

Dear colleagues,

Below are the deadlines regarding applications, voting, etc., for the tenure/promotion process in the College this year. The link to information about the University guidelines and packet template can be found in the email I sent February 7, 2011, or at (<http://www.aa.ufl.edu/tenure/>). Excerpts from relevant sections of the UF guidelines are shaded in blue. The sixth year is the normal year in which to apply for tenure although the university recognizes tenure when ready:

A faculty member in an eligible position must request to be nominated for tenure by the beginning of the last year of the tenure probationary period, although consideration is normally given when the candidate's record is ready (a determination made by the faculty member in consultation with the chair).

Faculty members being considered for tenure prior to the last year of their tenure probationary period or faculty being considered for promotion may withdraw, without prejudice, at any stage of the review process if no official action in the form of written communication regarding denial has been taken on the nomination. In those cases where the official decision of the president will not support tenure or promotion, the president will notify the relevant dean prior to taking official action. The dean will notify the department chair and candidate at least 10 days prior to the official decision in order to allow the candidate to withdraw if they so choose. All cases of withdrawal prior to an official decision require written mutual agreement between the faculty member and the appropriate chair.

Similarly,

An eligible faculty member may initiate the application for promotion whenever s/he believes s/he has met the criteria for promotion by notifying the department chair before the evaluation cycle begins.

If you are planning to apply for tenure and/or promotion, your first-level adviser for this process is your department chair. All department chairs are expected to know the process thoroughly, including details regarding the application format.

The UF application file must be complete and in the appropriate format by the time the candidate signs and dates the cover page. Be sure you check your application for completeness (including all forms and the proper order for the forms, etc.) before you submit it to your department chair.

College Tenure/Promotion Schedule, 2011-12:

*By April 1, 2011 Peer teaching evaluations (three independent observations for each class taught by the faculty member) for faculty being observed during this year's cycle must be completed.

*By April 8, 2011 Last day for classroom observers to give copies of observation reports to the faculty member observed and to the department chair. The candidate has until **April 15** to give the department chair a written response to the reports. If a candidate provides any written responses to the department chair, the chair shall give the observers **until April 22** to amend their assessments or to present written reactions to the faculty member's responses.

*By April 15, 2011 The candidate, after consultation with the candidate's mentor, submits a list of seven potential outside reviewers and a brief biosketch of each suggested reviewer (see Section 31 of UF Template) to the chair. External reviewers should be individuals who do not have a personal and/or professional relationship with the candidate that would bias their assessment. Candidates should strive to find reviewers from AAU and College-designated peer institutions (Examples of peer institutions: Texas-Austin, Illinois, Indiana, Michigan State, Missouri, North Carolina, Penn State, Syracuse). Candidates should not contact potential reviewers about their willingness to serve. The chair also generates a list of potential reviewers to be combined with the candidate's list. The chair is responsible for choosing the individuals who will be requested to submit letters of evaluation, provided that at least one-half of the selected evaluators come from the candidate's list.

*By April 29, 2011 Department chair contacts potential reviewers about their willingness to serve as reviewers until five have agreed to serve.

*By July 1, 2011 Candidates turn in their packet for external reviewers. The packet includes up to five publications or samples of creative work, a vita, and a statement of up to four pages regarding the candidate's research/creative activities and the contribution of those works to the field.

*By August 23, 2011 All external review letters are due to the department chair.

*By Sept. 1, 2011 Candidate submits original (not double-sided or paginated), signed, completed UF application packet to his/her department chair. All application packets must meet University specifications for technical compliance by Sept. 1. This means that, by Sept. 1, the candidate must have made all corrections needed to be sure the application file conforms to University guidelines:

The evaluation packet must be completed by the faculty member prior to the unit review, and it is the faculty member's responsibility to see that the packet is complete. This means that the candidate must (a) review the completed packet to insure that it contains all the information the faculty member believes is pertinent to her/his nomination and (b) sign and date the appropriate statements on the cover sheet prior to the unit review and secret ballot (individual assessments). After the packet has been signed, the faculty member may receive, upon request, a copy of the completed packet for her/his files (except for copies of any evaluation letters, if the faculty member has waived her/his right to see them).

After the candidate has verified her/his packet, no materials can be added to, deleted from, or changed in it without the candidate's consent (except inadvertent omissions, assessments by committees or administrators charged with review, or clarifications and documentation of assertions made by the candidate when requested in writing by official reviewing bodies). A copy of any additions, deletions,

and/or changes to the supporting materials in the packet made by anyone other than the candidate, shall be sent or personally delivered to the faculty member within five days. This includes results of the votes and copies of both the chair's/director's and the dean's letters.

The candidate may add or change materials in the packet by supplying a copy of the changes to the chair/director (prior to the departmental vote) or to the college office (after the packet leaves the department), provided that after alteration the packet contains all required materials. Any additions or changes should be included in Section 33 of the packet; **do not change the original submissions themselves**. The date of the changes and the name of the person making the adjustment must be recorded in the packet.

