

Approved by faculty vote following the faculty meeting on 9/21/23

Department of Classics, University of Florida

Procedure for Conduct of Progress-to-Promotion Review for Non-Tenure-Track Faculty

This section of the by-laws specifies the procedures for the conduct of progress-to-promotion reviews for non-tenure-track faculty members in the Department of Classics. A progress-to-promotion review is to be conducted for non-tenure-track faculty members every three years until promotion. The purpose of this appraisal shall be to assess the faculty member's progress towards meeting the criteria for promotion and to provide assessments, suggestions, and guidance to assist the faculty member in fulfilling the University's, College's, and Department of Classics' criteria. The record will not be retained in the faculty member's personnel file, and will not be included in the faculty member's subsequent promotion dossier. No outside reviewers are to be contacted; other members of the Department, College, or University community may provide input to the committee, but it is not required.

A non-tenure-track faculty member due for review in a given year should notify the Department Chair in a letter or email by January 10th whether they intend to be reviewed, or decline (using the 'Opt-Out' template at the end of this section). Faculty who decline to be reviewed will have another opportunity for a progress-to-promotion review the following year (and must explicitly 'opt-out' each year until they have been promoted). Otherwise, faculty who intend to be reviewed shall submit to the Department Chair no later than June 1 of the year in which the review is to be conducted all the information that would normally be provided in the candidate's portion of a promotion dossier. The faculty member will be informed of the result of the progress-to-promotion review no later than six months after submitting this information. The faculty member will use the promotion template for the current academic year, with its directions and guidelines, as the basis for the preparation of the progress-to-promotion review dossier. The Department Chair will assist the faculty member as necessary, particularly with providing information that normally autopopulates from the academic personnel office database. In addition, the Department Chair will provide to the faculty member the following materials for inclusion in the dossier:

- (1) Annual Assigned Activity, including the proportions of the faculty member's assignments reported on the annual activities report that have been devoted to teaching and service;
- (2) Departmental criteria for promotion;

- (3) Peer evaluations;
- (4) the faculty member's Annual Evaluations.

Letters of evaluation normally solicited for review are not required for the progress-to-promotion review dossier.

The Department Chair will make the completed dossier available for review to those department faculty members who are senior in rank - including both tenure-track and non-tenure-track faculty - and eligible to vote on promotion. (For this purpose, Full Professors and Master Lecturers are regarded as senior in rank to Associate and Assistant Professors and to Senior Lecturers and Lecturers respectively; Associate Professors and Senior Lecturers are regarded as senior in rank to Assistant Professors and Lecturers respectively.) These members will then meet with the Department Chair to assess whether the faculty member under review is making satisfactory progress toward promotion, according to the expectations and indications of success that are appropriate at this point (as set out in the departmental criteria) in teaching and service, and to provide suggestions and guidance on steps the faculty member might take to improve.

The Department Chair will then make the completed dossier, together with a Chair's cover letter, available to the CLAS Dean's office for review. The Dean will provide an evaluation of the faculty member's progress toward meeting the criteria for promotion and will share this evaluation with the Department Chair. The results of this review will be shared with the faculty member no later than December 1, or six months after the faculty member submitted the progress-to-promotion review dossier. These results will include any recommendations about how the faculty member might improve their dossier and what assistance might be available in the Department, College, and University for such improvement. Upon request, the faculty member will be provided with the opportunity to meet with the Chair and/or the Dean to discuss the review. The appraisal process will be confidential to the extent permitted by law and internal to the Department and the College office.

“Opt-Out” Template:

[Date: XXXX]

Dear Name of [Classics Chair]

I acknowledge that I am eligible for a Progress to Promotion Review during the AY [insert year].

By this email/letter, I am exercising my right to decline this review for the [AY year]

[Name of Faculty member]