MID-TERM REVIEW/Progress-To-Promotion (PtP) PROCEDURES

*In addition, each college and equivalent academic unit shall establish a mentoring program for faculty in the tenure probationary period. Individual development and mentoring plans are both encouraged. Consultation assessing the faculty member's progress toward tenure is a required component of the mentoring program. No college or equivalent academic unit mentoring program shall require any written assessments by the mentor.

Calendar for Mid-Term Reviews 2026-2027

By Aug. 17, 2026:

Dean's Office notifies all faculty of spring review schedule for third-year assistant professors and lecturers. Guidelines for the Mid-Term Review are available at:

- Tenure-Track Faculty Standards and Criteria Update April 2023
- Tenure-Track Faculty Standards and Criteria Pre-April 2023
- Non-Tenure Track Faculty Standards and Criteria 2021(A Non-Tenure faculty member who declines to be reviewed under this PtP process must do so in writing by submitting a letter or email to their chair/director by January 10th.)

Relevant sections from Article 19 are excerpted below and shaded in blue.

By Jan. 3, 2027:

The College Human Resources Department, in conjunction department chairs provide to the dean and the chair of the College Tenure and Promotion Committee the names of faculty completing their third year of credited service toward tenure and promotion. The time covered by the review begins with the semester the faculty member began his or her service toward tenure and promotion, typically fall, through the end of the fall semester of the third year of credited service.
The faculty member under review shall compile the appraisal dossier. The department chair shall provide to the faculty member the following materials for inclusion in the dossier:

Annual Assigned Activity, including the proportions of the faculty member's assignments, reported on the annual activities report, which have been devoted to teaching, scholarship and service;
Tenure Criteria for the University and the department's written discipline specific clarifications of those criteria; Peer Teaching Evaluations;
Classroom: https://www.jou.ufl.edu/wp-content/uploads/2022/08/Classroom-Observation-Form-Revised-1-12-2022_.pdf
Online: http://www.jou.ufl.edu/wp-content/uploads/2020/04/online-observation-teaching-form-3.19.20.pdf Each of the faculty member's Annual Evaluations

By Jan. 17, 2027:

Candidates involved in mid-term review submit their, Candidate Dossier via the Faculty Excellence and Advancement (FEA) system documenting accomplishments in teaching, research/creative activities, and service. The file must follow the format for tenure and promotion applications specified by the Office of Academic Affairs (excluding outside evaluations).
These guidelines are available at https://aa.ufl.edu/media/aaufledu/tenure-and-promotion/TP-Guidelines-2025-5.20.pdf

It is the individual faculty member's responsibility to see that the packet is complete, contains all the information the faculty member believes is pertinent, and that it follows college and university policies/ guidelines.

ASAP after Jan. 17:

(Internal deadline set by department chair.)
Faculty members shall review the appraisal dossier and meet with the department chair(s) and center director, as appropriate, to assess whether the faculty member under review is making satisfactory progress toward tenure and/or promotion, according to the kinds of expectations and indications of success that are appropriate. Candidates shall have the right to formally respond to the evaluations within five calendar days of receiving the relevant assessment and shall meet with the dean to receive the dean's assessment and to discuss the committee's review and the dean's evaluations. The outcome of the review shall be shared with the evaluated faculty member. A separate letter of annual evaluation should be prepared that addresses annual performance.

By March 3, 2027:

The department chair electronically forwards the application file via the Faculty Excellence and Advancement (FEA) system, including the chair's letter, to the Dean's Office so the materials can be made available to the College Tenure and Promotion Committee. The Dean's Office forwards the application file to the chair of the Tenure and Promotion Committee. The T&P chair will distribute the file electronically to T&P committee members for review.

By March 31, 2027:

The Committee members involved in the review process meet with the dean to report their results on each faculty member involved in the spring review process. The application file for each candidate is forwarded to the dean.

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 his/her performance and tenure dossier and what assistance might be available in the department, college, and University to address candidate needs and improve performance. Candidates shall have the right to formally respond to the evaluations within five calendar days of receiving the relevant assessment and to discuss the committee's review and the dean's evaluations.

By May 15, 2027:

Dean meets with and presents written assessment to candidate.

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 tenure dossier.