Overview
Timeline and Process for Tenure and Promotion

2015 - 2016
1. GUIDELINES AND INFORMATION REGARDING THE TENURE, PERMANENT STATUS AND PROMOTION PROCESS FOR 2015-2016
(emailed to all faculty on 5/18/15)
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VIII. Using the Template
2. CAREER DEVELOPMENT HANDBOOK
CAREER DEVELOPMENT HANDBOOK (continued)

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   B. Tenure and Promotion Timelines (with calendar)
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   D. Tenure/Promotion Guidelines
      1. For Library Faculty (with steps in the process)
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CAREER DEVELOPMENT HANDBOOK (continued)

II. **Tenure and/or Promotion**
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   F. Sample Letters for Referee Request
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      3. Referee Letter for Tenure and Promotion
   G. Midterm Review for Tenure- Accruing Faculty
   H. Post-Tenure Reviews
      1. Sustained Performance Evaluation for University and Associate University Library Faculty
      2. Librarian Emeritus Status Guidelines
3. United Faculty of Florida Contract
   Article 19 (Tenure and Promotion)
Disclaimer

Obviously, this presentation is not a substitute for an exhaustive review of the information provided in the above resources and in the event of inconsistencies, the above resources are authoritative.
Disclaimer

In instances where the Career Development Handbook and the university-level documents are not in agreement regarding the specifics of the packet, the candidate and chair should rely on the university-level documents as authoritative.

In instances where the Career Development Handbook expands on the above documents regarding the departmental or Library processes for reviewing the tenure and promotion application, the candidate and chair should rely on the Career Development Handbook.
Disclaimer

Any questions or concerns should be directed to the department chair, Library Human Resources, or both.
# Determination of Tenure Year

<table>
<thead>
<tr>
<th>Appointment Date Between</th>
<th>Mandatory Review Year</th>
<th>Packet Submission Year</th>
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<tr>
<td>Nov 8th 2008 - Nov 7th 2009</td>
<td>2016</td>
<td>Fall 2015</td>
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<td>Nov 8th 2013 – Nov 7th 2014</td>
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<td>Nov 8th 2014 – Nov 7th 2015</td>
<td>2022</td>
<td>Fall 2021</td>
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Tenure and Promotion Process

Nomination
Any faculty member wishing to submit a nomination for promotion must be considered.
Determination of Tenure Year

Extension of probationary period
maximum 2 years

• Parental leave (biological, adoptive or significant care responsibilities for child)

• Sick leave (self or family)

• Extraordinary circumstances

When considering requesting an extension contact the Library HR Office for proper procedures
Determination of Tenure Year

Extension of tenure probationary period

1. Faculty makes the request in writing to Chair
   • Anytime but no later than March 1 prior to final year of probationary period for parent and family illness reasons

2. Chair forwards the request to the Dean with a recommendation that it be approved or disapproved

3. Dean forwards to the Provost with a recommendation

4. The Provost has final authority to approve the request
Tenure and Promotion Calendar

April

Pre-planning, including establishing departmental deadlines and discussing referees. Nominee provides list to Chair.

Dean of University Libraries and Library Faculty Assembly establish the membership of the Tenure and Promotion Committee (terms begin October 1).
Tenure and Promotion Calendar

May/June/July

Nominees & Chairs attend workshop by Academic Affairs

Library Human Resources Office (LHRO) sends the Deans and Chairs a list of tenure-accruing librarians with their tenure eligibility dates.

LHRO sends all librarians link to the current version of the University Guidelines on the Tenure and Promotion Process.

(sent 5/18/15)
Tenure and Promotion Calendar

August
Department Chair solicits letters of recommendation for nominee.
Tenure and Promotion Calendar

September
Nominee finalizes packet for review by Department Chair/Supervisor

Department Chair confirms with the LHRO the voting eligibility of all tenure home members who may vote for tenure and/or promotion.
Tenure and Promotion Calendar

By September 15
• Nominee submits packet online for LHRO review through OPT
• Nominee submits electronic copy of additional materials for internal review only, to LHRO.

HR reviews packet online.

By September 20
• Nominee certifies packet online [from this point forward any changes/corrections will be added to section 33]
**Tenure and Promotion Calendar**

**October**

Department Chair convenes eligible faculty, conducts tenure home vote and records result.

Department Chair produces a transmittal letter and provides a copy for the nominee’s review. The nominee may prepare a response to the transmittal letter for inclusion in the packet.
Tenure and Promotion Calendar

By October 15
Dean of University Libraries meets with the Tenure and Promotion Committee to give guidance and answer questions.

