

Pre-Tenure Review Policy
Approved by FPC on March 14, 2011

The College of Education requires a comprehensive review of Assistant Professors (hereafter referred to as tenure candidates) in their third year of tenure accrual at UF. This review process will occur within individual Schools but should follow the structure presented in this document.

The purpose of the review is to (a) provide a thorough evaluation of the candidate's progress toward tenure and promotion, (b) provide the candidate with comprehensive and detailed feedback on the status of his/her progress toward tenure and promotion at this midway point in the process and (c) put in place, when deemed necessary, procedures that will assist the candidate in meeting the School, College, and University requirements for tenure and promotion.

The pre-tenure review meeting will occur within the candidate's School and will be initiated by the School Director in September of the candidate's third year of tenure accrual at UF. By February 1st of that school year, the candidate and School Director will complete a tenure and promotion packet, excluding external letters of reference. The packet will include:

1. A complete and accurate T&P form.
2. Annual letters of evaluation from the School Director.
3. Documentation of the tenure candidate's teaching proficiency. Documentation should include candidate generated materials (e.g. course syllabi, philosophy of teaching statement, etc.) as well as formal review(s) of the candidate's teaching prepared by faculty.
4. Annual letters or feedback from candidate's mentor (when available).
5. A publication portfolio including all of the candidate's research papers, publications, and papers submitted for publication.

The packet must be complete before the school begins its review. If a school uses a committee to provide a written assessment of the packet, the committee will submit its written assessment to the director, who will share it with the tenured school faculty before they meet to discuss and make their individual assessments.

Tenured faculty shall review the packet before the school begins its review and should meet to discuss the nomination before a secret ballot is taken. Such discussions and the materials reviewed must be confidential. Violation of the confidentiality will be considered a breach of the integrity of the process and treated as misconduct. The faculty who attend this meeting will address the issues considered in tenure and promotion deliberations and will determine if the candidate is making satisfactory progress toward promotion and tenure. For example, school faculty may consider:

- ❖ Is the candidate's teaching at or above school 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 journals?
- ❖ Does the candidate make appropriate use of theory and method in her/his published work?

- ❖ 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 gained graduate status and served on master's and doctoral committees?
- ❖ 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 primary purpose of the faculty meeting is to discuss the candidate's progress toward tenure and promotion and advise the School Director on what might be included in his/her letter of review to the candidate. The candidate's pre-tenure packet must be evaluated in light of his/her percentage of time assigned for teaching, research, and service. The outcome of the meeting should be a detailed and candid assessment of the candidate's progress toward tenure. Any concerns over the candidate's performance in any area should be clearly stated and specific recommendations for addressing these concerns should be documented.

No earlier than one day following the meeting, the unit faculty will participate in a secret ballot to vote on whether they feel the candidate is making satisfactory progress toward tenure and promotion. The results of the balloting should be completed within a week of the faculty meeting.

Based on this meeting, the School Director will draft a letter to the candidate within two weeks of the pre-tenure meeting. The letter should consider the candidate's assignment and any support the School may have provided the candidate. In addition to addressing the results of the faculty vote, the letter should identify areas of strengths and weaknesses in the candidate's record and make clear recommendations on how the candidate may improve her/his packet and performance. The goal is to provide thoughtful, constructive, and specific assessments and suggestions to the candidate beyond the yes/no vote of faculty.

The draft should be shared with the Dean, with any additional input incorporated into the final version of the pre-tenure review letter.

Within 4 weeks of the faculty vote, the School Director will meet with the candidate to discuss the pre-tenure review letter. The candidate and Director should discuss strengths and weaknesses in the candidate's packet including what the candidate might do to strengthen her/his papers in the future and what assistance might be available in the school, college, and/or university to address candidate needs and improve performance. The candidate and Director are encouraged to include the candidate's mentor in this meeting. A copy of the letter of review will be placed in the candidate's personnel file. The candidate or Dean may add a response to the Director's letter into the personnel file. The letter of review and any related responses should not become part of the tenure and promotion packet.