**IFAS Unit Leaders’ Guidance for 3-year progress assessment letters (Last edited 5/28/24)**

The purpose of this document is to provide guidance to IFAS unit leaders for preparing 3-year progress assessment letters.

The 3-year packets stay in IFAS and are required for tenure-track faculty. Faculty in non-tenure track faculty positions can submit a 3-year packet and receive feedback as they prepare for promotion in their career path.

Three-year packets are reviewed by the IFAS Committee and IFAS Deans’ comments are provided to the unit leader to be shared with the faculty member. The packets DO NOT go to the UF Academic Personnel Board.

Purpose of unit leader(s) letter in 3-year packets: 1) Provide context for the faculty member’s program in the unit and discipline, why the faculty member is essential to the unit and how they meet unique needs of stakeholders; 2) Summarize faculty committee review of packet and unit leader’s response/perspective to that review; 3) Identify and address significant concerns in annual evaluations – progress on these to meet P&T; and 4) Provide summary statement (1 sentence) on faculty member progress toward promotion and tenure specific to appointment (e.g., satisfactory, needs improvement.)

Formatting guidelines for letter

* 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 (3-year progress assessment) and identify faculty member (Dr. first name last name).
* Identify current appointment (R/T/E appointment) and any changes in appointment since hire.
* Identify start date at UF in faculty position.
* Mention previous position(s) if relevant (e.g., previous faculty position at another institution).
* Identify location (GNV, REC) and tenure home.
* Clarify any tenure clock adjustments (life event, covid).

P&T Department Committee Review

* Packets are reviewed by a department committee; the name of this committee and its composition vary by department. For some departments, it may be the P&T committee and for others a general faculty member committee of higher rank.
* Include the department committee review content in the appropriate R/T/E section.
* Include primary strengths and concerns from the 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.
	+ This does not have to be extensive and should focus on more fundamental concepts (e.g., no clear indication of senior authorship (cannot determine whether faculty are mentoring well); having a teaching appointment with poor student course evaluations and no indication of improving teaching skills; or having a significant extension appointment but not including a logic model or needs assessment in the Extension section.) The letter can address whether the concerns identified by the departmental review would prevent them from being ‘on track’ for P&T.

For R/T/E

* For each mission area, provide a separate paragraph with distinct identifiers – R/T/E with headers/ bolding/underlining.
* Provide context for R/T/E in the unit(s), discipline, location as appropriate.
	+ Questions to consider: Is the faculty member’s program relevant and needed? How does it align with current trends/UF and IFAS initiatives? What is the faculty member’s unique contribution?
* As relevant, add content showing the faculty member is building their reputation both externally and internally to each R/T/E paragraph (e.g., serving as a panel reviewer, serving as a journal reviewer or editor, writing recommendation letters for students, serving on teaching committees, serving as EDIS reviewer, serving on a County Extension faculty advisory board)
* Highlight significant achievements in R/T/E and why they are significant at 3-year review point (e.g., CALS Teaching Award, Professional Society Awards, Extension Awards)
* 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 (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.

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