MEMORANDUM

To: Dr. Marcio Guelmann
Chair, Promotion and Tenure Advisory Committee

Copy to: Dr. Neel Bhattacharya, Chair, Faculty Assembly
Dr. Clay Walker, Associate Dean for Faculty Affairs

From: Dr. Isabel Garcia, Dean

Date: July 1, 2015

Subject: Charge to the Promotion and Tenure Advisory Committee, 2015-16

Thank you for agreeing to serve as chairperson of the Promotion and Tenure Advisory Committee for 2015-16. 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.

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.

I am requesting that the Promotion and Tenure Advisory Committee continue to advise me on issues related to faculty promotion and tenure also to act as a conduit of information on promotion and tenure issues through our FAB committee. FAB will appoint a liaison to your committee to help with this communication and any issues that need to be brought up to the faculty.

This year, the committee, with the associate dean of faculty affairs, should concentrate on implementing the revised Promotion and Tenure guidelines. These guidelines specifically take into consideration the following:

- The University of Florida’s Tenure and Promotion policies
- The University’s expectations for awarding tenure
- Criteria for determining if an appointment should be on tenure track or clinical track either as multi-mission or single mission.

In addition to the above, I would like the Promotion and Tenure committee to closely monitor the following:

- External letters of evaluation, these are letters of evaluation and are not letters of recommendation or support. Such letters should be solicited from individuals of the same or higher rank who do have or have not had a personal, professional, or mentoring relationship with the candidate. Such
relationships are considered by the University as a conflict of interest and are inappropriate.

- With the changes to the University’s Academic Personnel Board and its division, follow and affirm that our guidelines are in alignment with these changes.

The committee should evaluate performance on this measure and when appropriate, action plans for improvement should be instituted using the Plan-Do-Check-Act (PDCA) cycle. The PDCA is the college’s model for outcomes assessment and evaluation.

The committee will consist of eight 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) one clinical associate professor. One-half of the members of the committee (two tenured professors, one tenured associate professor and one clinical full or associate professor) will be elected by tenured faculty members of the college and one-half of the committee members will be appointed by the dean.

The committee will elect the chairperson and vice chairperson of this committee from the tenured faculty. 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 secretary of the committee. The committee reports directly to the dean.

Tenure reviews, mid-career reviews for tenure accruing faculty, and tenure upon hire reviews, will be performed by a sub-committee consisting of the six tenured faculty members.

Promotions and mid-career reviews for promotion will be reviewed by a sub-committee consisting of all members that hold a rank superior to that of the candidate under consideration.

Sustained performance evaluations will be reviewed by a sub-committee consisting of all members holding a rank equal or superior to the candidate under consideration.

New appointments at the rank of full professor will be reviewed by a sub-committee consisting of the five full professors only.

A sub-committee consisting of the full professors will complete professorial step reviews.

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