

## **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 of selected portions of the Online Promotion and Tenure Candidate Dossier. 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.

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 then upload the Chair's Mid-Cycle Review for Tenure Progress Report to the Online FEA system. 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, 2022 and November 7, 2023 will participate in the 3 year review in 2026.
- Tenure-accruing faculty members hired between November 2019 and November 2020 will participate in the 6 year review for 2026.

### 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, 2026.**

The College review will be **completed by July 1, 2026.**

[FEA system](#)

[Instructions for filling out the activities section in FEA](#)

[Mid-career tenure documents that should be uploaded to the FEA system](#)