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To: Dr. Arthur Nimmo, Chair, Promotion and Tenure Committee

Copy to: Dr. Shannon Holiday, Chair, Faculty Assembly
Dr. Shannon Wallet, Associate Dean for Faculty Affairs

From: Dr. Isabel Garcia, Dean

Date: January 2, 2018

Subject: Charge to the Promotion and Tenure Committee, January 2018 – June 2019

Thank you for your service to the University of Florida College of Dentistry as Chair of the Promotion and Tenure Committee for 2017- 2018.

As stated in the constitution and bylaws, it is the responsibility of this committee to carry out the duties as outlined in the college's promotion and tenure guidelines and the regulations of the University of Florida as related to faculty appointment, awards, mid-career evaluations, promotion and tenure processes, and sustained performance evaluations.

As stated in the bylaws, the committee will consist of ten full-time faculty members of the college as follows: (a) four tenured faculty holding the rank of full professor; (b) two tenured faculty holding the rank of associate professor; (c) one clinical full professor; and (d) three clinical associate/full professor. One-half of the members of the committee will be elected by faculty at large of the college and one-half of the committee members will be appointed by the Dean. The committee will elect the chairperson of this committee for a two-year term from the tenured faculty holding the rank of full professor. The committee will elect the vice chairperson of this committee for a one-year term from any member of the committee. The terms of appointment for members of the Promotion and Tenure Committee will be for a period of three years with no member serving consecutive terms. The Associate Dean for Faculty Affairs will serve as a non-voting, ex officio member of the committee. The committee reports directly to the Dean.

Mid-career reviews, promotion and tenure applications along with sustained performance evaluations will be reviewed by all the members of the committee. Promotion and/or tenure votes will be performed by members of the committee that hold a rank superior to that of the candidate at the time of consideration. The committee will also review new appointments for associate and above and tenure upon hire The full committee is responsible for the annual review and recommendations for modifications of the College of Dentistry's Promotion and Tenure Guidelines. These recommendations will be submitted to the Faculty Advisory Board and ultimately to Faculty Assembly for discussion and approval.

This year I am asking the Promotion and Tenure Committee to:

- Review and revise the constitution and bylaws as necessary to reflect the mission and membership of the Promotion and Tenure Committee.
- Closely monitor the appropriateness of external letters of evaluation, as these are letters of evaluation and are not letters of recommendation or support.
- Update the Criteria for Emeritus Faculty Status.

- Establish a policy for monitoring of successful remediation following unsatisfactory performance in a Sustained Performance Evaluation.
- Review, clarify and update the Promotion and Tenure Guidelines as necessary, keeping in mind the changes to the University's Academic Personnel Board

Each standing faculty committee is charged with reviewing relevant outcome measures from the college strategic plan. The measures that should be reviewed by the Promotion and Tenure Committee include:

- Number of new faculty hires, including department, rank and track
- Number of faculty unsuccessful and successful promotions and/or tenure, including department, rank and track
- Number of faculty, dismissed or withdrawn from UFCD, including department, rank and track
- Number of Mid-Career and Sustained Performance Evaluations performed, including department, rank and track

The committee should refer all committee action items to the Faculty Advisory Board (FAB) on an ongoing basis for FAB's review, discussion and subsequent action, as needed. The committee should evaluate performance on these measures and when appropriate, action plans for improvement should be instituted using the Plan-Do-Check-Act (PDCA) cycle. The PDCA is the college model for outcomes assessment and evaluation.

I am looking forward to another productive academic year for our college and thank you for your efforts on behalf of the Promotion and Tenure Committee.