A special midterm review shall be conducted for any faculty members in the tenure probationary period during March or April of the third year of the tenure probationary period. The purpose of the third year review is to provide structured and constructive information to assist candidates to meet College and University requirements for tenure and promotion. Each Department or Unit will construct a third year review process that best fits their procedures and practices and adopt them as part of their policies.

The review should begin early in the third year of appointment (i.e. third year of tenure accruing appointment).

The faculty member under review shall compile the appraisal dossier. The Department Chair shall provide to the faculty member the following materials for inclusion in the dossier:

1. Annual Assigned Activity, including the proportions of the faculty member’s assignments, reported on the annual activities report, that have been devoted to teaching, scholarship and service;
2. Tenure Criteria for the University and the department’s written discipline-specific clarifications of those criteria;
3. Teaching Evaluations (statistical summary of all UF evaluations, including the department and college means; peer evaluations);
4. Each of the faculty member’s Annual Evaluations.

The dossier will include:

1. A Tenure and Promotion dossier, as complete as appropriate given the time in rank of the candidate.
2. Annual letters of evaluation from the Chair.
4. A research/scholarship portfolio that includes the candidate's research publications, papers submitted for publication, grant proposals, and similar information.
5. Do not include outside letters of evaluation.

Tenured faculty in the candidate's department will review the dossier and assess the candidate's performance. The assessment will address the issues normally considered in tenure and promotion deliberations and will determine if the candidate is making satisfactory progress toward promotion and tenure. Departments recognize that some activities such as receiving a book contract or building a laboratory may well take place later than the third year. For that reason, departments will discuss the kinds of expectations and indications of success that are appropriate after three years. For example, department faculty may consider:

- Does the candidate's teaching meet department expectations, or is it making steady progress in that direction?
- Has the candidate presented papers in appropriate venues and are the number and quality of those papers acceptable?
- Has the candidate published at an acceptable rate and in appropriate journals?
- Is the candidate beginning to establish a regional and national reputation in her/his field?
- Is the candidate preparing her/himself to attract external funding to support her/his
scholarly work?

- Has the candidate gained graduate status and served on master's and doctoral committees?
- Does the candidate's record suggest a teaching and research trajectory that is likely to lead to the rank of associate (and later full) professor?
- Is the candidate appropriately involved in professional service activities at the local, state, national or international level?

A meeting of tenured faculty in the department will be held in March or April to discuss the candidate’s progress toward tenure and promotion and to advise the Department Chair on what might be included in his/her letter of review to the candidate. Departments may use the mechanism of a sponsor or mentor to assist the chair in writing the letter. Departments may wish to take a formal vote or provide a sense of the faculty review of the career trajectory of the candidate. This decision is up to each department and should reflect the culture and operating procedures of each department.

The third year review for faculty with joint appointments or duties in other units will include information about their activities and contributions to those other units. Supporting materials from the other unit, such as letters from the chair or director, can be included for review.

The Department Chair will draft a letter of review based on the candidate's dossier, as well as the discussion and other information from the department faculty. For faculty with joint appointments, that letter should be co-signed by the director or chair of the center or other department. The letter should consider the candidate's assignment and any support the department may have provided the candidate. It should identify strengths and weaknesses in the candidate's record and make clear recommendations on how the candidate may improve her/his dossier and performance. The goal is to give thoughtful and constructive assessments and suggestions that will help the candidate meet college and university requirements for tenure and promotion. The letter will be explicit in stating that the letter itself is not a decision for tenure and promotion but is rather a mid-career review and nothing more. The intent of the review process is that it be advisory to the candidate and without any prejudice in future reviews.

Before the end of the Spring semester, the Department Chair will meet with the candidate to discuss and provide a copy of the letter of review. The candidate and Department Chair should discuss strengths and weaknesses in the candidate's dossier; what the candidate might do to strengthen her/his dossier in the future; and what assistance might be available in the department, college, and/or university to address candidate needs and improve performance.

No later than the end of the Spring semester, the Department Chair will send notice to the Senior Associate Dean that the review has been completed. The College will contact the Provost’s office and inform that office that the review has taken place, but will not transmit the substance of the review.