



OFFICE of the PROVOST

Update on Post-Tenure Review / Department Bylaws

Faculty,

Providing clarity concerning the Post-Tenure Review (PTR) process and department bylaws revision is a priority of mine. Attached is the previous [December 11 memo outlining changes to the PTR process](#). These changes will be effective starting with those faculty scheduled for a fall 2024 PTR review. Chairs and Directors will be notified no later than March 18, 2024, of those in their unit scheduled for a fall 2024 PTR review.

In preparing for the fall 2024 PTR reviews, departments are tasked with revising their bylaws to match the 4-point scale in BOG Regulation 10.003. The expected completion date for bylaws revisions is Friday, April 12, 2024, and so I ask each department to begin their revision process as soon as possible. To make the deadline, I also ask that departments focus only on the changes below (#1-4). [Attached is a document providing language that departments may use](#) to build from if they find it useful. However, please know that departments are not required to use it. There is no template for department bylaws at this time.

Below are the changes to be made to each department's bylaws:

1. Add the following statement related to Post-Tenure Review: *The University of West Florida adheres to Florida Board of Governors' Regulation 10.003, as well as Article 11 of the Collective Bargaining Agreement, in all matters relating to post-tenure review.*
2. Revise the teaching, scholarly and creative activities, and service evaluation criteria categories to the new 4-point scale:
 - Exceeds expectations
 - Meets expectations
 - Does not meet expectations
 - Unsatisfactory
3. Edit accordingly all sections, including the tenure and promotion section, that reference the 5-point scale (distinguished, excellent, good, fair, poor) so that they, too, match the new 4-point scale.
4. Remove all references to Sustained Performance Evaluation.

Revising to the new 4-point scale means that departments will have to set clear expectations for what constitutes "meets expectations." As departments begin to define "meets expectations" for teaching, scholarly and creative activities, and service, please keep in mind that this category should

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reflect progress made toward tenure, promotion, or PTR. It would be most beneficial if consistent annual evaluations of "meets expectations" leads to a successful tenure, promotion, or PTR review. Please also set clear expectations for what constitutes "unsatisfactory," "does not meet expectations," and "exceeds expectations."

I understand that there will be questions. Faculty can submit questions anonymously here. Two faculty town halls are scheduled for Friday, February 23, from 10:00 - 11:00 a.m. and 2:00 - 3:00 p.m., both located in 58A/105. A virtual option will be available; we will provide a link closer to the event date. I will do my best to answer the submitted questions during the town hall meetings. Please attend the time that is most convenient for you.

I want to thank you for this work; it is important and we will accomplish this together. ITS will have the ACRES faculty evaluation system updated to the new 4-point scale for the upcoming 2023-2024 academic year evaluation. Hence, the April 12 deadline is important.

Thank you for all you do.

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