

Institute of Food and Agricultural Sciences  
University of Florida

*Third-Year Progress Assessment  
Tenure and Permanent Status Progress Assessment  
Courtesy Agent and Non Tenure-Accruing Faculty Promotion Assessment  
Guidelines*

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UF/IFAS provides a tenure or permanent status progress assessment to faculty who are typically in the third academic year of their tenure-accruing or permanent status-accruing appointment. The purpose of the assessment is to help evaluate whether the faculty member is making sufficient progress towards tenure or permanent status so that the faculty member can make timely and appropriate career decisions. All tenure-accruing or permanent status-accruing faculty who have or will have completed three academic years by August of the current year are required to participate in the assessment.

The UF Regulation 6C1-7010 (<http://regulations.ufl.edu/chapter7/7010.pdf>, (7) b, page 10) addresses the mid-career review and information also can be found in the UF faculty handbook (<http://www.aa.ufl.edu/Handbook/employment.html>). IFAS guidelines are intended to work in concert with UF policy.

In addition, IFAS provides the opportunity for a promotion assessment for courtesy or program extension agents who will have completed three academic years by August of the current year. Faculty in non tenure-accruing lines, in consultation with their unit administrator, may submit a promotion packet for formal assessment when their credentials are adequate.

### **Assessment Process**

1. In early spring each year, the IFAS Office of Human Resources will notify unit administrators to initiate the third-year assessment process and will distribute the assessment guidelines, a timeline, and a list of faculty for whom an assessment is required.
2. Affected faculty members will be notified by the unit administrator as soon as possible that they are to assemble and submit a packet for review. It is the responsibility of the faculty member to prepare a packet that clearly summarizes the faculty member's accomplishments and progress towards tenure, permanent status, or promotion as a courtesy or program agent or non tenure-accruing faculty member.
3. Materials for the faculty member's assessment packet must be compiled in accordance with the most current UF tenure, promotion, and permanent status guidelines, with the exception that *no solicited letters of evaluation/review are needed*. The UF guidelines are prepared and distributed by the Provost's office and may be viewed at <http://www.aa.ufl.edu/tenure/>. Please reference section VII, Preparing the Packets: Information for Faculty and Staff. Additional information regarding preparing the teaching section and the extension section may be found on IFAS HR's website: <http://personnel.ifas.ufl.edu/tenure.shtml>

4. Include a copy of all annual evaluation forms pertaining to the progress assessment review period.
  - a. County faculty: submit all pages of the county faculty appraisal form.
  - b. State faculty: submit all pages of the faculty evaluation form.
5. The faculty member must submit the packet to the unit leader on or before the unit's submission deadline (to be determined by the unit leader).
6. The unit leader proceeds in the following manner:
  - a. **County faculty:** For permanent status progress assessments, the District Extension Director (DED) reviews the documentation and submits it to the agents with permanent status in the district. The agents with permanent status will review the progress of the extension agent and provide individual written assessments to the DED who will summarize the assessments.
  - b. Documentation packets for those program or courtesy agents seeking a promotion assessment should be reviewed by agents who are at a higher rank than the candidate's current rank.
  - c. **State faculty located in a tenure department:** For tenure progress assessments, the department chair reviews the documentation and submits it to the tenured faculty in the department, regardless of location. The tenured faculty will review the progress of the faculty member and provide individual written assessments to the department chair who will summarize the assessments.
  - d. **State faculty located at a research and education center:** The tenure department chair submits the packet to the tenured faculty in the department, regardless of the location. The center director submits the packet to the tenured faculty at the research center who hold tenure in a tenure department other than the candidate's tenure department. (Faculty who hold tenure in the candidate's tenure department and who are located at the same Center as the candidate will provide one assessment, with the tenure department.) The tenured faculty will review the progress of the faculty member and provide individual written assessments to the respective unit leader. The unit leaders will summarize the assessments jointly.
  - e. Documentation packets for non tenure-accruing faculty seeking a promotion assessment should be reviewed by faculty in their unit home who are at a higher rank than the candidate.
7. The unit leader shall include in the faculty member's packet a letter addressed to the lead dean that includes the summary of the assessments resulting from step 6 above **and** his/her written assessment of the faculty member's progress towards tenure, permanent status, or promotion as a courtesy agent or non tenure-accruing faculty member. For state faculty located at a research and education center, the unit leaders prepare a joint letter. A copy of the letter shall be given to the faculty member within five days.
8. The original packet and 15 copies (16 total files) shall be submitted by the unit leader to the IFAS Human Resource Office on or before the established deadline.

9. Members of the most recent IFAS Tenure, Permanent Status, and Promotion Committee will serve as members of the IFAS Tenure and Permanent Status Progress Assessment Committee.
10. The IFAS Human Resource Office will distribute the packets to the IFAS Tenure and Permanent Status Progress Assessment Committee. The Committee will review the packets and assess whether the faculty member's progress toward tenure, permanent status, or promotion as a courtesy agent or non tenure-accruing faculty member has been satisfactory. This committee will add a written assessment of the faculty member's progress in the packet.
11. The deans (CALs, FCES, FAES) will review the packets including the assessments provided by the tenured faculty or permanent status faculty, the unit leader(s), and the IFAS Tenure and Permanent Status Progress Assessment Committee. The deans will prepare a written assessment of the faculty member's progress. Upon completion, the Deans' Offices will copy and deliver the assessments to the unit leaders, and provide IFAS HR with copies of the assessment letters for filing. The unit leaders will share the assessments with the faculty members.