Non-compliance with these requirements could jeopardize the College's ability to submit a candidate's packet to the University Academic Personnel Board by the required University deadline. Additional copies needed for the Tenure and Promotion Committee will be made by the dean's office. The additional copies needed for the University's Academic Personnel Board are made after all outside, department, and College letters have been added to the file.

*ASAP after Sept. 1 (Internal deadline set by department chair.) Following university guidelines, eligible departmental faculty review complete UF application file and vote:

Eligible unit faculty shall review the packet and should normally meet to discuss the nomination before a secret ballot is taken. Such discussions and the materials reviewed must be confidential. Violation of confidentiality will be considered a breach of the integrity of the process and will be treated as misconduct. **A secret ballot of the unit faculty eligible to vote shall be taken no earlier than one day following the meeting.** Even though otherwise an eligible faculty member, a chairperson, dean, or equivalent administrator who provides a written evaluation of the candidate as part of the tenure or promotion process shall not participate in the secret ballot of the department or unit.

The entire file then is made available to the department chair for his/her review.

The nomination must be forwarded to the college level for consideration unless the candidate chooses to withdraw her/his nomination. Before being submitted to the college level, the appropriate administrator must attach the chair's or director's letter and the complete unit vote(s). The number of faculty voting for, against, abstaining, and absent must sum to the total number of unit faculty eligible to vote. Once this information has been added to the packet, the candidate must receive a copy of the letter and the results of the unit vote(s) and have an opportunity to respond. The chair must sign the packet cover sheet indicating endorsement or lack of endorsement of the nomination before it can be forwarded to the college level.

The candidate has **ten** (calendar) days thereafter to submit a written response if s/he chooses to do so. The packet cannot be forwarded to the next step until the candidate either submits a response, indicates in writing that s/he will not respond, or 10 days have passed, whichever is first. Such response shall be placed in the packet.

*By October 10, 2011 Department chair forwards entire, original UF application file for all candidates to the dean's office. The dean's office retains original packets, makes copies of packets for the Tenure and Promotion Committee, and informs the College Committee that application packets/appendices are available for sign-out and review.

The dean and a college-level fact-finding committee review the nomination. The committee(s) will be comprised of tenured faculty members of the college holding faculty or faculty equivalent titles at the associate (or equivalent) rank and above. The eligible members of the college committee shall provide

recorded individual assessments to the dean or director as part of its fact-finding and consultative role. An individual assessment shall consist of a committee member's indicating whether or not the candidate meets the criteria for tenure, permanent status, and/or promotion within that college. The individual faculty members making the assessment shall not be identified.

*By Nov. 15, 2011 Chair of College Tenure and Promotion Committee records the summary of the individual members' assessments of each candidate on the original application cover sheet and arranges for a meeting with the dean.

Within five days of having received the college tenure and promotion committee's individual assessments (vote) on a candidate, the dean must forward those assessments to the candidate and the department chair/director. The candidate then has **ten** days to request a meeting with the dean or to submit a written response. Any such response shall be included in the packet.

After reviewing the materials, including any response by the candidate to the individual assessments of the college committee members, the dean should write a letter conveying his or her recommendation to the president. Within **five** days, the dean must forward this letter to the candidate and the department chair/director. The candidate has **ten** days thereafter to request a meeting with the dean or to submit a written response. Any such response shall be included in the packet. The packet cannot be forwarded to the next step until the candidate either submits a response to the dean's letter, indicates in writing that s/he will not respond, or 10 days have passed, whichever is first.

*By Jan. 9, 2012 Dean's recommendation, the original application materials, and nine copies of the application materials are submitted to Academic Affairs.

Please note the following:

Only tenured faculty at the candidate's current rank may review and/or vote on files for tenure; only faculty above the candidate's current rank may review and/or vote on files for promotion.

Faculty personnel files are limited access files. That is, they are specifically exempted from general access under the public records laws of the State of Florida. Limited access records may be seen only by the person the material pertains to, University officials, and others as appropriate (e.g. department faculty who must make a recommendation on a candidate, members of the Tenure and Promotion Committee, etc.). The College faculty evaluation files are maintained in the College Human Resources office and the candidate's department chair is the official custodian of the file. Candidates should make arrangements with their chair to access their files.

The UF Tenure and Promotion cycle works on very tight deadlines, so compliance with deadlines is essential.

Standards: As noted in the University's rules, faculty must demonstrate distinction in two areas (for almost every faculty member in this College, the two standards are teaching and research/creative activities) to be recommended for tenure or promotion at any stage of the process, and satisfactory performance (in service, for almost every College faculty member). Please review the College *Faculty Standards and Criteria* policy document for details.

