LLC Third-Year Review Guidelines for Tenure-track Faculty

Purpose

- The purpose of this mid-term review exercise is to provide structured and constructive information to assist tenure-accruing candidates in the department to meet college and university requirements for tenure and promotion. The review process is designed to provide the faculty member with constructive comments to strengthen the eventual tenure packet and provide the faculty member with a true assessment of how her/his efforts are perceived by peers. It also will assist that faculty member, in that peers, other than the chair, will provide an evaluation of the faculty member's efforts.

- The fact that the exercise takes place at the end of the third year of appointment should allow for proper review of the faculty member's teaching, research, and service efforts and will allow enough time for the faculty member to make any modifications necessary for the successful award of tenure in the future, if any deficiencies are noted in the review. Likewise, it could also be used to assist the faculty member in the choice as to when s/he would most likely be successful in applying for tenure.

Process

- The review should begin early in the third year of appointment. In consultation with the chair, the departmental T&P committee will facilitate the review process. In individual cases, the T&P committee may, in consultation with the chair, select an additional ad hoc committee member with some expertise in the areas of the individual candidate. By February 1st of that year, the candidate will complete a dossier of materials and present it to the Chair of the Department. The dossier will include:

1) A tenure and promotion packet as complete as appropriate given the time in rank of the candidate.

2) A research/scholarship portfolio including all of the candidate's research publications, papers submitted for publication, grant proposals, and similar information

3) Annual teaching and peer evaluation reports

4) Annual letters of evaluation from the chair

- The dossier will be made available to the tenured faculty in the department. Tenured faculty in the department will review the dossier and assess the candidate's performance. The assessment will address the issues normally considered in tenure and promotion deliberations and will determine if the candidate is making satisfactory progress toward promotion and tenure. At a meeting of LLC tenured faculty, the T&P committee will present a summary of the facts of the case, and the department will discuss the candidate's progress toward tenure and promotion and advise the Department Chair on what might be included in her/his letter of review to the candidate. In the case of a candidate with a dual appointment, the chair or

director of the candidate's other department or unit, or their designated representative, will be invited to participate in the meeting/discussion.

In the meeting, Department faculty may consider:

-- Is the candidate's teaching at or above department norms and expectations or making steady progress in that direction?

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

-- Has the candidate published at an acceptable rate and in appropriate venues, such as peer-reviewed journals?

-- If a published scholarly monograph is expected for the purposes of tenure and promotion, has the candidate made substantial progress on the manuscript?

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

-- Is the candidate preparing her/himself to attract external funding to support her/his scholarly work?

-- Has the candidate supervised senior theses?

-- Has the candidate served on master and doctoral committees where possible?

-- Does the candidate's record suggest a teaching and research trajectory that is likely to lead to the rank of Associate (and later Full) Professor?

-- Is the candidate appropriately involved in professional service activities at the local, state, national, or international level?

• The Department Chair will draft a letter of review based on the candidate's dossier, and the discussion of tenured faculty in the department. The letter should consider the candidate's assignment and any support the Department may have provided the candidate. It should identify areas of strengths and weaknesses in the candidate's record and make clear recommendations, if any, on how the candidate may improve her/his dossier and performance. The goal is to give thoughtful and constructive assessments and suggestions that will help the candidate meet college and university requirements for tenure and promotion. The letter will be explicit in stating that the report itself is not a decision for tenure and promotion but is rather a mid-course evaluation. In the case of candidates with dual appointments, where the candidate's tenure is in LLC, arrangements will be made by the chair to assure that the feedback of the chair, director, etc. of the candidate's other unit is also conveyed.

• Before April 30th, the Department Chair will meet with the candidate and her/his mentor(s) to provide a copy and discuss the letter of review. The candidate and Department Chair should

discuss strengths and weaknesses in the candidate's dossier; what the candidate might do, if anything, to strengthen her/his research, teaching, and service profiles in the future; and what assistance might be available in the department, college, and/or university to address candidate needs and improve performance, if needed. In making these recommendations the Chair and tenured faculty members are not entering into a contractual relationship with the candidate such that if these recommendations are fulfilled the candidate is assured of tenure. Rather they are recognizing and acting upon their responsibility to support the candidate in her/his final years before tenure. A copy of the letter of review will be placed in the candidate's personnel file. The faculty member has the right to submit a written response to the report if so desired, and the response will be placed in the faculty member's personnel file for future reference. Neither of these letters will become part of the tenure and promotion packet.

- The Department Chair's letter of review will be forwarded to the Associate Dean for Faculty Affairs by the end of the Spring semester. The College will contact the Provost's office and inform that office that the review has taken place but will not transmit the substance of that review.

- Preparing the Packets: faculty should consult the most recent versions of the College and University guidelines, which may be found at: https://dean.clas.ufl.edu/tenure-and-promotion/