

ARTICLE 19  
TENURE AND PERMANENT STATUS

19.1 Definition and Policy. Tenure, a status that is subject to approval by the Board of Trustees before it is granted, is one of the principal means by which the quality of the university is maintained and developed. It assures the faculty member immunity from reprisals or threats due to an intellectual position or belief that may be unpopular. Permanent status is also subject to approval by the Board of Trustees.

(a) Tenure is attained by the faculty member through distinction in teaching, research/scholarship/creative activity, and/or service to the University and the profession. The granting of tenure or permanent status is a more critical action than promotion, for it represents a long-term commitment by the University to the individual, which is a very serious undertaking. The decision to award tenure or permanent status represents a positive evaluation of the faculty member's total value to the University and potential for the future as evidenced by the faculty member's record.

(b) A faculty member who has been awarded tenure or permanent status shall have the status of a permanent member of the faculty and remain in the continuing employment of the University until the faculty member voluntarily leaves the employment of the University; voluntarily retires; is dismissed for cause under the provisions of Article 30, Disciplinary Action and Job Abandonment, of this Collective Bargaining Agreement, which govern the termination of faculty employment; is discontinued from employment pursuant to the layoff provisions of Article 33, Layoff and Recall, of this Collective Bargaining Agreement; or dies.

(c) Tenure shall be in an academic department or other appropriate administrative unit (hereafter, "department"). With the written consent of the Provost, the tenure of a faculty member may reside in a center or institute when the research, teaching, and other duties of the faculty member necessitate such a designation.

(d) The same criteria shall be applied in making or evaluating recommendations in both tenure and promotion judgments.

(e) The faculty member's rank, years in rank, or amount of approved leave taken shall not be considered in determining whether the candidate receives tenure.

(f) An eligible faculty member may initiate the application for tenure at any time prior to the beginning of the last year of the tenure probationary period, and the department chair shall initiate the tenure nomination process upon that request. If a faculty member is considered for tenure at a time other than the last year of the tenure probationary period, the criteria for tenure (explained in Section 19.5, below) shall be identical to those that would be applicable to that faculty

member in the faculty member's last year of the probationary period.

(g) The President shall have the responsibility of submitting nominations for the awarding of tenure to the Board of Trustees. Upon nomination by the President and approval by the Board of Trustees, tenure shall be granted.

(h) Tenure/Permanent Status upon Appointment. The Trustees may grant tenure or permanent status to a faculty member at the time of initial appointment at the request of the faculty of the affected department(s), the chair or equivalent (hereafter, the "chair") of the affected department(s), and the dean or equivalent (hereafter, the "dean") of the affected college or equivalent unit (hereafter, the "college").

(1) Requests for tenure/permanent status upon appointment shall be submitted to the President (or designee) with a statement of the reasons for the request and supporting documentation, including but not limited to, a copy of the nominee's resume and the vote of the appropriate departmental or unit faculty. This statement shall set forth the special circumstances that warrant granting tenure/permanent status as a condition of employment, including a brief summary of the nominee's academic credentials and employment.

(2) If the President (or designee) approves the request, the letter of offer of appointment to the nominee shall address the tenure/permanent status issue by indicating that the recommendation for tenure/permanent status will be sent to the Board of Trustees for its consideration and decision. An assurance that the internal procedures for tenure approval were followed, including the results of the vote of the appropriate departmental or unit faculty, must also be submitted to the President (or designee) with the appropriate documents.

(3) The tenure/permanent status recommendation shall be acted upon at the first Trustee meeting immediately following the acceptance of employment.

(i) Tenure/permanent status shall not extend to administrative appointments.

(1) Tenured/permanent status faculty members appointed to administrative positions shall retain tenure/permanent status in the faculty rank, but tenure/permanent status shall not apply to or be held in any administrative positions or classifications.

(2) If a non-tenured/non-permanent-status faculty member is appointed to serve in academic-administrative classifications or administrative positions, he or she shall be eligible for tenure/permanent status only in the faculty rank, but not in the administrative position. Only that portion of the assignment that is not administrative shall be considered in the tenure process.

(3) Consideration for tenure during an administrative appointment shall be based on the faculty duties in teaching, research/scholarship/creative activity, or service evaluated under the University's criteria for tenure and promotion and shall not be based on the administrative portion of the assignment.

## 19.2 Eligibility.

(a) Faculty members with the rank of Assistant Professor, Associate Professor, Professor, or the equivalent (such as Assistant Librarian, Associate Librarian, Librarian, Assistant Curator, Associate Curator, or Curator), shall be eligible for tenure, and faculty members with the rank of University School Instructor, University School Assistant Professor, University School Associate Professor, and University School Professor shall be eligible for permanent status. The Trustees may designate other positions as tenure earning and shall notify the faculty member of such status at the time of initial appointment.

(b) The appointment or employment requirement for a tenured/permanent status faculty member shall be consistent with the degree of effort and duration of time (academic-year or 12-month appointment) in which the faculty member was granted tenure or permanent status.

(1) Faculty who have been appointed to a tenure- or permanent-status-accruing position at less than 1.00 full-time equivalent (FTE) shall be awarded tenure or permanent status at the percentage of full-time effort (FTE) assigned at the time of the initial appointment in the tenure- or permanent-status-accruing position.

(2) The appropriate academic department and college may submit a request to the Office of the Provost for a change to full-time tenure or permanent status standing for any faculty member who was granted tenure at less than 1.00 FTE.

