Department of Psychology
Midterm Review Assessing Progress Toward Tenure or Promotion
Adopted March 20, 2024

The process for the progress-to-promotion (NTT) or 3rd-year (TT) review is specified in the Collective Bargaining Agreement (CBA) for faculty in Psychology. Please see Article 19 for details.

Article 19.7 Tenure-track faculty

Article 19.8 Non-tenure track faculty

All tenure track faculty are required to complete this process in their 3rd year of appointment with the department. Non-tenure track faculty may complete this process in the 3rd year or in any subsequent year prior to their first promotion. For the review, the faculty member will complete the full UF tenure and promotion packet without external letters of evaluation.

The CBA indicates that the department will provide information to be included or attached to this document:

- Annual Assignment (e.g., % FTE Research, Teaching, Service)
- Peer teaching evaluations. Note that faculty members are expected to keep all peer teaching evaluations solicited as they are required to upload these documents in their promotion packets. Thus, the faculty member may elect to submit peer teaching evaluations themselves.
- Annual Evaluation letters to date

Process

- The timeline for submitting the packet will be determined in consultation with the chair based on deadlines for submission to the dean's office.
- The faculty member submits the P&T packet to the chair by the negotiated deadline.
- The Chair compiles all required materials and distributes this packet to the faculty eligible to vote on promotion for that candidate.
- The eligible voting faculty will meet to discuss the packet. This meeting is confidential.
- After the meeting, the chair will write a letter providing feedback on progress to promotion based on the faculty discussion and the chair's evaluation. This letter is separate from the annual letter of evaluation.
- As per CBA, the chair will send the packet and the draft of the chair's letter to the Associate Dean who handles T&P.
- The Dean will also provide a letter for the progress-to-promotion review. This letter will be sent to the Department Chair and the Department Chair will send the Dean's and the Chair's letters to the faculty member.

- The Department Chair will then schedule a meeting with the faculty member to discuss both letters.

Faculty should keep in mind that completion of the packet will take time, and they should start the process early in the Spring semester of the 3rd year.

Non-tenure track faculty are not required to complete the 3rd year review. However, the CBA requires that NTT faculty notify the chair in writing by January 10, if they prefer to opt out of the process during the 3rd year of employment in the current position. As noted, they are allowed to complete the progress-to-promotion process in a subsequent year.