Unit Leader Letters for 3-year progress assessments

IFAS Guidelines
May 2024
The purpose of this presentation is to provide guidance to IFAS unit leaders for preparing 3-year progress assessment letters.
Introduction

• 3-year packets are required for tenure-track faculty, they can be submitted for non-tenure track faculty
• Packets stay in IFAS
• Reviewed by IFAS P&T committee with comments relayed to Deans
• Deans write a letter including strengths, weaknesses, and formatting suggestions on each packet
• Unit leaders review/discuss the Deans’ letter with the faculty member

• Unit leaders’ letters for 3-year packets are submitted with the packet to IFAS HR, usually early July
Purpose of 3-year unit leader(s) letter

• Provide context for the faculty member’s program
• Summarize faculty committee review
• Identify and address significant concerns
• Provide summary statement (1 sentence) on faculty member progress
Formatting guidelines for letters

• Use department or center letterhead.
• Address majority Dean; if 50/50 split, list both Deans.
• Signed by all appropriate unit leaders.
• Use complete sentences instead of phrases throughout the letter.
Introduction paragraph

• State the letter purpose and identify faculty member.
• Identify current appointment and any changes since hire.
• Identify start date at UF in faculty position.
• Mention previous position(s) if relevant.
• Identify location (GNV, REC) and tenure home.
• Clarify any tenure clock adjustments (life event, covid).
Department Committee Review

- Include the department committee review content in the appropriate R/T/E section.
- Include primary strengths and concerns from departmental P&T committee.
- Any concerns should be followed with a response from unit leader(s) on how concerns are being addressed and provide a plan for moving forward.
Research/Teaching/Extension Appointments

• Provide a separate paragraph for each mission.
• Provide context for R/T/E in the unit(s), discipline, location as appropriate.
• Show how the faculty member is building their reputation.
• Highlight significant achievements and why they are significant.
• Discuss significant concerns identified in annual evaluations and how they have been addressed or are being addressed.
Final paragraph

- Include a brief summary of concerns, if any (1-2 sentences).
- Identify significant accomplishments (if outside of R/T/E) (1-2 sentences).
- Add a final statement regarding progress and trajectory toward promotion and/or tenure.
Golden rule

The target length is 2 pages (average over last 3 years is 2.6 pages).
Suggestions
Questions