(c) **Transfer of Tenure/Permanent Status and Tenure/Permanent Status Eligibility.** When a tenured/permanent status or tenure-earning/permanent-status-earning faculty member is transferred as a result of a reorganization or program curtailment within the University and is employed in the same or similar discipline in which tenure was granted, the faculty member's tenure/permanent status or tenure/permanent status eligibility shall be transferred to the new department. While no department or unit of the University is obliged to accept the transfer of a faculty member from another unit or units, if a tenured/permanent status faculty member of a department or unit is offered employment and accepts such a transfer, the academic department or unit must recognize the tenured/permanent status standing already attained by the transferring faculty member. The acceptance of a transferring faculty member is conditioned upon an affirmative vote of the tenured/permanent status faculty members of the academic department or unit within which the faculty member will hold tenure/permanent status. A report of the transfer shall be submitted through the appropriate administrative channels to the Office of the Provost.

19.3 **Tenure Probationary Period.** A faculty member in a tenure-accruing position shall be considered and recommended for tenure or given notice of non-renewal by the end of the "tenure probationary period," pursuant to the non-renewal provisions of this Agreement. "Tenure probationary period" (or "probationary period") shall be defined as that period of academic service in a tenure-accruing position at the University of Florida by the end of which the faculty member

must be recommended for tenure or given notice of non-renewal. The probationary period for permanent status is addressed separately in Section 19.11.

(a) The tenure probationary period for each faculty member in a college shall be as follows, unless a majority of the tenured and tenure-earning faculty in the college votes to establish a tenure probationary period of a different length:

College of Design, Construction and Planning — 7 years  
College of Fine Arts — 7 years  
College of Liberal Arts and Sciences — 7 years  
College of Business Administration — 7 years  
College of Education — 6 years  
College of Engineering — 6 years  
College of Journalism and Communications — 6 years  
College of Health and Human Performance — 7 years  
University Libraries — 7 years  
Florida Museum of Natural History — 6 years

(b) No faculty member shall be required to apply for tenure earlier than the end of the probationary period, although any faculty member may apply as soon as the faculty member has met the criteria for tenure. A faculty member must request to be nominated for tenure no later than the beginning of the last year of the tenure probationary period.

(c) Early Consideration for Tenure.

(1) A faculty member may apply for tenure at any time prior to the beginning of the last year of the tenure probationary period, and the department chair or equivalent administrator shall initiate the tenure nomination process upon that request.

(2) Faculty members being considered for tenure prior to the beginning of the last year of the probationary period may withdraw from consideration without prejudice. The withdrawal from consideration for tenure must be made prior to the President's official notification.

(d) Definition of Qualifying Service.

(1) One year of academic service shall mean employment at 1.0 FTE during at least thirty-nine (39) weeks of any twelve (12) month period beginning with the Fall term. Employment for one semester (or at least nineteen (19) weeks) shall constitute one-half year of academic service. A 12-month faculty member should have been employed by November 7 for the first academic year of employment to count as one year of eligibility.

(2) Part-time service of a tenure-eligible faculty member employed at least one semester in any twelve (12) month period shall be accumulated. For example, two (2) semesters of half-time service shall be considered one-half year of service toward the period of tenure-earning service.

(3) Time spent under joint appointment or exchange, on a duly established personnel exchange program, or on a special assignment for the benefit of the parent institution or the University System, shall be considered a part of the tenure probationary period, unless there is an agreement to the contrary between the faculty member and the Trustees prior to the commencement of the joint appointment, exchange, or special assignment.

(4) A semester (or a 19.5 week period for 12-month faculty) in which a faculty member is on a leave of absence shall not be considered a part of the tenure probationary period unless the primary purpose of the leave is to conduct research or there is an agreement to the contrary in writing between the faculty member and the Office of the Provost prior to the commencement of the leave.

(5) A semester (or 19.5 weeks for 12-month faculty) in which a faculty member is on reduced full-time equivalent (FTE) compensated leave shall not be considered a part of the tenure probationary period unless the primary purpose of the leave is to conduct research or there is an agreement to the contrary in writing between the faculty member and the Office of the Provost prior to the commencement of the leave.

#### 19.4 Extension of the Probationary Period for Tenure or Permanent Status.

(a) A one-year extension of the probationary period shall be granted if during the probationary period:

(1) the faculty member becomes a biological or adoptive parent, or otherwise has significant care responsibilities for a newborn, a newly adopted child, or a child received into a licensed family foster home or any other situation in which a faculty member, domestic partner, or spouse becomes a legal guardian; or

(2) the faculty member cares for an "immediate family member" who is seriously ill for an extended period and for whom the faculty member has significant care responsibilities. An "immediate family member" shall be defined as a faculty member's spouse, domestic partner, great-grandparent, grandparent, parent, brother, sister, child, grandchild, great-grandchild, or the great-grandparent, grandparent, parent, brother, sister, child, grandchild, great-grandchild, of the faculty member's spouse or domestic partner, or the spouse or domestic partner of any of them. An "immediate family member" shall also include an individual for whom the faculty member, domestic partner, or spouse is the current legal guardian, or other dependent or relative who lives in the faculty member's household.

(b) Any faculty member requesting an extension of the probationary period must make such request in writing to the faculty member's department chair no later than twenty-four (24) months after the onset of the circumstances forming the basis of the request, but in no event later than March 31 prior to the final year of the probationary period.

