

## **College of Medicine Mid-Cycle Review for Tenure-Accruing Faculty Policy**

The mid-cycle review process for tenure-accruing faculty in the College of Medicine will occur at the end of 3 years and the end of 6 years of employment at the University of Florida. The review process will be used to formally advise the faculty member on their progress toward tenure and promotion, any weakness in the record, and recommended courses of action to improve the record.

The mid-cycle review process for faculty requires a Candidate's Self-Assessment and the Chair's Progress Report. The Candidate's Self-Assessment will be constructed from selected portions of the online Promotion and Tenure packet (see instructions). The use of the Promotion and Tenure packet will ensure that the candidate becomes familiar with the elements to be documented and allows the candidate to construct his/her own packet that can be maintained and updated leading to the actual submission when suitable. For the 6 year review, the prepared packet will serve as the basis for a de facto "pre-review" of the candidate's packet demonstrating readiness for promotion and tenure. The department Chair will meet with the faculty member to discuss his/her accomplishments and progress toward tenure and promotion. After the discussion, the Chair will prepare a Mid-Cycle Review for Tenure Progress Report that he/she will share with the faculty member. The Chair will forward the Candidate's Self-Assessment (as either a Word or pdf file) and the Chair's Mid-Cycle Review Progress Report (as a Word document) to the Office of Faculty Affairs through Hamleen Gregoire, MBA ([hamleen@ufl.edu](mailto:hamleen@ufl.edu)). The College of Medicine Tenure Review Committee will review the documents and indicate whether the candidate is or is not on track for tenure and promotion. The Senior Associate Dean for Faculty Affairs and Professional Development will prepare a brief summary of the review that will be sent to the faculty member and the department Chair.

- All tenure-accruing faculty members hired between November 8, 2019 and November 7, 2020 will participate in the 3 year review in 2023.
- Tenure-accruing faculty members hired between November 2016 and November 2017 will participate in the 6 year review for 2023.

### Timeline:

The tenure-accruing faculty member's Self-assessment and the department Chair's Mid-Cycle Tenure Progress Report will be **due in the Office of the Dean on February 28, 2023**.

The College review will be **completed by July 1, 2023**.