured and constructive information to tenure-accruing faculty to assist in assessing whether they are meeting College and University requirements for tenure. This process is advisory to the candidate and should provide thoughtful suggestions that will help the candidate meet the requirements for tenure.

Procedures

1. The review begins early in the third year of tenure-accruing appointment. The Department Chair initiates this process by providing written notification at the beginning of the academic year to the candidate(s) and the Chair of the Department Tenure and Promotion Committee to implement this review process.
2. The candidate shall compile an appraisal dossier containing the same kind of information as would be in a tenure 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, scholarship and service; Tenure Criteria for the University and the department’s written discipline-specific clarifications of those criteria; Peer evaluations; and the faculty member’s Annual Evaluations.

¹ 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/wpcontent/uploads/docs/UFF_articles/19_article.pdf

² (7) Junior faculty mentoring program and special review for faculty in the tenure probationary period.

(a) Each college and equivalent academic unit shall establish a mentoring program for faculty in the “tenure probationary period” as defined in Rule 7.019, F.A.C. This must include consultation assessing the faculty member’s progress toward tenure. No college or equivalent academic unit mentoring program shall require any written assessments by the mentor.

(b) A special (midterm or mid-career review) review should be conducted for any faculty members in the tenure probationary period no later than the close of the third year of academic service. Each college shall establish procedures for conducting the review. Such procedures must require that each candidate prepare a tenure packet (without external letters). A departmental committee of tenured faculty, the department chair or equivalent administrator, and the dean or equivalent administrator must provide an evaluation of the faculty member’s progress toward meeting the criteria for tenure. The outcome of the review shall be shared with the faculty member evaluated, but shall not be used in any future evaluation of the faculty member for tenure.

(Available online at: <http://regulations.ufl.edu/wp-content/uploads/2012/09/7010.pdf>; Retrieved: February 24, 2014).

3. During spring semester (typically in mid-March), the Chair of the Department's Tenure and Promotion Committee convenes a meeting of tenured faculty members in the department to review the candidate's dossier and assess whether the faculty member is making satisfactory progress toward tenure, according to the kinds of expectations and indications of success that are appropriate at this point in the tenure probationary period.

These deliberations may consider:

- Is the candidate beginning to establish a national reputation in his/her 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?

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 tenure, and what assistance might be available in the department, college, and/or university to address candidate needs and improve performance.

4. No later than 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 tenure 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 tenure dossier, nor be used in any future evaluation of the faculty member for tenure.

6. The Department Chair will provide written notification to the HHP Associate Dean for Faculty Affairs that this meeting has been conducted.

7. The Associate Dean for Faculty Affairs will monitor this policy in the College, to help ensure that all required Third Year Reviews take place by the end of each academic year.

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