(1) The requesting faculty member must set forth the circumstances warranting the request and, if requested, shall provide appropriate written documentation to substantiate the request.

(2) The request must be forwarded to the Provost by the department chair and the dean. Recommendations from the department and college level must specifically indicate agreement or disagreement with the request and the grounds for that recommendation.

(3) The Provost has the final authority to approve or disapprove the request, but a request made under Section 19.4(a) shall be disapproved only if the requirements of Section 19.4(a) are not met or if appropriate documentation is not furnished if requested. Events that occur after February 28 prior to the final year of the probationary period cannot be the basis for a request under Section 19.4(a).

(c) The maximum extension of the probationary period that a faculty member can obtain under Section 19.4(a) is a total of two years.

(d) In addition, at any time before the President's final decision on the tenure nomination, a faculty member may request a one-year extension of the probationary period in extraordinary circumstances where the extension is necessary to allow the candidate to demonstrate professional excellence and capacity for future academic productivity.

19.5 Criteria for Tenure and Basis for the Tenure Decision. The awarding of tenure to a faculty member shall be a result of meritorious performance and shall be based on established written criteria specified by the University and clarified in writing by the faculty of the appropriate departments in terms tailored to the department disciplines.

(a) The criteria for the granting of tenure shall be relevant to the performance of the work that the faculty member has been assigned to do and to the faculty member's duties and responsibilities as a member of the University community.

(b) These criteria for tenure recognize three (3) broad categories of academic service as follows:

(1) Instruction, including regular classroom teaching direction of theses and dissertations, academic advisement, extension programs, and all preparation for this work including study to keep abreast of one's field;

(2) Research or other creative activity including scholarly publications; and

(3) Professional or public service.

(c) In most cases, tenure requires distinction in two of the three assignment categories (teaching, research/scholarship/creative activity, service), one of which shall be that of the faculty member's primary responsibility. "Distinction" in the assignment categories shall be defined by each college and clarified in writing by the faculty of the appropriate department in terms tailored to the department disciplines and consistent with University standards.

(d) Department Clarifications of University Tenure Criteria. The chair and the faculty in each department shall develop and maintain written clarifications of the University's tenure criteria in terms tailored to the department's discipline(s) and assigned duties and consistent with University standards. Such discipline-specific clarifications must be agreed to in a secret-ballot vote by a majority of all tenured and tenure-earning faculty of the department and must be approved by the dean and included in the department's bylaws in accordance with the bylaws provisions of this Agreement.

(1) These discipline-specific clarifications shall

- a. be adaptable to various assigned duties, so that department faculty have an equitable opportunity to earn tenure, regardless of their assignments;
- b. be detailed enough that a reasonable faculty member should be informed about what performance or accomplishment is sufficient in teaching, research/scholarship/creative activity, and service to earn tenure, assuming that the accomplishments are of sufficient quality; and
- c. identify some representative examples of the achievements or performance characteristics that would qualify for tenure if the requirement of distinction were met.

(2) With respect to research/scholarship/creative activity, these discipline-specific clarifications shall address how the department values various research/scholarship/creative activities and the outlets in which candidates might be reasonably expected to publish, exhibit, or perform.

(3) All of the faculty member's scholarly publications and other research/scholarship/creative activity shall be appropriate to consider in assessing whether the faculty member fulfills the tenure criteria, whether or not such material was produced during the probationary period.

(e) In assessing whether the faculty member has satisfied the criteria for tenure, the quality of the faculty member's performance shall be evaluated by the procedures outlined in this Article and the Article on Faculty Performance Evaluations. The tenure decision shall take into account the following:

- (1) Annual assignments.
- (2) Annual performance evaluations.
- (3) No fewer than five and no more than six letters of evaluation from outside the University addressing the faculty member's research and scholarly/creative activity, unless the college faculty have approved a different number of required outside letters pursuant to Section 19.8(f)(7). If the extraordinary situation ever arises where more than the maximum number of letters allowable is received, the chair must include all the letters, along with an explanation of why an additional letter exists.

(4) Fulfillment of the established written tenure criteria, in relation to the faculty member's assignments. Pursuant to Sections 14.4 and 19.5(d)(1)a., the faculty member must have

been given assignments that provided equitable opportunities, in relation to other faculty in the same department, to meet the required criteria for tenure.

(f) Faculty members eligible for tenure shall be given a copy of the criteria for tenure, including the written discipline-specific departmental clarifications of those criteria. These criteria, including any modifications that are made pursuant to Section 19.6, below, shall be available in the department and college offices and posted on the department and college websites. All such criteria shall also be provided to the UFF/UF President.

19.6 Changes in Criteria for Tenure and the Effect on Faculty Members. The Trustees may modify the criteria for tenure so long as the UFF has been notified of the proposed changes and offered an opportunity to discuss such changes in consultation with the President or designee. Any proposal to develop or modify tenure criteria, including the written discipline-specific departmental clarifications of those criteria, shall be available for discussion by members of the affected departments before adoption.

(a) Changes to discipline-specific departmental clarifications of the University tenure criteria shall be developed and approved according to the Bylaws article.

(b) Changes in tenure criteria, including the discipline-specific departmental clarifications of those criteria, shall not become effective until one (1) year following adoption of the changes, unless mutually agreed to in writing by the UFF President and the Trustees or designee. The date of adoption shall be the date on which the University President or designee approves the changes.

(c) Effect on Faculty Members.

