

Department of Psychology
Third-Year Review Process for Tenure-Track Faculty (Approved 11/26/14)

Requirement: As specified in the 2013-2016 Collective Bargaining Agreement, article 19.7: “A special midterm review shall be conducted for faculty members during the third year of the tenure probationary period. The purpose of this appraisal shall be to assess the faculty member's progress toward meeting the criteria for tenure and to provide assessments, suggestions, and guidance to assist the faculty member in fulfilling the University's tenure criteria.”

In accordance with this article, CLAS has a third-year review process with the purpose of providing structured and constructive information to assist candidates to meet college and university requirements for tenure and promotion. Each department is allowed to construct a third-year review process that best fits their procedures and practices and adopt them as part of their policies.

Portfolio: This review is designed to be much like the final tenure process (i.e., containing the same kind of information) but without external letters of evaluation. The system for promotion and tenure is online, and this system will be used to prepare a faculty member's third-year portfolio for review. (Independent of the third-year review, it is a good idea to update this template regularly so that putting the actual Promotion & Tenure Packet packet together won't be much work when the time comes.)

Accessing the online system:

- Go to <http://my.ufl.edu>, and login.
- Click Main menu-My Self-Service-UF Faculty Promotion and Tenure
- Go to the bottom option “Track Ongoing Activity - In Development” and click on the “Faculty Activity” link.
- Information can be entered into three of the sections (the Professional Education section is read-only), and then click Save.
- Click “Return to the Main Page”, click “Promotion & Tenure Packet”, and click “Packet Template with Activity”. This will give a downloaded copy of the portfolio, which can be edited. Faculty members are encouraged to ask their mentoring committee for assistance and/or advice in preparing the portfolio.
- If requested, the chair will provide the faculty member with copies of annual assigned activity reports, peer evaluations, prior annual evaluation letters, and tenure criteria.
- The portfolio is due via email to the chair at the same time as the AAR (around mid-March)

Process: All tenured faculty members in the department (Associate Professors and Professors), as well as the faculty member's mentoring committee, will be asked to review the third-year portfolio, assess whether the faculty member is making satisfactory progress toward tenure, and give feedback to help the faculty member improve his/her performance in future years. The faculty member will receive the results of the third-year review via a letter from the chair. These results will not be described in the chair's annual letter of evaluation nor will they be included in the faculty member's subsequent tenure packet, as dictated by the collective bargaining agreement. Upon request, the faculty member shall be provided the opportunity to meet with the chair to discuss the review. With consent of the faculty member, the third-year review letter will be shared with his/her mentoring committee, who will give more directive feedback and guidance in helping the faculty member progress toward tenure.