

## **College of Medicine Mid-Cycle Review Policy for Mission Track Faculty**

The mid-cycle review process for faculty in the Mission track at the rank of Assistant Professor (i.e. Clinical Assistant Professor or Research Assistant Professor) in the College of Medicine will occur after 4 years of employment at the University of Florida. The review process will be used to formally advise the faculty member on their progress toward promotion, any weakness in the record, and recommended courses of action to improve the record.

The mid-cycle review process for faculty requires that the faculty member complete a Candidate's Self-Assessment and the Department Chair complete the Chair's Progress Report. The Candidate's Self-Assessment will be constructed of 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 which can be maintained and updated leading to the actual submission when suitable.

The first step is for the faculty member to complete the Mid-Cycle Candidate's Self-Assessment and submit it to his/her department Chair. The department Chair or his/her delegate will meet with the faculty member to discuss his/her accomplishments and progress toward promotion. After the discussion, the Chair will prepare the Chair's 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 Mission Review Committee will review the documents and indicate whether the candidate is or is not on track for 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 mission track faculty, at the rank of Clinical Assistant Professor or Research Assistant Professor, hired between November 8, 2019 and November 7, 2020 will participate in the 2024 review cycle. The mission track faculty member's Mid-Cycle Self-Assessment and the department chair's Mid-Cycle Review for Promotion Progress Report will be due in the Office of the Dean on February 29, 2024. The College review will be completed by July 1, 2024.

Revised 11/2023