(1) If a faculty member has at least three (3) years of tenure-earning credit as of the date on which the new tenure criteria are adopted, the faculty member shall be evaluated for tenure under the tenure criteria as they existed prior to modification, unless the faculty member notifies the Trustees or designee at least thirty (30) days prior to commencement of the tenure consideration that the faculty member chooses to be evaluated under the modified criteria.

(2) The provisions of this Agreement requiring that assignments afford equitable opportunities to meet the required criteria for tenure shall also apply to modified tenure criteria, including the discipline-specific departmental clarifications of those criteria.

19.7 Progress Toward Tenure.

(a) Mentoring. Each department shall establish a mentoring program for faculty in the "tenure probationary period." Such program must include consultation assessing the faculty member's progress toward tenure. No mentoring program in a college or equivalent academic unit shall require any written assessments by the mentor.

(b) Midterm Review Assessing Progress Toward Tenure. Except for faculty at the P. K. Yonge Developmental Research School, a special midterm review shall be conducted for any faculty members in the tenure probationary period during March or April of the third year of the tenure probationary period. The purpose of this appraisal shall be to assess the faculty member's progress toward meeting the criteria for tenure and to provide thoughtful and constructive assessments, suggestions, and guidance to assist the faculty member in fulfilling the University's tenure criteria, as clarified in the department's bylaws.

(1) The faculty members of each department shall develop a procedure for conducting the review. This procedure must

a. require that each faculty member undergoing the review prepare an appraisal dossier containing the same kind of information and format as would be in a tenure dossier but without letters of evaluation;

b. identify how the tenured faculty members of the department will be involved in the appraisal and how the tenure-earning faculty member will be provided feedback regarding the colleagues' analysis of the faculty member's progress toward tenure; and

c. include an evaluation by the department chair and the dean of the faculty member's progress toward meeting the criteria for tenure.

(2) 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:

a. Annual Assigned Activity, including the proportions of the faculty member's assignments, reported on the annual activities report, that have been devoted to teaching, scholarship and service;

b. Tenure Criteria for the University and the department's written discipline-specific clarifications of those criteria;

c. Teaching Evaluations (statistical summary of all UF evaluations, including the department and college means; peer evaluations);

d. Each of the faculty member's Annual Evaluations.

(3) Tenured faculty members of the appropriate department(s) 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, according to the kinds of expectations and indications of success that are appropriate at this point in the tenure probationary period.

(4) No later than the end of the Spring semester, the results of the review shall be shared with the evaluated faculty member. These results shall include any recommendations about how the faculty member might improve the faculty member's performance and tenure dossier and what assistance might be available in the department, college, and University to address candidate needs and improve performance. If the appropriate chair(s) and center director do not communicate

the results of the review by the end of the Spring semester, the faculty member shall be provided the opportunity to meet with the chair(s) and/or director upon request. The faculty member shall also be provided the opportunity to meet with the dean or designee upon request.

(5) 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, shall not be included in the faculty member's subsequent tenure dossier, and shall not be used in any way in any future evaluation of the faculty member for tenure.

19.8 Initiation of the Tenure Nomination and Review Process. The following section shall govern the initiation of the tenure review process. The review process for permanent status shall be governed by the provisions of Section 19.11.

(a) An eligible faculty member may initiate the application for tenure at any time prior to the beginning of the last year of the tenure probationary period, and the department chair shall initiate the tenure nomination process upon that request.

(b) Tenure nomination reviews shall originate with the chair of the appropriate academic department in which the nominated individual shall be awarded tenure status as a faculty member.

(c) The tenure process begins when the appropriate department chair notifies the faculty member of his/her nomination for tenure or the faculty member provides the department chair with written notification of candidacy.

(d) Each year faculty eligible for tenure shall be furnished a copy of the department's written clarifications of the University tenure criteria, "The University's Guidelines and Information Regarding the Tenure, Permanent Status and Promotion Process," and other materials, information, and forms that are used in the preparation of the tenure nomination packet (hereafter, the "tenure dossier"). No provision of "The University's Guidelines and Information" shall be inconsistent with the provisions of this Agreement.

(e) The department chair shall inform the nominated faculty member (hereafter, the "candidate") about deadlines in the tenure review process well in advance of any such deadlines.

(f) Outside Letters of Evaluation. The Trustees shall solicit evaluation of the candidate's research/scholarship/creative activities so that the tenure dossier contains no fewer than five and no more than six letters from qualified scholars in pertinent disciplines outside the University. If the extraordinary situation ever arises where more than the maximum number of letters allowable is received, the chair must include all the letters, along with an explanation of why an additional letter exists.

(1) The candidate, after consultation with the candidate's mentor, shall submit a list of seven names to the chair, who shall be responsible for choosing the individuals who will be requested to submit letters of evaluation, provided that at least one-half of the selected evaluators come from the candidate's list.

(2) The chair shall send the same standard solicitation letter to the qualified scholars as necessary until no fewer than five have agreed to evaluate the candidate's research/scholarship/creative activities. The letter shall append the department's written discipline-specific clarifications of the University criteria and shall ask the evaluator to assess the candidate's research performance in order to determine whether it

a. satisfies the University criteria for tenure as clarified in writing by the candidate's department;

b. represents a significant contribution to the field; and

c. is comparable to the research performance of successful tenure candidates at the same stage in their careers at comparable public research universities.

(3) All solicited letters that have been received must be included in the tenure dossier. If an insufficient number of individuals agree to serve as evaluators, the candidate shall submit additional names, as necessary, until at least five individuals have agreed to serve.

(4) Letters of evaluation must be available to the candidate for review unless the candidate executes a written waiver of her/his right to view the solicited letters of evaluation. No candidate shall be penalized for declining to waive this right nor shall declining to waive this right be held against the candidate in any other way.

(5) Candidates must, in writing, either waive or decline to waive the right to view the letters of evaluation before such letters are solicited.

(6) Evaluators must be notified in the solicitation letter whether the candidate has or has not waived the right to view and respond to letters of evaluation.

(7) A college may elect to require a different number of outside letters than specified above, provided that all of the following conditions are met:

a. Any change in the number of required outside letters must be voted on by secret ballot and approved by a two-thirds majority of the tenured and tenure-accruing faculty in the college.

b. The range in the new number of required outside letters must remain no more than one, e.g., "no fewer than three and no more than four," or "no fewer than eight and no more than nine." The number of names submitted by the candidate under Section 19.8(f)(1) shall be adjusted to be one more than the top of the range, and the number of scholars confirming under Section 19.8(f)(2) and (3) shall equal the bottom of the range.

c. All other provisions of Section 19.8(f) must be observed.

d. The vote must take place no later than March 31, in order for the change to take effect for the next academic year.

(g) Tenure Dossier.

(1) The only documents that shall be considered in making a tenure recommendation are those contained or referenced in the tenure dossier.

(2) The department chair shall advise the candidate in the preparation of the tenure dossier. However, it shall be the responsibility of the nominated faculty member to see that the tenure dossier is complete and contains all the information that the faculty member believes is pertinent to the nomination.

(3) The tenure dossier shall consist of the following stipulated materials, plus any other evidence the candidate chooses to present to support the candidacy. The candidate shall ensure that tenure dossier includes all of the materials listed in this subsection and that the materials are in the following format, which may be further specified in the "Guidelines and Information regarding the Tenure, Permanent Status and Promotion Process" provided that such specifications are not inconsistent with the provisions of this Agreement:

1. Nominee Information Cover Page (General Current Information; Waiver/Non-waiver Statement; Tenure or Permanent Status Votes in four categories: for, against, abstaining, absent; College Tenure and Promotion Committee Individual Assessments; Signed Statement by the candidate attesting to the accuracy of the information included in the dossier; Signatures and Endorsement Statement);
2. Brief Description of Job Duties;
3. Areas of Specialization;
4. Assigned Activity during tenure probationary period, as percentage of assignment, by category;
5. Educational Background (university/college, field of study, degree, and date awarded);
6. Employment (employer, rank and position, effective dates, whether tenured/tenure-accruing);
7. Year Tenure Was Awarded (indicate N/A — not applicable);
8. The University's tenure criteria, the College's clarification of those criteria, and the appropriate department's applicable written discipline-specific clarifications of those criteria;
9. Teaching, Advising, and/or Instructional Accomplishments;
10. Teaching Evaluations (statistical summary of all UF evaluations during the tenure probationary period, including the department and college means; peer evaluations);
11. Graduate Faculty Status;
12. Graduate Committee Activities (names of students, committees chaired, committees served on);
13. Research Narrative (faculty member's summary and discussion, in no

more than 750 words, of the overall area within which the faculty member's research falls and how his/her publications, creative work, research projects, grants, fellowships, extension works, etc. reflect that research program and achievements);

14. Creative Works or Activities;
15. Patents and Copyrights;
16. Publications (a list, in reverse chronological order, of the following categories: sole-authored books, co-authored books, edited books, chapters of books, monographs, refereed Article publications, non-refereed Article publication, bibliographies/catalogs, abstracts, reviews, and miscellaneous);
17. Lectures, Speeches, or Posters Presented at Professional Conferences/Meetings;
18. Contracts and Grants;
19. University Governance and Service;
20. Consultations Outside the University;
21. Editor of a Scholarly Journal, Service on an Editorial Advisory Board, or Reviewer for a Scholarly Journal;
22. International Activities;
23. Extension Program (indicate N/A — not applicable);
24. Clinical Service or Clinical Activities (indicate N/A — not applicable);
25. Service to Schools;
26. Membership and Activities in the Profession;
27. Honors;
28. Chair's/Director's (or appropriate administrator's) letter;
29. Dean's letter;
30. Bio-Sketches of individuals writing solicited outside letters of evaluation;
31. Letters of evaluation from outside and from UF faculty. A copy of the standard letter soliciting outside letters shall also be included.
32. Copies of the Last Five Annual Letters of Evaluation, where applicable;
33. Further Information (any additional materials that the candidate believes is pertinent). Any documents that have been added to the dossier after the commencement of consideration shall be appended at the end of the dossier and shall indicate the individual who requested the additional document, the date the document was added, and the reasons why the document was included.

(4) The contents of the tenure dossier shall only be available for inspection by the candidate, University officials who use the information in carrying out their responsibilities, the

faculty who are charged with the responsibility of evaluating the candidate's performance, and pursuant to Florida law.

(h) Candidate's Verification of the Tenure Dossier. Before there can be a consideration of a candidacy for tenure, the candidate must review the tenure dossier to ensure that it is complete and contains all the information that the candidate believes is pertinent to the candidacy.

(1) Prior to the review of the nomination and at any point in the review process, the candidate shall have the right to review the contents of the tenure dossier and may attach a brief and concise written response to any material in it. If the candidate has waived the right to review the letters of evaluation, these shall not be made available to the faculty member.

