

College of Design, Construction and Planning  
**Midterm Review Policy**

To assess progress toward tenure and promotion, the University requires that each tenure track assistant professor complete a midterm review, typically by the end of their third tenure-accruing year. Each department/school in the College of Design, Construction and Planning shall have a process in place that follows the **2021-2024 UF Collective Bargaining Agreement (see CBA Article 19.7 Tenure and Promotion: Progress Toward Tenure)**.

The faculty member being reviewed will develop an appraisal dossier, sans external review letters. The chair/director shall provide the faculty member with the following materials to be included in the dossier: (1) Annual activities assignment; (2) UF and DCP/Unit tenure and promotion criteria; (3) Peer evaluation/s of teaching; (4) annual evaluations completed for the faculty member.

The department/school may have its own procedure for conducting the review; however, it must:

- Involve the department/school's tenured faculty members in the appraisal process;
- Include an evaluation with feedback for improvements (chair/director); and
- Offer meetings (1 to 2) to discuss the review with the chair/director and/or dean.

According to the CBA, the midterm review packet, prepared by the junior faculty member, will contain:

- All Annual Assigned Activity Reports, documenting the percentage of effort for teaching, research, and service;
- All Annual Performance Evaluations;
- Tenure criteria (UF, college, and school/department);
- Peer evaluation/s of teaching (at least one review for a course); and
- Any additional item/s required by the unit.

#### **Timeline**

**No later than Mid-February** - The chair/director will discuss the review expectations, process, and timeline with the faculty member. Before submitting the dossier, the faculty member may want to seek feedback on their draft that they are preparing from the chair/director or select senior faculty before finalization.

**Mid-February to Mid-March** - The faculty member will finalize and submit the dossier to the Chair/Director. The tenured faculty in the department/school will review the materials and provide feedback to the chair/director.

**No later than the end of the spring semester** - A written overview of results of the review, with constructive feedback, will be shared with faculty member. Upon request, the faculty member shall be given the opportunity to meet with the chair/director and/or dean to discuss the review.

**Note:** This appraisal shall be confidential to the extent permitted by law and remain internal to the department/school/college office. The assessment shall not be included in faculty's annual performance report, T/P packet, or personnel file.