



**UWF Guidelines for Post-Tenure Review
2024-2025**

Table of Contents

I. BACKGROUND.....	3
II. TIMING AND ELIGIBILITY.....	3
A. Eligibility	3
B. Out-of-unit Tenured Faculty	4
C. Exceptions.....	4
III. REVIEW REQUIREMENTS.....	4
A. Considerations.....	4
B. Criteria	5
IV. PROCESS.....	5
A. Required Dossier Materials.....	5
B. Timeline	6
C. Appeals	7
V. OUTCOMES	7
A. Exceeds Expectations.....	7
B. Meets Expectations	7
C. Does Not Meet Expectations	7
D. Unsatisfactory	7
E. Summary.....	8
APPENDIX A.....	9

I. BACKGROUND

The UWF Post-Tenure Review (PTR) Process was developed pursuant to the State University System of Florida Board of Governors (BOG) Regulation 10.003 approved in March 2023. BOG Regulation 10.003 requires each university's board of trustees to "adopt policies requiring each tenured state university faculty member to undergo a comprehensive Post-Tenure Review." The UWF Board of Trustees (BOT) Regulation 2.001, adopted in September 2023 and revised in December 2023, defines UWF's policies for PTR. The United Faculty of Florida (UFF) University of West Florida Chapter Collective Bargaining Agreement for 2023-2026 further details the PTR process and outcomes, including salary increases for meeting and exceeding expectations. PTR replaced the former UWF Sustained Performance Evaluation Process for tenured, in-unit faculty during the 2023-2024 academic year.

According to BOG Regulation 10.003, the purpose of the Post-Tenure Review is to

- Ensure high standards of quality and productivity among the tenured faculty in the State University System.
- Determine whether a faculty member is meeting the responsibilities and expectations associated with assigned duties in research, teaching, and service, including compliance with state laws, Board of Governors' regulations, and university regulations and policies.
- Recognize and honor exceptional achievement and provide an incentive for retention as appropriate.
- Refocus academic and professional efforts and take appropriate (BOG Reg. 10.003.I).

II. TIMING AND ELIGIBILITY

A. Eligibility

Each tenured faculty member shall have a comprehensive Post-Tenure Review of five years of performance in the fifth year following the last promotion or the last comprehensive review, whichever is later. For faculty hired with tenure, the hire date shall constitute the date of the last promotion (BOG Reg. 10.003.II).

- In the 2023-2024 academic year, 20% of tenured faculty with the most longevity in rank were evaluated, in addition to faculty in their fifth year under (II)(A).
- In each of the second (2024-2025), third (2025-2026), fourth (2026-2027), and fifth (2027-2028) years following the effective date of this regulation (2023), 20% of tenured faculty who have the most longevity in rank and who have not received a comprehensive review will be evaluated in addition to faculty who are in the fifth year under (II)(A).
- Beginning with the sixth year following the effective date of this regulation (2028-2029), the process outlined in (II)(A) shall be followed.

B. Out-of-unit Tenured Faculty

Tenured Faculty who have served in out-of-unit administrative roles for more than two Years shall not be required to undergo a Post-Tenure Review until the Faculty Member has completed five consecutive Academic Years in unit following return to the Bargaining Unit. For the purposes of Post-Tenure Review, Faculty Senate President is not an “administrative role.” The University shall advise departments on the process for the creation of Post-Tenure Review criteria for out-of-unit Tenured Faculty and whether such criteria will be included in department bylaws or created by the University outside of departmental bylaws. Eligible administrative roles for tenured faculty include, but are not limited to, Assistant Chairperson, Assistant Dean, Assistant Director, Associate Chairperson, Associate Dean, Associate Director, Chairperson, Director, or Executive Director.

C. Exceptions

Exceptions to the timing of a faculty member’s Post-Tenure Review may be made for extenuating, unforeseen circumstances. Exceptions granted to tenured faculty members shall be disclosed in the Provost’s report to the President and the Board of Trustees required by Section VI of BOG Reg. 10.003 (2.c) and UWF Reg 2.001. A faculty member may not elect a deferral apart from extenuating or unforeseen circumstances without approval of the Provost prior to the submission date stated in the calendar of events in Section IV.

III. REVIEW REQUIREMENTS

Tenured faculty are expected to meet expectations associated with assigned duties in research, teaching, and service. Positive sustained contributions are expected in all assigned work areas. Percent effort in areas of assignment may vary as a career evolves. A decrease in effort and, thus, expectation in one category should be balanced with a concomitant increase in another category. Except in the case of significant other responsibilities, tenured faculty should retain a minimum of 10% (unless otherwise approved by the Provost) research, scholarship, or creative work (UWF Reg 2.001.III).

A. Considerations

The comprehensive Post-Tenure Review shall include consideration of the following:

1. The level of accomplishment and productivity relative to the faculty member’s assigned duties in research, teaching, service, and other assignments including extension, clinical, and administrative assignments;
2. The faculty member’s history of professional conduct and performance of academic responsibilities to the University and its students;
3. Any substantiated disciplinary actions in the personnel file including but not limited to the faculty member’s non-compliance with state law, BOG regulations, and University regulations and policies; Unapproved absences from teaching assigned courses; Substantiated student complaints; and Other relevant measures of faculty conduct as appropriate (UWF Reg 2.001.III).

B. Criteria

Criteria for rating faculty performance in work assigned shall be clarified by each college and department in terms tailored to the college and department disciplines through departmental bylaws and consistent with University standards. The criteria for rating faculty performance shall be initiated by unit faculty with final approval of the Provost (UWF Reg 2.001.III.b). The process for creating and approving criteria identifying the level of accomplishment and productivity relative to the Faculty Member's assigned duties in research, teaching, and service, including extension, clinical, and administrative assignments, shall follow the same University process as the creation and approval of tenure and promotion criteria (UWF-UFF CBA XI.3.c.7).