(2) The candidate shall sign and date the appropriate statement(s) verifying the completeness of the dossier prior to the department review and secret ballot.

(3) After the verifying statement(s) have been signed, the candidate shall receive a copy of the completed dossier, except that if the candidate has waived the right to see letters of evaluation such letters will be removed.

(i) Alterations to the Tenure Dossier.

(1) After the candidate's verification of the tenure dossier, no materials shall be added to, deleted from, or changed in the tenure dossier without the candidate's consent, except for:

a. information as specified in Section 19.8(g)(3) above, which may have been inadvertently omitted or incorrectly entered;

b. the written assessments and recommendations of faculty committees and administrators who are charged with making recommendations regarding the candidate's tenure application, and the candidate's response to these, if any; and

c. clarification, documentation or validation of assertions made by the candidate, when requested in writing by official tenure-reviewing faculty committees and administrators.

(2) Candidates shall not be required to provide additional information or materials clarifying areas that are not referenced in Sections 19.8(g) and 19.8(i)(1), above, nor shall candidates be penalized or disadvantaged for refusing to provide such unrequired information or materials.

(3) The candidate may add, delete, or change materials that directly pertain to the tenure dossier by supplying a copy to the appropriate administrator, provided that after any such alteration the dossier contains all of the required materials. The date of inclusion or alteration in dossier shall be recorded on the material.

(4) If any material is added to, deleted from, or changed in the tenure dossier by anyone other than the candidate after the commencement of the consideration process, including results of the votes and copies of both the chair's and the dean's letters, a copy of any such additions, deletions, or changes, other than letters of evaluation to which the faculty member has waived the

right to review, shall be sent to the candidate within five (5) days by personal delivery or by mail, return receipt requested. Within ten (10) days of receipt of the material, the candidate may supply a brief and concise response, which shall be added to the tenure dossier. The dossier shall not be forwarded until either the candidate submits a response, indicates in writing that he/she will not be making a response, or until ten (10) days have elapsed from the date of the candidate's receipt of additional or changed material, whichever occurs first.

(5) Except by consent of the candidate, there shall be no anonymous material in the tenure dossier except for numerical summaries of student evaluations that are part of the regular evaluation procedure of classroom instruction and/or written comments from students obtained as part of that regular evaluation procedure. If written comments from students in a course are included in the tenure dossier, all of the comments obtained in the same course must be included.

(6) Materials in the file shown to be contrary to fact shall be corrected before a review of the file can continue. This section shall not authorize the alteration of materials in the evaluation file when there is a dispute concerning a matter of judgment or opinion.

19.9 Tenure Review and Recommendation Procedures. Recommendations for the awarding of tenure shall proceed through the following levels of review: tenured department faculty, department chair, college Tenure and Promotion Committee, dean (or director in the case of the Florida Museum of Natural History), University Academic Personnel Board, and President. At all levels the participants shall be provided with the University tenure criteria, clarifications of the criteria by the College, and departmental discipline-specific clarifications of the criteria. The cases the President recommends for the granting of tenure shall be forwarded to the Trustees for final decision. The review and recommendation process for permanent status shall be governed by the provisions of Section 19.11.

(a) Faculty and administrators participating in a tenure review shall be given instructions about the requirements of the process and advised to consult the tenure Article of the Agreement. The administrator at each level shall be responsible for ensuring that the tenure review at that level is conducted in a manner consistent with the provisions of the tenure Article and other relevant provisions of the Agreement.

(b) The only documents, information, or materials that shall be considered in making a tenure recommendation are those contained or referenced in the tenure dossier. The absence of information or materials not required to be referenced in the candidate's tenure dossier, as described in Section 19.9(g)(3), shall not be held against the candidate in any way.

(c) The faculty member's rank, years in rank, or amount of approved leave taken shall not be considered in determining whether the candidate has satisfied the criteria for tenure.

(d) The candidate must be given proper written notice of any recommendation or

decision reached that is included in the tenure dossier at any level of the review process and have the opportunity to request a meeting with the appropriate administrator or submit a written response.

(e) **Review and Vote by Department Faculty.** The tenure dossier must be completed before the department begins its review of the candidate's qualifications for tenure.

(1) If a department uses a committee to provide a written assessment of the candidate's qualifications for tenure, the department committee shall submit its written assessment to the department chair, who shall share it with the tenured faculty before they meet to discuss and vote on the candidate.

(2) The tenured faculty members of the department or unit in which the candidate shall hold tenure status if it is awarded shall review the tenure dossier and any materials referenced in it and shall normally meet to discuss the nomination.

(3) The department chair shall conduct a poll by secret ballot of the tenured members of the department following the meeting. If department policy provides for input from another unit in which the candidate holds an appointment, whether it is in the form of written comments or a vote by the secondary unit, that input shall be advisory only.

(f) **Department Chair's Review and Recommendation.**

(1) The chair shall report the vote of the tenured members of the department on the Nominee Information Cover Sheet of the tenure dossier, filling in all four blanks listed for votes (i.e., for, against, abstaining, and absent). The number of faculty voting for, against, abstaining, and absent shall equal the total number of tenured faculty members of the department.

