

**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 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.”¹ 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 completes a packet for review that includes:
 - a. UF tenure and promotion dossier, except external letters;
 - b. Copies of all annual letters of evaluation from the Chair;
 - c. Copies of all annual reports of the candidate’s progress toward tenure by the Department Tenure and Promotion Committee;
 - d. Copies of materials related to research, scholarship, and procurement of external funding;
 - e. Copies of materials related to teaching.

¹ (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 6C1-7.019, 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.

<http://regulations.ufl.edu/chapter7/7010.pdf>, pp. 10-11 (retrieved: August 31, 2007).

3. During spring semester within the same timeframe as the annual evaluation, the Chair of the Tenure and Promotion Committee convenes a meeting with the Department Chair and each candidate to provide the candidate with an assessment of the candidate's progress toward achieving tenure at the University of Florida. This assessment is based on the annual evaluations of the candidate's progress toward tenure (2b and 2c above) and feedback provided by the Dean to the Chair of the Department T & P Committee and/or to the Department Chair. Discussion in this meeting focuses on the expectations and indications of success that are appropriate after three years.

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. In accordance with UF Regulations, *the outcome of the Third Year Review shall be shared with the faculty member evaluated, but shall not be used in any future evaluation of the faculty member for tenure.*
5. The Department Chair will provide written notification to the HHP Associate Dean for Faculty Affairs that this meeting has been conducted.
6. The Associate Dean for Faculty Affairs will monitor this policy in the College, make certain that all required Third Year Reviews take place by the end of each academic year,

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