

Three-Year Review For Assistant Professors – Procedure

College policy requires a formal and comprehensive review of Assistant Professors in their third year of tenure accruing time.

1. Identification and notification of faculty to be reviewed.
2. Academic Unit Head is to appoint a Peer Review of Teaching Committee and a Three-year Review Committee (at least three members; Associate or Full tenured faculty; all from within the Department and in the case of the Peer Teaching Review Committee, one member from outside the Department).
3. Peer Teaching Review Committee report to be completed and written report submitted to the Department.
4. Three-year Review Committee review to be completed and written a report submitted to the Department. The report will be a summary evaluation with no specific recommendation. Materials available for review should include:
 - a. Candidate packet (which includes Peer Teaching Review report) - UF T&P Template
 - b. All research publications
 - c. Working papers
5. The Department's tenured faculty review the same materials considered by the Three-year Review Committee, as well as that committee's Report. The faculty will vote concerning whether satisfactory progress is being made toward promotion and tenure and this will be reported to the Department Chair.
6. The chairman forwards the following materials to the Dean's Office:
for Dean's office (Dean, Sr. Associate Dean and file) -
 - a. Chair's letter - summary evaluation with no specific recommendation
 - b. Department Three-year Review Committee report
 - c. Candidate packet (which includes Peer Teaching Review report) - UF T&P Template
 - d. All research publications
 - e. Working papersfor Promotion & Tenure Committee, Academic Unit Heads & file -
 - a. Chair's letter - summary evaluation with no specific recommendation
 - b. Department Three-year Review Committee report
 - c. Candidate packet
 - f. 1 representative research publication (to be selected by reviewee)
7. After outcome at department level is known, Academic Unit Heads & Promotion & Tenure committee meet separately to discuss and assess packets.
8. These groups report assessments (with no specific recommendation) to the Dean.
9. The Dean will meet with the Department Chairman to discuss the findings and assessments, after which, the Chair will apprise the faculty member of the evaluation and outcome in a letter separate from the annual review.