(2) After reviewing the candidate's tenure dossier, the written assessment of the department committee (if any), the candidate's written response, if any, and the vote of the tenured faculty, the department chair shall submit a written assessment of the candidate's qualifications with reference to the department's written discipline-specific clarifications of the University's tenure criteria and make a positive or a negative recommendation. The chair's letter shall

a. explain the quality of the candidate's work in all areas, describe the quality of the journals in which the candidate has published, assess the creative works, and provide insight into the nomination for the benefit of the committees that will be reviewing the tenure dossier.

b. explain any significant change in the candidate's assignment over the course of the tenure probationary period.

c. explain the department vote whenever 20% or more of the votes are recorded as negative, abstaining, or absent.

d. address the strengths and weaknesses of a candidate's case, as appropriate.

(3) Within five (5) days of writing the letter, the department chair shall give the candidate a copy of the chair's written assessment and recommendation, prior to including it in the

tenure dossier.

(4) The candidate shall have ten (10) days from receipt of the department chair's letter to submit a written response. The candidate's response, if any, shall be included in the tenure dossier.

(5) The department chair shall not forward the tenure dossier to the College Tenure and Promotion Committee until either the candidate submits a response, indicates in writing that he/she will not be making a response, or the ten (10) day period for responding expires, whichever occurs first.

(6) The candidate's nomination and tenure dossier must be forwarded to the College Tenure and Promotion Committee for consideration, unless the candidate chooses to withdraw the nomination pursuant to Section 19.10(b).

(g) Review by the College Tenure and Promotion Committee.

(1) The College Tenure and Promotion Committee shall receive and review the candidate's tenure dossier.

a. The Committee shall be comprised of tenured faculty members in the college. No less than one-half of the committee members shall be elected by the tenured faculty members of the college.

b. A committee member may participate in reviews only if the candidate's rank is the same as or a rank below the committee member's own rank.

(2) The College Tenure and Promotion Committee shall review the candidate's tenure dossier and report on the strengths and weaknesses of the record in terms of the University's tenure criteria and the appropriate department's applicable written discipline-specific clarifications of those criteria.

(3) Evaluations of a candidate's performance shall be based on the candidate's assigned duties.

(4) If there are questions about a tenure dossier, the Committee through its secretary shall notify the chair and the candidate, so they may respond.

(5) The Committee shall provide recorded individual assessments to the dean as part of its fact-finding and consultative role.

a. An individual assessment shall consist of a committee member's indicating whether or not the candidate meets the University standards for tenure in terms of the College's clarifications of those standards, and the appropriate department's applicable written discipline-specific clarifications of those standards as approved by the College.

b. The individual faculty members making the assessment shall not be identified.

(6) After reviewing each candidate's tenure dossier, including the written assessments and recommendations of the department chair, the members of the University Promotion and Tenure Committee shall meet with the dean to share their assessments.

(7) Within five (5) days of having received the College Tenure and Promotion Committee's individual assessments, the dean shall forward those assessments to the candidate and the department chair.

(8) The candidate shall have ten (10) days from receipt of the Committee's assessments to submit a written response or request a meeting with the dean to discuss the procedures used in consideration of the candidate's case, the Committee's assessments, and the candidate's qualifications for tenure. The candidate's response, if any, shall be included in the tenure dossier.

(h) Dean's Review and Recommendation.

(1) After reviewing the candidate's tenure dossier and considering the assessments of the department chair and the College Tenure and Promotion Committee, and the candidate's written responses, if any, the dean shall submit a written assessment of the candidate's qualifications for tenure in terms of the University's tenure criteria, the College's clarification of those criteria, and the appropriate department's applicable written discipline-specific clarifications of those criteria and make a positive or a negative recommendation. The dean's letter shall convey the dean's endorsement or lack of endorsement of the nomination and explain or clarify such issues as exceptional assignments, unique contributions, or unusual votes, especially those where the unit faculty votes are more than twenty percent (20%) negative.

(2) Within five (5) days of writing the letter, the dean shall forward a copy of it to the candidate and the department chair, prior to including it in the tenure dossier.

(3) The candidate shall have ten (10) days from receipt of the dean's letter to request a meeting with the dean or submit a written response. The candidate's response, if any, shall be included in the tenure dossier.

(4) The dean shall not forward the tenure dossier to the University Academic Personnel Board until either the candidate submits a response, indicates in writing that he/she will not be making a response, or the ten (10) day period for responding expires, whichever occurs first. The dean must sign the nomination indicating endorsement or lack of endorsement for the nomination before it can be forwarded to the University Academic Personnel Board.

(5) The candidate's nomination and tenure dossier must be forwarded to the University Academic Personnel Board for consideration, unless the candidate chooses to withdraw the nomination pursuant to Section 19.10(b).

(i) Review by the University Academic Personnel Board.

(1) The Academic Personnel Board shall serve in a fact-finding and consultative role, review the candidate's tenure dossier and report to the President its assessment of the strengths and weaknesses of the record in terms of the University's tenure criteria, the College's clarification of those criteria, and the appropriate department's applicable written discipline-specific clarifications of those criteria. Evaluations of a candidate's performance shall be based on the

candidate's assigned duties and responsibilities.

(2) If there are questions about a tenure dossier, the Academic Personnel Board shall notify the dean who in turn will notify the appropriate chair and the candidate so they may respond.

(3) The candidate's nomination and tenure dossier must be forwarded to the President for consideration, unless the candidate chooses to withdraw the nomination pursuant to Section 19.10(b).

(j) President's Review and Recommendation.

