

Appendix A. UFCD Guidelines for Mid-cycle Review

General information

A mid-cycle review policy has been established for the College of Dentistry for both tenure-accruing and non-tenure accruing faculty. New faculty appointments will undergo a mid-cycle review at the end of the 3rd year of academic service. Assistant Professors will have the option of an additional review one or two years prior to promotion and/or tenure-application. Associate Professors will undergo a mid-cycle review at the end of the 3rd year following promotion or hire. The mid-cycle review process provides faculty with structured and constructive information to assist candidates to meet college and university requirements for tenure and/or promotion, pinpoint any weaknesses in the record, and provide recommended courses of action to improve the record.

Sources of Evaluation

Candidates for mid-cycle review shall complete the Promotion and Tenure Packet Template in consultation with the Associate Dean for Faculty Affairs and College HR Office. This can be accessed in MyUFL-My Self Service-Faculty-Promotion and Tenure-Promotion & Tenure Packet-Packet Template with Activity.

- The following items should be omitted from the template: #1, 7, 8, 24, 29, 30, 31, and 32. These items are only used for faculty who are being considered for promotion and/or tenure.
- The candidate can remove packet instructions, modify the template font, margins etc. as long as the numbering and information is consistent with the template.
- The file shall be submitted electronically to the Dean's Office, Human Resources (cperez@dental.ufl.edu).

UFCD Mid-cycle Review timeline	
May 1	List of eligible faculty for mid-cycle review are sent to the department chairs from the Office of Faculty Affairs/College HR Office.
May - August	<p>Candidates for mid-cycle review shall complete the Promotion and Tenure Packet Template in consultation with the Associate Dean for Faculty Affairs and College HR Office.</p> <p>This can be accessed in MyUFL-My Self Service- Faculty-Promotion and Tenure-Promotion & Tenure Packet-Packet Template with Activity. Click here for detailed instructions from MyUFL Toolkit. The following items should be omitted from the template: #1, 7, 8, 24, 29, 30, 31, and 32. These items are only used for faculty who are being considered for promotion and/or tenure. The candidate can remove packet instructions, modify the template font, margins etc. as long as the numbering and information is consistent with the template.</p> <p>If the faculty member would like to have the Associate Dean for Faculty Affairs review their mid-cycle review packet and provide feedback prior to department</p>

	chair and P&T review, a draft packet will need to be sent to cperez@dental.ufl.edu by June 30.
August 4	Mid-cycle review packets are due to the department chair.
August 4 - September 1	The department chair and appropriate faculty (same rank or higher) in the department will review the candidate's progress. The department chair will provide a written summary of the candidate's progress.
September 6	The department chair's letter and faculty electronic mid-cycle Promotion and Tenure Packet is due to the UFCD P&T Advisory Committee (cperez@dental.ufl.edu).
October - November	The UFCD P&T Advisory Committee evaluates the candidate's progress in conjunction with the chair's summary. UFCD P&T Advisory Committee Chair prepares a summary of the progress to date of each candidate approved by the committee. The recommendation of the UFCD P&T Advisory Committee is communicated to the candidate, and department chair.