Tenure and Promotion Committee Chair notifies LHRO of their meeting schedule and the plan for review.
Tenure and Promotion Calendar

November
Tenure and Promotion Committee meets to review the nominations and summarize nominees' strengths and weaknesses for the Dean of University Libraries.

December
By December 1
Tenure and Promotion Committee Chair submits the committee’s assessments to the Dean of University Libraries.

The Deans, including Associate Dean for LIC, meet to review nominations
Early January
The Dean of University Libraries produces a transmittal letter including a recommendation or non-recommendation. The nominee may prepare a response to the transmittal letter for inclusion in the packet

Packets certified in OPT and submitted to the Office of Academic Affairs.
Tenure and Promotion Calendar

May-June

Promotion nominees receive notification regarding the final decision on promotions by the President and the President’s recommendation regarding tenure.

Tenure nominees receive notification regarding the final decisions on tenure by the Board of Trustees.
Tenure and Promotion Calendar

July 1 or later

Tenure is effective.

Promotion is effective.

Associated pay increases go into effect on or after this date, as determined by the University.
Tenure and Promotion Process

Letters of Evaluation

Number of Outside Letters

• For faculty in the bargaining unit, no fewer than 5 and no more than 6 letters
• For faculty outside the bargaining unit, at least 5 letters

“Outside Letters” means from individuals not employed either currently or in the past ten years by the University of Florida.
Tenure and Promotion Process

Letters of Evaluation

Number of Internal Letters

• For all faculty, there may be 3 to 5 UF evaluators (5 for promotion to University Librarian and Sr. Associate In).
Tenure and Promotion Process

Letters of Evaluation
The nominee in consultation with their mentor must submit to the Department Chair a list of seven possible evaluators.

The Department Chair reviews the list with the nominee and makes additions and/or deletions.

At least ½ of the selected evaluators must come from the candidate’s list (3 if there are 5) and at least five individuals must agree to serve as evaluators.
Tenure and Promotion Process

Letters of Evaluation
The Chair sends the list of selected evaluators, with the reasons for choosing these particular evaluators, to the appropriate Dean for review.

After review by the appropriate Dean, the Chair notifies the nominee of persons from whom letters of recommendation will be sought.
Tenure and Promotion Process

Letters should normally be written by faculty of higher rank than the nominee from universities/institutions ranked similarly to UF.

The bio sketch should cover their rank and, if unobvious, the comparability and/or relevance of the institution to UF.
Tenure and Promotion Process

The nominee indicates online whether the right to review the letters will or will not be waived prior to letters of evaluation being sent.

Those from whom letters of evaluation are solicited must be notified as to whether or not the nominee waives the right to review the letters.

Waiver decisions for library faculty over the past 15 years:

<table>
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<tr>
<th>T&amp;P Packets</th>
<th>69</th>
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<td>45</td>
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<tr>
<td>Did not Waive</td>
<td>23</td>
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Tenure and Promotion Process

All evaluation solicitations should include a copy of the nominee’s vita and the Libraries’ written clarifications of the University criteria.

External and Internal evaluation letters are included in Section 31 along with the bio-sketches which are uploaded online by LHRO.
Tenure and Promotion Process

All solicited evaluations that are received must be included in the packet.

The Department Chair will use the Libraries’ template letter to solicit letters of recommendation.

A sample copy of an actual solicitation letter must be submitted to the LHRO to be included in the packet.

The Department Chair submits the Letters of Evaluation to the LHRO for inclusion in the nominee’s packet in accordance with the Universities guidelines and in the same order as the evaluators are listed in the bio-sketches.
Tenure and Promotion Process

**Packet**
The nominee is responsible for working with the chair/supervisor to prepare the tenure and promotion packet. The chair/supervisor is responsible for providing guidance to the nominee.

It is the responsibility of the nominee to see that the tenure and/or promotion materials are complete and accurate.
Tenure and Promotion Process

Packet

The nominee will be notified of any additions, deletions or changes to the supporting materials in the packet through the OPT system. The nominee then has five days within which to attach a brief and concise response if desired.

Any additions or changes after certified in OPT system, are included in Section 33 (further information); the original submissions cannot be changed.
Tenure and Promotion Process

Departmental Vote
The Chair will hold a meeting of eligible voting faculty to discuss the nomination(s).

All tenured faculty members in the nominee’s tenure home unit are eligible to vote on a tenure nomination.

