



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).

A series of horizontal orange lines of varying lengths are arranged vertically in the center of the slide, creating a decorative column. The lines are positioned above and below the main text.

Suggestions Questions