

**Department of Gender, Sexualities, and Women's Studies Research  
Procedures for Conducting Review of Progress Toward Tenure/Promotion  
(aka 3<sup>rd</sup> year review)**

*Drafted by Dr. Bonnie Moradi (Department Chair), reviewed and approved by majority vote of core faculty (March 22, 2022; Edited to update Department name March 1, 2023)*

The Department of Gender, Sexuality, and Women's Studies (GSWS) follows the requirements delineated in the Collective Bargaining Agreement (CBA) *Article 19.7 Tenure-track faculty (TTF)* and *Article 19.8 Non-tenure track faculty (NTTF)* for conducting a review of faculty members' progress toward tenure or promotion:

<https://hr.ufl.edu/wp-content/uploads/2021/08/ARTICLE-19.pdf>

The Department will conduct this review for core faculty members during their third year of appointment in their tenure-track or non-tenure track position in the Department. The purpose of this appraisal shall be to assess the faculty member's progress toward meeting the criteria for tenure (for TTF) or promotion (for NTTF) and to provide assessments, suggestions, and guidance to assist the faculty member in fulfilling the University's, College's, and Department's criteria. NTTF faculty members may decline to be reviewed under this progress to promotion process, but must do so in writing by submitting a letter to the Department Chair by January 10<sup>th</sup> of their third year. TTF may not decline to be reviewed.

In accordance with the CBA, Department procedures are as follows:

1. The faculty member under review shall compile the full UF promotion and tenure packet without external letters of evaluation.
2. The Department Chair shall provide to the faculty member the following materials for inclusion in the dossier:
  - a. Annual Assigned Activities, including the proportions of the faculty member's assignments devoted to teaching, scholarship, and service
  - b. Departmental criteria for tenure and promotion for TTF or NTTF as appropriate
  - c. Peer teaching evaluations (as faculty members ultimately submit these in the promotion and tenure packets themselves, faculty members should keep their own records of these)
  - d. The faculty member's Annual Evaluations
3. By March 1 of the year of 3<sup>rd</sup> year review, the faculty member submits the compiled information to the Department Chair. The Department Chair distributes the complete dossier to the faculty eligible to vote on tenure or promotion for that candidate.
4. By April 1 of the year of 3<sup>rd</sup> year review, the Department Chair schedules a meeting of the voting eligible faculty to assess whether the faculty member under review is making satisfactory progress toward tenure or promotion, according to the kinds of expectations and indications of success that are appropriate at this point in the faculty member's employment.

5. Department Chair submits evaluation letter to College (by date determined by College) for Dean's evaluation.
6. No later than the end of the semester, the results of the review shall be shared with the faculty member. These results shall include any recommendations about how the faculty member might improve their performance and dossier and what assistance might be available in the department, college, and University to address candidate needs and improve performance. Upon request, the faculty member shall be provided the opportunity to meet with the chair and/or the dean to discuss the review.

The appraisal process shall be confidential to the extent permitted by law and internal to the department and the college office. Consequently, the appraisal shall not be placed in the faculty member's evaluation file and shall not be included in the faculty member's subsequent promotion and tenure dossier.