

UF Department of Linguistics

Progress-to-Promotion (PtP) Review Procedures

Draft: March 29, 2022

Revised: December 6, 2022

Adopted by faculty vote: Dec 15, 2022

Period: Third academic year after appointment or promotion

Procedures distributed and Chair of Linguistics provides department PtP materials to eligible faculty: Spring of 2nd academic year

Chair of Linguistics sends submission invitation: Fall of 3rd academic year

PtP department-internal packet or formal Opt-Out Letter due: January 10th of 3rd academic year

PtP department-internal packet review begins: January 10th of 3rd academic year

Final recommendations made: July 10th of 3rd academic year

Prior to being a candidate for promotion, non-tenure track faculty may participate in a third-year progress-to-promotion (PtP) review process with the purpose of providing structured and constructive information to assist candidates to meet department, college, and university requirements for promotion.

The department chair sends all eligible faculty their department PtP materials in the spring of the 2nd academic year and informs them of the upcoming PtP process. The department chair sends a submission invitation to all eligible faculty by December 15th of the 3rd academic year. Faculty who decline to be reviewed under the PtP process must do so in writing by January 10th of the 3rd academic year. Faculty cannot request an early review. Faculty who decline the third-year review must continue to formally opt-in/opt-out each subsequent year. Faculty who complete the PtP process can request an additional PtP review no sooner than 3 years after the initial review. Faculty who have been promoted can request a subsequent PtP review to determine if they are making progress towards the next promotion rank no earlier than the PtP period 3 years after their promotion. Faculty can go up for promotion at any time for either rank without having gone through the PtP process.

By April 1st of the 2nd year the department chair will provide to the faculty member under PtP review the following departmental PtP materials for inclusion in the departmental internal packet:

- (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) Departmental criteria for promotion;
- (c) Peer evaluations; and
- (d) The faculty member's Annual Evaluations.

Non-tenure track faculty in the PtP process need to prepare a department-internal packet in Fall of their 3rd academic year. This packet contains the same kind of information as would be in a promotion dossier but without letters of evaluation. The faculty member will use the online promotion template

for the current academic year, with its directions and guidelines, as the basis for the preparation of the internal packet. The PtP internal packet must be submitted for department review by January 10th of the 3rd academic year.

The PtP packet is reviewed by the Linguistics Tenure and Promotion (T & P) Committee in the spring. The T & P committee reports to the Chair and the tenured and non-tenure track faculty of higher rank. Review of PtP cases is the exclusive right of those faculty who are budgeted in the Linguistics department or the English Language Institute and who are at a rank above the candidate being considered in the PtP process. These faculty assess whether the faculty member under review is making satisfactory progress toward promotion, according to the kinds of expectations and indications of success that are appropriate at this point (as set out in the departmental clarifications/criteria) in teaching and faculty service, and to provide suggestions and guidance on steps the faculty member might take to make improved progress toward promotion.

The department chair will subsequently make the completed department-internal packet, together with a chair's cover letter, available to the CLAS Dean's office for review no later than June 10 of the 3rd academic year. 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.

An evaluation by the department chair and dean concerning the faculty member's progress toward meeting promotion criteria shall be shared with the faculty member no later than July 10th of the 3rd academic year. The faculty member will also be given a written report with any recommendations about how the faculty member might improve their performance and promotion dossier, suggestions on a potential timeline to promotion, and what assistance there might be available in the department, college, and University to address candidate needs and improve performance. The evaluation and written report are not included in faculty promotion packets or personnel files. The faculty member can request 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. Consequently, the appraisal will not be placed in the faculty member's evaluation file and will not be included in the faculty member's subsequent promotion dossier.

The department will forward the promotion criteria and PtP process to the CLAS Associate Dean for Faculty Affairs no later than November 1 of each year for review, indicating whether or not the criteria and or process have been amended.

The department will provide the CLAS Associate Dean for Faculty Affairs an updated spreadsheet of all non-tenure track faculty showing the year of hire and the year in which they will first be eligible for PtP by August 15th of each year.

Timeline

APPOINTMENT YEAR (assuming Fall start semester)	
<ul style="list-style-type: none"> • Provide non-tenure-track faculty with Progress to Promotion information and procedures • Start keeping documentation 	
2nd Academic Year - MIDTERM REVIEW PREPARATION	
Fall	Spring
	<ul style="list-style-type: none"> • Department chair informs eligible faculty of upcoming midterm review • Department chair provides the department PtP materials to the candidate by April 1st
3rd Academic Year – MIDTERM REVIEW	
Fall	Spring - Summer
<ul style="list-style-type: none"> • Department chair sends submission invitation to eligible faculty by December 15th. 	<ul style="list-style-type: none"> • Eligible faculty submit department-internal PtP packet or formal Opt-Out Letter by January 10th. • T&P Committee discuss at an early Spring meeting in February or March. • Packet summaries shared with all eligible faculty to assess progress - form sent to chair • Department chair writes formal letter of review. • Department chair forwards the letter of review and internal packet to the Associate Dean for Faculty Affairs by June 10th • Department chair's letter, Dean's letter, and appraisal shared with candidate by July 10th