




MEMORANDUM

December 11, 2023

TO: UWF Faculty

FROM: Gary Liguori 
Provost and Senior Vice President

SUBJECT: **POST-TENURE REVIEW CHANGES**

I would like to thank members of the faculty, Faculty Senate, UFF, Chairs, and Deans for their input on updating the Post-Tenure Review (PTR) process, which is outlined below. These will go into effect starting with the fall 2024 cohort of PTR reviews. Please note that faculty currently undergoing a Post-Tenure Review will be unaffected by these changes. Additionally, ACRES will be updated for the 2024-2025 Annual Review process as a result of the modifications listed below.

1. PTR-eligible faculty received a Post-Tenure Review Notification, via email, on May 25, 2023. Each Dean/Director will be notified of those faculty in their unit who are scheduled for PTR review in fall of 2024. This notification will occur no later than Monday, March 18, 2024.
2. Department chairs should now begin working with faculty on bylaws revisions that align with the information below, with an expected completion date of Friday, April 12, 2024.
 - A. This process of creation and subsequent approval of Annual Evaluation Criteria must follow the annual evaluation criteria creation procedures contained in Article 11, Faculty Performance Evaluations, of the Collective Bargaining Agreement (CBA).
 - B. During bylaws revision, each unit should incorporate the following, along with any other department relevant revisions:
 1. Add the following statement related to Post-Tenure Review:
 - a) *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. Adjust the Annual Performance Evaluation to the new 4-point scale (*exceeds expectations, meets expectations, does not meet expectations, unsatisfactory*).
 3. Edit the Tenure and Promotion section related to references to the 5-point scale (distinguished, excellent, good, fair, poor).

4. Remove references to Sustained Performance Evaluation.
 5. Set clear expectations for what constitutes meets expectations.
 - a) "Meets Expectations" should reflect not only the immediate productivity but also the progress toward either tenure and promotion or post tenure review.
 6. Create annual evaluation criteria on the departmental level for Teaching, Scholarly and Creative Activities, and Service that attempts to look holistically at the progress towards promotion or post-tenure review.
3. Beginning with Annual Evaluations for 2023-2024 (those to be submitted in spring, 2024), the annual evaluation will use a 4-point rating scale that directly aligns with BOG Regulation 10.003 for post-tenure review (exceeds expectations, meets expectations, does not meet expectations, unsatisfactory).
 4. The faculty assignment letter template will be modified to have standard language added to the following sections: "Instruction", "Scholarly and Creative Activities", and "University, Public, and Professional Service" (*see descriptions in table below*).
 - A. In each of these areas, faculty are expected to perform in a manner consistent with their respective bylaws.
 - B. This action "assigns" faculty the annual expectations in the bylaws and the annual evaluation criteria created through the process in Article 11 of the CBA.
 - C. In "assigning" the expectations in the bylaws, the UWF faculty assignment letters provide a clear connection between the bylaws and the expectations in BOG Regulation 10.003 1(b): "Determine whether a faculty member is meeting the responsibilities and expectations associated with assigned duties in research, teaching, and service, including compliance with state laws, Board of Governors' regulations, and university regulations and policies."
 - D. The annual work assignment letters may be specific in their language and assignment. However, work assignment letters must be consistent with Article 11 of the CBA.
 5. Each PTR packet submitted for review shall contain the following:
 - A. Last 5 years of Chair and Dean Annual Performance Evaluation Letters and any and all faculty rebuttals.
 - B. Last 5 years of Faculty Assignment Letters.
 - C. Current Curriculum Vitae.
 - D. Copy of Current Department Bylaws.
 - E. A 1-4 page statement of contributions provided by the faculty member, with the statement confined to the previous 5 years of work.
 1. The statement should build a case for the final rating based primarily upon the overall rating from annual evaluations in the previous five years and the annual performance expectations in the bylaws. It is expected that some fluctuations in rating are normal, and that the evaluation should be based upon the modal value, rather than on individual ratings.

2. Annual performance ratings for individual categories (i.e. Instruction) can be used to further contextualize the statement. However, the overall ratings and bylaws should be the primary focus.
 3. Additional evidence of the quality or impact of efforts beyond that requested in the bylaws can be offered.
- F. During the time when faculty are undergoing PTR, and still have annual performance evaluations based upon the 5-point scale, the following will apply:
1. Faculty with a preponderance of ratings of “Distinguished” (5) or “Excellent” (4) on the previous 5-point scale are likely to meet or exceed expectations on post-tenure review. The narrative statement should build a case for final performance rating, basing the case on the modal indications from the ratings received.
6. Prior to finalizing a faculty member’s annual evaluations, the dean will meet with the provost to discuss any intended overall ratings that are below ‘meets expectations’. The dean can then consider the provost's input prior to finalizing their letter.

Annual Evaluation Section	Descriptor Language
Instruction	Faculty are expected to engage in teaching activities consistent with Article 11 in the Collective Bargaining Agreement, aligning with annual evaluation and post-tenure review criteria as indicated by Department Bylaws.
Scholarly and Creative Activities	Faculty are expected to engage in scholarly and creative activities consistent with Article 11 in the Collective Bargaining Agreement, aligning with annual evaluation and post-tenure review criteria indicated by Department Bylaws.
University, Public, and Professional Service	Faculty are expected to engage in service activities consistent with Article 11 in the Collective Bargaining Agreement, aligning with annual evaluation and post-tenure review criteria indicated by Department Bylaws.