Rating categories for Post-Tenure Review shall include the following University-level guidance:

1. **Exceeds expectations** – a clear and significant level of accomplishment beyond the average performance of faculty across the faculty member's discipline and unit.
2. **Meets expectations** – expected level of accomplishment compared to faculty across the faculty member's discipline and unit.
3. **Does not meet expectations** – performance falls below the normal range of annual variation in performance compared to faculty across the faculty member's discipline and unit but is capable of improvement.
4. **Unsatisfactory** – failure to meet expectations that reflect disregard or failure to follow previous advice or other efforts to provide correction or assistance, or performance involves incompetence or misconduct as defined in applicable University regulations and policies.

IV. PROCESS

- “The Post-Tenure Review shall not consider or otherwise discriminate based on the Faculty Members' political or ideological viewpoints” (UWF-UFF CBA XI.3.c.8).
- “Post-tenure review criteria shall be in place and available for review prior to Faculty putting forward a Post-Tenure Review file” (UWF-UFF CBA XI.3.c.9).

A. Required Dossier Materials

- A copy of the approved, current, departmental bylaws.
- Statement of Contributions regarding teaching, creative and scholarly activities, and service during the past 5 academic years. The Statement of Contributions should ideally be succinct and is encouraged not to exceed 3 pages. However, the Statement of Contributions may exceed 3 pages if necessary.
- An up-to-date CV with active external links, should such links be available, to information about Creative and Scholarly Activities over the past 5 academic years (examples: a publisher's website for a book, a repository such as PubMed, IEEE Xplore

- or ACM Digital Library, conference websites with agenda, websites for galleries or musical performances, Google Scholar, etc). Also, the date of publication, presentation, or performance must be stated.
- Annual work assignments and annual evaluations of the faculty member’s performance for the previous five (5) academic years period.

B. Timeline

All dates are in 2024

- MAR 18 (Mon) Provost shall issue a memorandum identifying the Faculty that will undergo Post-Tenure Review for the 2024-2025 Academic Year.
- AUG 16 (Fri) Faculty wishing to postpone their PTR, due to extenuating, unforeseen circumstances, must submit a request to the Provost by this date. A copy of this request should be sent to the faculty member’s Chair and Dean.
- AUG 26 (Mon) Faculty member submits their completed dossier to Interfolio (Appendix A), which includes all required materials, to the Chair. The Chair receives any substantiated disciplinary actions in the personnel file, unapproved absences from teaching assigned courses, substantiated student complaints, and other relevant measures of faculty conduct as appropriate.
- SEP 16 (Mon) Chair reviews dossier and provides recommendation. A copy of the recommendation is sent to the faculty member.
- SEP 23 (Mon) If the faculty member wishes to rebut the Chair’s recommendation, they must submit their rebuttal to the Chair by this date.
- SEP 24 (Tue) Chair forwards dossier to the Dean.
- OCT 21 (Mon) Dean reviews dossier and provides a recommendation. A copy of the recommendation is sent to the faculty member. A copy is also sent to the Chair.
- OCT 28 (Mon) If the faculty member wishes to rebut the Dean’s recommendation, they must submit their rebuttal to the Dean by this date.
- OCT 29 (Tue) Dean forwards dossier to the Provost. The Provost “may request assistance from a university advisory committee [the University Faculty Personnel Committee] in formulating an assessment” (BOG Reg 10.003). “With guidance and oversight from the University President, the Provost will rate the faculty member’s professional conduct, academic responsibilities, and performance during the review period. The Provost may accept, reject, or modify the dean’s recommended rating. Each faculty member reviewed will receive one of the performance ratings established in section III.B above” (UWF Reg 2.001.III).
- DEC 9 (Mon) By this date the Provost will inform the faculty member of the PTR decision. A copy of the decision is also provided to the Chair and Dean.

C. Appeals

Final decisions regarding Post-Tenure Review may be appealed under university regulations or collective bargaining agreements, as applicable to the employee. The arbitrator shall review a decision solely for the purpose of determining whether it violates a university regulation or the applicable collective bargaining agreement and may not consider claims based on equity or substitute the arbitrator's judgment for that of the university (BOG Reg,10.003). Pursuant to Section 1001.741, Fla. Stat., the decision may not be appealed beyond the President or designee and is not subject to arbitration (UWF Reg 2.001.V).

V. OUTCOMES

A. Exceeds Expectations

“For tenured Faculty who achieve a performance rating of ‘exceeds expectation’ as defined in BOG Reg.10.003 the Deans will recommend a salary increase of \$6000 for Professors, \$4000 for Associate Professors, and \$2000 for Assistant Professors (UWF-UFF CBA XI.3.c.4).

B. Meets Expectations

“For tenured Faculty who achieve a performance rating of ‘meets expectations’ as defined in BOG Reg,10.003, the Deans will recommend a salary increase of \$3000 for Professors, \$2000 for Associate professors and \$1000 for Assistant Professors” (UWF-UFF CBA XI.3.c.5).

C. Does Not Meet Expectations

For each faculty member who receives a final performance rating of “does not meet expectations,” the appropriate college dean, in consultation with the faculty member’s department chair, shall propose a performance improvement plan to the chief academic officer.

1. The plan must include a deadline for the faculty member to achieve the requirements of the performance improvement plan. The deadline may not extend more than 12 months past the date the faculty member receives the improvement plan.
2. The Provost shall make final decisions regarding the requirements of each performance improvement plan.
3. