

## **College of Medicine: Departments of Epidemiology and Biostatistics Mid-Cycle Review Policy for Mission Track Faculty**

Faculty members in the Departments of Epidemiology and Biostatistics may elect to adopt the Promotion and Tenure Guidelines for either the College of Medicine or the College of Public Health and Health Professions. Ideally, the decision will be made very early in the course of the faculty member's appointment to provide milestones and expectations for advancement. The annual evaluation of each faculty member should address progress toward promotion and tenure. The Chair and faculty member should identify which Guidelines will be used for promotion and tenure and indicate the choice in the annual evaluation. The faculty member may change the selection with approval of the Chair, at any time up to the completion of the 6<sup>th</sup> year of employment.

If the College of Medicine Guidelines are selected, one formal mid-cycle assessment will be provided each faculty member at the rank of Assistant Professor (i.e. Clinical Assistant Professor or Research Assistant Professor) in the College of Medicine. The review will occur after 4 years of employment as Assistant Professor at the University of Florida. The review process will be used to formally advise the faculty member on his or her progress toward tenure, any weakness in the record, and recommended course of action to improve any weaknesses.

The mid-cycle review process for faculty will proceed through the steps in place for the promotion cycle. The faculty member will prepare a Candidate's Self-Assessment report to be reviewed by the Department Chair. The Department Chair will assess the candidate's progress toward tenure and may consult with other senior faculty of the department, if desired. The Chair will prepare a Mid-Cycle Review for Tenure Progress Report. The Chair will then forward both the Candidate's Self-Assessment and the Chair's Mid-Cycle Review Progress Report, along with copies of both reports to a Joint Review Committee comprised of members of the Promotion and Tenure Committee of each College (3 members each). The Joint Review Committee will assess the faculty member's record as presented in the Candidate's Self-Assessment and the Chair's Mid-Cycle Review Progress Report to determine whether the candidate is either: (1) on-track toward promotion; (2) on-track but with issues that should be addressed; or (3) not on track for promotion. The Joint Review Committee will then forward its assessment and comments to both the Dean of the College of Medicine and to the Dean of the College of Public Health and Health Professions. Each Dean may provide additional comments. All reports will then be sent to the Department Chair who will share them with the candidate and decide on actions and a timeline for further review.

If a faculty member is felt to not be on track toward promotion, the Chair and the faculty member will determine what steps should be taken to remedy any weaknesses. Further assessments will take place through the annual evaluation process with optional additional mechanisms the Chair establishes.

The Departmental mid-cycle review should be completed by May 31, 2017. The tenure-accruing faculty member's Self-Assessment and the Department Chair's Mid-Cycle Tenure Progress Report will be due in the Office of the Dean of the College of Public Health and Health Professions on June 1, 2017. Copies will be forwarded to the Senior Associate Dean for Faculty

Affairs and Professional Development of the College of Medicine. The Joint Review Committee will complete its review by June 16, 2017 and the Deans' assessments will be completed by July 14, 2017.

All Multi-Mission track faculty members at the rank of Assistant Professor hired between November 8, 2012 and November 7, 2013 (having completed 4 years) and who request COM policies and procedures for promotion or tenure will participate in the 2017 review cycle.

**Timeline Summary:**

Spring 2017	Candidate prepares a Self-Assessment and submits it to the Chair by a deadline determined by the Chair
April-May 2017	Chair (with optional consultation with other senior faculty) reviews self-assessments and prepares the Chair's Mid-cycle Progress Report
June 1, 2017	Self-Assessment and Chair's Progress Report due in office of the PHHP Dean. Copies will be sent to COM Senior Associate Dean for Faculty Affairs.
June 16, 2017	Joint College Committee completes its assessment and provides its report to both the Dean of the College of PHHP and the Dean of the COM
July 14, 2017	Deans' assessments returned to Chairs who meet with candidates to review findings and develop plans

**Revised 12/2016**