(1) After reviewing the candidate's tenure dossier, consulting with the Academic Personnel Board, and considering the written assessments and recommendations of the department chair, the individual assessments of the College Tenure and Promotion Committee, the written assessments and recommendations of the dean, and the candidate's written responses, if any, the President shall make a final decision regarding whether or not to nominate the candidate for tenure to the Trustees.

(2) The President or designee shall notify the dean of that decision, who shall notify the department chair and the candidate not less than ten (10) days before the President's official notification of the decision.

#### 19.10 Tenure Decision.

(a) By the end of the faculty member's tenure probationary period, a faculty member shall either be awarded tenure or given notice that further employment will not be offered after the end of the following academic year, pursuant to the non-renewal provisions of this Agreement.

(b) Withdrawal from Consideration. Faculty members being considered for tenure prior to the beginning of the last year of the probationary period may withdraw from consideration without prejudice, provided that the withdrawal from consideration for tenure is made before the President's official notification of the decision.

(c) Resignation. Upon resignation, all consideration for tenure shall cease. A faculty member who wishes to resign has the professional obligation, when possible, to provide the Trustees with at least one semester's notice.

(d) Decision by the Trustees. The Board of Trustees shall make the final decision to award tenure upon nomination by the President.

(1) This decision shall normally be made at the June Trustees meeting, and tenure will be effective on July 1 for twelve-month (calendar-year) faculty members and at the beginning of the academic year for nine-month (academic-year) faculty members. Permanent status awarded to a faculty member from the P. K. Yonge Developmental Research School shall be

effective at the beginning of the school year.

(2) Exceptions to this provision involve faculty members who are appointed with tenure as a condition of employment, pursuant to Section 19.1(g). The tenure decision for those cases shall normally be made at the Trustees meeting immediately following the acceptance of employment.

(e) Notification. The President shall notify the candidate in writing immediately, or as soon thereafter as possible, of the final action taken on the nomination for tenure.

(1) If the candidate is denied tenure or permanent status, the notice shall include a statement of reasonable specificity explaining the reason(s) for the denial.

(2) If the denial was for the award of tenure or permanent status, a separate notice of non-renewal must be sent to the faculty member by the academic unit responsible for the nomination.

(f) Report to the UFF. Within thirty (30) days of the President's recommendations to the Trustees, the Trustees or designees shall furnish to the UFF a written report by college of the aggregate numbers of those faculty members recommended for and against tenure, as well as the number of withdrawals of candidacy and extensions granted after the step described in Section 19.9(i) has commenced.

#### 19.11 Permanent Status for P. K. Yonge Developmental Research School Faculty.

(a) Appointments of P. K. Yonge Developmental Research School (DRS) faculty members to the ranks of University School Instructor, University School Assistant Professor, University School Associate Professor, and University School Professor, shall be permanent-status earning when the appointments do not include the appointment status modifiers "adjunct," "provisional," "courtesy," "research," or "visiting." The appointment of a faculty member who has the educational qualifications required for permanent status shall not include the appointment status modifier "adjunct," "provisional," "courtesy," "research," or "visiting" unless the following three (3) conditions are met:

(1) The offer of the appointment shall be embodied in a binding written letter of offer, which shall be sent to the faculty member within ten (10) days of any non-binding verbal offer and shall contain the following language: "The position you are being offered is a non-permanent-status-earning appointment; it is a one-year, fixed term appointment which carries no expectation or obligation of further employment beyond one year. Service in this appointment will not be counted toward the earning of permanent status, unless the Trustees subsequently agree in writing to credit all or a portion of such service."

(2) The non-permanent-status-earning appointment is agreed to by both parties, which shall be confirmed by the faculty member's formal written acceptance of a letter of offer containing the language specified in subsection 19.11(a)(1), above.

(3) Any such "adjunct," "provisional," "courtesy," "research," or "visiting" appointment shall be limited to no more than two (2) years.

(b) If a DRS faculty member is initially appointed to a rank including the appointment status modifiers "adjunct," "provisional," "visiting," "research," or "courtesy" determined by the Trustees not to earn time toward permanent status, and is subsequently appointed to a permanent-status-earning position, all or a portion of the faculty member's prior service in the non-permanent-status earning position may be counted toward permanent status, provided the Trustees agrees in writing to credit such service.

(c) Probationary Period for Permanent Status. The probationary period for earning permanent status (or "probationary period") shall be defined as that period of academic service in a permanent-status-earning position by the end of which the faculty member must be considered and recommended for permanent status or given notice of non-renewal pursuant to the non-renewal provisions of this Agreement. The probationary period for earning permanent status is three (3) years. A faculty member of the P.K. Yonge Developmental Research School in a permanent-status-earning rank must be nominated for permanent status during the faculty member's third year of continuous service, or equivalent in part-time service. Prior to the end of three (3) continuous years of full-time service in a permanent-status-earning position, the P. K. Yonge Director shall provide notification to the faculty member of the granting of permanent status or a one-year notice of non-renewal.

(d) A faculty member of P. K. Yonge Developmental Research School shall be granted permanent status by the Trustees provided that such faculty member:

- (1) holds the required educational qualifications;
- (2) has completed three years of full-time or equivalent part-time service in a permanent-status-earning position in the school, such service being continuous except for leave duly authorized and granted;
- (3) has been reappointed for the fourth year;
- (4) has been reviewed by P. K. Yonge faculty; and
- (5) has been recommended by the P. K. Yonge Director and approved by the Trustees for permanent status based on successful performance of duties and demonstration of professional competence.