

Midterm Review for the College of Design, Construction and Planning -S2021

The University of Florida requires that each tenure track assistant professor complete a midterm or “3rd year” review by preparing a tenure packet using the OPT template (sans external reviewer letters). The College of Design, Construction and Planning has a process in place that follows the UF Collective Bargaining Agreement (see Article 19.7 *Progress toward Tenure*) and meet the aim of providing constructive information to assess and guide progress toward tenure and promotion. Note this appraisal is confidential and is **not** included in the faculty members’ T/P packet or personnel file.

Each Unit has its own procedure for conducting the review that must include:

- Involvement of the School or Department’s tenured faculty members in the appraisal process
- Evaluation meetings first with the Unit head and then with the Dean on progress toward tenure and promotion

According to the CBA, the midterm review packet is prepared by the junior faculty member and must include:

1. All Annual Assigned Activity Reports, documenting the percentage of effort for teaching, research, and service
2. All Annual Evaluations from the Unit head
3. Tenure criteria (UF, college, and school/department)
4. Peer evaluation/s of teaching (at least one review for one course)
5. Any additional item/s required by the unit

No later than the end of the Spring 2021 semester, the results of the review shall be shared with the junior faculty member in a virtual meeting first with the Unit Head to review the informal written outline, and secondly to discuss the outcome of the review with the Dean to underscore:

- Any recommendations on improvements relating to faculty performance and/or the presentation of work
- Any guidance or assistance from the Unit, College, or University to improve faculty performance

Timeline

The Director or Chair will discuss the review expectations, process and time line with the junior tenure-track faculty member. Further, the faculty member may seek feedback on their draft “OPT” document that they are preparing from senior faculty or other before the submitting the packet to the Unit head.

- Faculty member submit packet for review, no later than March 15.
- Tenured faculty in the unit will independently review the packet, meet, and provide feedback to the Director/Chair by April 1.
- Unit Head meets with the faculty member and provides feedback in a written outline, no later than April 15.
- After the Director’s meeting, the Faculty member has the opportunity to discuss the appraisal with the Dean and Director/Chair before May 15, 2021.