Those faculty in the nominee’s tenure home in ranks higher than the nominee’s current rank are eligible to vote on a promotion nomination.
Tenure and Promotion Process

Departmental Vote
A chairperson, dean, or equivalent administrator who provides a written evaluation of the candidate as part of the tenure or promotion process may participate in the secret ballot of the department or equivalent unit.
Tenure and Promotion Process

**Departmental Vote**

Non-tenure accruing promotions:

For faculty applying for promotion to Associate In, the dossier will be reviewed and voted upon by departmental faculty at the rank of Associate In or higher and/or Associate University Librarian or higher.

For faculty applying for promotion to Senior Associate In, the dossier will be reviewed and voted upon only by departmental faculty at the rank of Senior Associate In and/or University Librarian.
Tenure and Promotion Process

The vote, by secret ballot, is taken no sooner than 24 hours following the department meeting.
Tenure and Promotion Process

The Chair adds to the packet a letter of transmittal which evaluates the nominee’s qualifications for the promotion or conferral of tenure, indicates whether the nominee is endorsed or not, and indicates the results of the departmental vote.

The chair’s letter must explain the vote whenever 20% or more of the votes are recorded as negative, abstaining or absent.

The chair’s letter must explain how the list of evaluators was arrived at (i.e. which evaluators are from the candidates list and which are from the chair’s list).
Tenure and Promotion Process

Once this information has been added to the packet, the nominee will receive a copy of the letter, evaluation, and results of the tenure home vote.

The packet will not move to the next step until the candidate either submits a response to the chair’s letter, indicates in writing that they will not respond, or 10 calendar days have passed since their receipt of the chair’s letter, whichever is first. Such response will become part of the packet.
Tenure and Promotion Process

Library HR Office (LHRO)

**By September 15**, the packet should be submitted online for LHRO review along with an electronic copy of the additional materials [including the CV] for internal review.

The LHRO reviews for general errors or omissions.

**By September 20**, the packet should be certified by the nominee online.
Tenure and Promotion Process

College Tenure and Promotion Committee
The members of the Tenure and Promotion Committee review the nomination packets.

Members of the committee may request additional information at any stage in the fact-finding process.
Tenure and Promotion Process

College Tenure and Promotion Committee

After review and discussion of the nomination, the chair of the committee informs the Dean of University Libraries and the LHRO that their review has been completed.

A fact-finding report, identifying the strengths and weakness of each candidate, is prepared for the Dean of University Libraries. The Dean may discuss the findings with members of the committee.
Tenure and Promotion Process

**Dean of University Libraries**

The Dean reviews the nomination.

The Dean of University Libraries may request that the Legal Information Center Associate Dean and the Smathers Libraries Deans provide information and feedback on the nomination.

The Dean of University Libraries decides whether or not to endorse the nomination.
Tenure and Promotion Process

Dean of University Libraries

The Dean’s letter is uploaded online. The nominee is notified through the online system.

The candidate may submit a written response to the Dean’s letter within 10 days. Such response is uploaded in OPT.

The packet is forwarded to Academic Personnel with the Dean’s letter indicating endorsement or lack of endorsement for tenure and/or promotion.
Tenure and Promotion Process

University’s Academic Personnel Board or Designee

The packet is reviewed by Academic Personnel, who coordinates the review by the Academic Personnel Board.
Tenure and Promotion Process

University’s Academic Personnel Board or Designee

The Academic Personnel Board serves in a fact-finding and consultative role to the president on all nominations received from the deans and directors. The Academic Personnel Board will review the candidate nomination packets and report on the strengths and weaknesses of the records.

If there are questions about a nomination packet, the Academic Personnel Board will contact the Dean who in turn will notify the appropriate dean, chair or director and the faculty member so they may respond.
Tenure and Promotion Process

**Review by the University President**

In tenure decisions, the President will submit a recommendation to the Board of Trustees for approval. The Dean of University Libraries will be notified of that recommendation and will keep the librarian informed.

The President has the authority to make the final decision with respect to promotion nominations to the Associate University Librarian and University Librarian ranks. The Dean of University Libraries will be notified of such actions.
Tenure and Promotion Process

Review of Tenure Nominations by the Board of Trustees
The library faculty member shall be notified in writing by the appropriate administrative official immediately or as soon thereafter as possible, of the final action taken on the nomination for tenure.

If the award of tenure was denied, a separate notice of non-renewal must be sent to the faculty member by the academic unit responsible for the nomination.
Overview of Timeline and Process for Tenure and Promotion

Questions?