

## Charge for Tenure/Permanent Status/Promotion Committee

2022

### **CHARGE:**

- Review IFAS criteria and guidelines and Provost guidelines.
- Base examination on faculty's assignment / job description.
- Base your assessment on the facts of the case as presented in the packet.
- Make a thorough, fair assessment of each packet.
- Carefully examine each candidate and identify strengths/deficiencies.
- Spend time on weaknesses and deficiencies - be critical.
- Discussion leader – in presenting the packet, don't just list the activities. State your opinion as to the quality and appropriateness of the activities.
- If there are serious questions about the packet that would need clarification prior to being able to make an assessment, the committee chair may contact the unit leader(s) for an explanation.

### **SPECIFIC CRITERIA:**

- Tenure-accruing and tenured faculty members must:
  - Have graduate students.
  - Publish with their graduate students.
  - See results from grant money i.e. pubs/grad students.
- Must be a good citizen of UF/IFAS.

### **EXTERNAL LETTERS:**

- Letters should be from the best universities in US (AAU institutions as appropriate).
- Letters should be from a higher rank than the employee.

### **GENERAL:**

- Do not discuss the committee deliberations with anyone outside the committee. If you are questioned by anyone, (nominee, supervisor, co-worker), please refer the individual to the lead dean. From UF Regulations: *Promotion and Tenure Materials and Discussions. All records reflecting evaluations of employee performance compiled for promotion and/or tenure, including records of any discussions of these evaluations, shall be regarded as limited access records and shall be made known only to those individuals who are required to participate in making recommendations or making of the decision unless otherwise required by law. All such discussions shall be considered confidential.*
- From the IFAS Constitution: *Members shall recuse themselves from assessing candidates from their own academic unit or tenure department. Members may be a resource for general questions of the committee as to aspects of distinction in the discipline, e.g., journal quality, availability of funding resources, extension audiences, curriculum structure, peer institutions, prestigious awards, professional associations. Questions may also be directed to the unit leader or department chair.*
- Except as above, committee members should not abstain from submitting the individual assessment unless there is a clear conflict of interest.