



## **Florida Agricultural and Mechanical University The Tenure Appraisal Process**

### **Introduction**

The annual tenure appraisal is a critical component of Florida Agricultural and Mechanical University's efforts to assist faculty with the tenure and promotion process. Other activities include formal workshops, informal meetings with supervisors, and mentoring by senior faculty and administrators. The specific roles of Deans/Directors and Department Chairs/Division Directors in the tenure appraisal process are given below.

#### **The Dean/Director shall:**

- a. Provide a copy of the approved tenure criteria to each new faculty member within thirty (30) days of employment, accompanied by a letter of verification;
- b. Meet with all tenure candidates in the third year who have received tenure appraisal ratings of 2 or below in order to discuss progress and improvement plans; and
- c. Send a letter to the Provost indicating that tenure appraisals have been conducted for all eligible faculty members in the unit.

#### **The Department Chair/Division Director shall:**

- a. Conduct an annual tenure appraisal of each tenure-track faculty member during the Spring Semester;
- b. Place a copy of the tenure appraisal in the faculty member's personnel file;
- c. Work with faculty to develop improvement plans;
- d. Send a letter to each tenure-track faculty member verifying completion of the tenure appraisal; and
- e. Send a letter to the Dean/Director verifying that tenure appraisals have been conducted on all eligible faculty members.

## Instructions for Using the Tenure Appraisal Form

(Please print or type the information requested.)

Although the results of this appraisal are not binding on the university, the use of this form should help faculty members and supervisors identify opportunities to improve performance and enhance the tenure candidate's chances of earning tenure. If the tenure candidate desires, a copy of this appraisal will be included in the candidate's tenure portfolio. A copy of the appraisal shall be added to the candidate's personnel evaluation file by the supervisor.

### Header Information

**Date:** Indicate the date (month/day/year) of the appraisal.

**Name:** Provide the full name of the tenure candidate.

**School/College/Department:** Indicate the name of the tenure candidate's college, school or institute, and the specific department or division.

**Rank:** Indicate the candidate's academic rank, i.e., assistant, associate or full professor.

**Tenure-earning Option/Track:** Provide the tenure candidate's option or track - per the approved tenure criteria of the college, school or institute - when multiple options exist.

**Effective Date of Tenure Criteria:** Indicate the effective date of approved tenure criteria used to evaluate the tenure candidate.

**Years Earned Toward Tenure:** Provide the number of years earned toward tenure or awarded to the tenure candidate by the Provost per the candidate's employment contract. (Any discrepancies must be resolved by written correspondence from the Provost.)

**Tenure Application Date:** Indicate the academic year in which the candidate must submit a formal application for tenure. (This date usually occurs in the fall of the tenure candidate's sixth year of eligibility.)

### Sections I through IV: The Appraisal

**Percent (%) of Effort:** The department chair or division director should indicate the percent of effort for each appraisal category. The percent of effort should be consistent with the values contained in the Assignment of Responsibility Form for the academic year in question. In cases in which the percent of effort changes in various categories from semester to semester, averages may be used. If a specific category was not part of a tenure candidate's assignment, please indicate so by including "NA" for not applicable.

**Appraisal Scale:** The tenure candidate shall be rated on a scale of 1-5 which coincides with the following: 5 = Excellent; 4 = Good; 3 = Fair; 2 = Poor; and 1 = Very Poor. Ratings of 1 or 2 indicate that the tenure candidate is in jeopardy of not meeting the tenure criteria and necessitate the development of an improvement plan.

**Comments:** Remarks can be provided by the appraiser to describe the tenure candidate's performance. Use additional sheets if necessary.

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### **Section V: Suggestions for Improvement**

Suggestions for improvement can be provided for any candidate regardless of performance. However, a formal improvement plan must be developed for tenure candidates who receive ratings of 1 or 2 in either category in Sections I ó IV. The chair/director shall work in collaboration with the tenure candidate to develop the improvement plan. The improvement plan must be developed within one semester of the evaluation which is typically the fall semester for nine month faculty or the summer semester for twelve month faculty.

### **Signature Section**

The supervisor and tenure candidate shall sign and date the appraisal form. The supervisor shall inform the candidate that signatures indicate that the appraisal was conducted. Signatures do not necessarily indicate that the candidate concurs with the evaluation. In the event that a tenure candidate refuses to sign the form, the supervisor shall, by written correspondence inform the dean/director of such and, following applicable procedures, shall include a copy of the letter in the tenure candidate's personnel evaluation file.

**FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY  
ANNUAL PROGRESS TOWARD TENURE APPRAISAL FORM**

Date: \_\_\_\_\_

Name of Tenure Candidate: \_\_\_\_\_

School/College/Department: \_\_\_\_\_

Rank: \_\_\_\_\_ Tenure-earning Option/Track: \_\_\_\_\_

Effective Date of Tenure Criteria: \_\_\_\_\_

Years Earned Toward Tenure: \_\_\_\_\_

Tenure Application Date: \_\_\_\_\_

**Percent of Effort** (Rating Scale\* - Check your selection)

I. \_\_\_\_\_ Teaching Effectiveness: 5 4 3 2 1

Comments: \_\_\_\_\_

II. \_\_\_\_\_ Research/Scholarly/Creative Activities: 5 4 3 2 1

Comments: \_\_\_\_\_

III. \_\_\_\_\_ University/Public/Community Service: 5 4 3 2 1

Comments: \_\_\_\_\_

IV. \_\_\_\_\_ Other Criteria, Please Specify 5 4 3 2 1

Comments: \_\_\_\_\_

V. Suggestions for Improvement:

\*Rating Scale: 5 = Excellent, 4 = Very Good, 3 = Good, 2 = Fair, and 1 = Poor. Improvement plan required for ratings of 1 or 2.

\_\_\_\_\_  
Print Faculty Name

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Department Chair/Evaluator Name

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Dean/Director Name

\_\_\_\_\_  
Dean/Director Signature

\_\_\_\_\_  
Date