On Your Way to Midterm Review

2015
Covering the following:

- UF Criteria for T&P
- UF Libraries Criteria for T&P
- Midterm Review
- Process
- Packet Content
- Narratives
- Evaluation
- Resources
UF Criteria
The common themes of

- Performance of Primary Responsibilities
- Scholarship, and
- Service
The criteria for promotion or for granting of tenure or permanent status shall be related to the performance of the work which the faculty member has been assigned to do and the faculty member's duties and responsibilities as a member of the university community. These criteria recognize three broad categories of academic service:
UF Criteria

**INSTRUCTION** - including regular classroom teaching, direction of theses and dissertations, academic advisement, extension programs, and all preparation for this work including study to keep abreast of one's field

**RESEARCH OR OTHER CREATIVE ACTIVITIES,**
including scholarly publications

**PROFESSIONAL OR PUBLIC SERVICE**
UF Criteria

In most cases, promotion and tenure require **distinction in two of three categories**, one of which should be the faculty member's primary responsibility, and acceptable performance in all areas.
“Distinction is recognized when the evidence demonstrates sustained, high-quality contributions to librarianship (or the candidate's area of responsibility) that enhance library services, foster new knowledge, support the University's mission, and provide leadership to the profession.”
Libraries Criteria
UF Libraries Criteria

- **First criteria**: Professional Responsibility and Working Relationships
- **Second criteria**: Professional Development and Scholarship
- **Third criteria**: Service to the Libraries, the University, the State and the Profession
The greatest distinction between the two tenure paths is in performance where academic faculty must achieve distinction in teaching-related activities and librarians must achieve distinction in the mastery of his or her assigned job responsibilities: generally service related.
UF Libraries Criteria

Career Development Handbook
Chapter Two

http://cms.uflib.ufl.edu/cdh/threeyearreview
Midterm Review
Midterm Review

Required by the University and Collective Bargaining Agreement:

“A special midterm review shall be conducted for faculty members during the third year of the tenure probationary period.”
Midterm Review

- Supports and addresses the candidate’s progress towards success in tenure & promotion.
- Provides objective feedback, at the department and college level, on performance and progress in each criteria.
- Introduces & provides feedback on the work of packet preparation.
Midterm Review

Important!

The review is meant solely as a tool to assist the faculty member and will not be included in the faculty member’s annual evaluation letter, evaluation file or tenure and/or promotion packet.
Process
Process – In the Department

- Candidate submits documents to Chair.

- Tenured faculty in the tenure home review documents and discuss packet.

- Chair writes letter of transmittal. Results of the tenured faculty discussion reflected in the letter.

- Chair provides candidate with a copy of the letter.
Make a date with the 15th

- **By December 15** - packet submitted to Smathers’ HR (electronically).
- **By January 15** - T&P Committee reviews packet and discusses progress towards tenure.
- **By February 15** – T&P Committee submits to the candidate, the candidate's supervisor and the appropriate dean a fact-finding report highlighting areas of strength and discusses any areas that need improvement.
- **By March 15** - candidate meets with T&P Committee to report their findings and discuss ways to strengthen candidate’s packet for the tenure review.
Make a date with the 15th

Candidate may bring department Chair and/or mentor to the T&P Committee meeting

A copy of the midterm review packet will be retained in the Libraries’ Human Resources Office but is not on display for review.
PACKET CONTENTS

- Cover sheet (provided by Smathers HR)
- Tenure/promotion packet (template downloaded from myUFL)
- Chair letter of transmittal
- Vita
For the last three years,

- Annual assignments, including goals
- Annual activity reports
- Annual letter of evaluation
Midterm Review Packet

- Differs from FULL packet:
  - no bio-sketches of individuals writing letters of evaluation
  - no letters of evaluation, internal or external
Midterm Review Packet Template

Download template from Online Promotion and Tenure (OPT)

- MyUFL > Main Menu > My Self Service > UF Faculty Promotion & Tenure
- Click the Promotion & Tenure Packet link
- Click the Packet Template with Activity link
- Save the .rtf file to a location on your computer

Carefully review the content that is auto-populated!
Midterm Review Packet Template
Narratives
Item 9. Professional Responsibilities

- **TEACHING, ADVISING AND/OR INSTRUCTIONAL ACCOMPLISHMENTS**

In no more than 750 words, describe your teaching, advising, professional responsibilities (Librarians), and/or instructional accomplishments, including, as appropriate, curriculum and course development, service as a graduate or undergraduate coordinator, supervised research through credit courses, and the development of new courses, CD ROM’s, educational software and multimedia materials.
Item 9. Professional Responsibilities

- TEACHING, ADVISING AND/OR INSTRUCTIONAL ACCOMPLISHMENTS

Library faculty should include the following statement initially in this section. This does not count as part of the 750 words.

NOTE: To support the teaching and research missions of the University, Library faculty are assigned in varying degrees to perform public, technical, archival, and administrative functions. These primary activities are referred to in the Libraries’ T&P Criteria as “Professional Responsibilities” rather than “Teaching” to better reflect the unique and specialized activities in which Library faculty engage.
CONTRIBUTION TO THE DISCIPLINE / RESEARCH NARRATIVE

In no more than 750 words explain your research/creative contribution to your discipline. Describe briefly the overall area within which your research/creative program falls and how your publications, creative work, research projects, grants, fellowships, extension works, etc. reflect your research/creative program and your achievements. There is no need to cite specific works or grants listed elsewhere in the packet. Simply reference works published, exhibited during certain time periods, or supported by various sources. Please address the quality of the journals in which you publish and the impact of your research/creative program.
Item 22. International Activities

- **International Activities**
  Briefly describe teaching, research, and service activities in light of their significance for your scholarly career, including your rationale and goals for engagement in international activities, and any outcomes or impact resulting from your international engagement. This section allows you to summarize and attach significance; do not list items, or simply repeat items noted elsewhere.
Evaluation
Evaluation of progress towards T&P

Demonstrated level of professional mastery, development, and achievement commensurate with the level of their counterparts in the academic colleges of the University of Florida.

Evidence of the quality and quantity of work performed by the librarian measured against others at a similar rank at UF or other major research institutions.
A note for the future

- Must achieve distinction in the First criteria:
  - Professional responsibility and working relationships

- Also distinction in either scholarship or service.
Resources
Resources

- Library guidelines in **Career Development Handbook**
  http://cms.uflib.ufl.edu/cdh/threeyearreview

- Previous full **T&P packets** (not midterm review) in Library Human Resources office

- **Smathers HR Office**

- **Mentor, supervisor, chair, colleagues**...
Resources

- Guidelines & Information Regarding the Tenure, Permanent Status & Promotion Process and Toolkits for the new OPT system
  - http://www.aa.ufl.edu/tenure/

- Collective Bargaining Agreement – Article 19.7
Questions & Answers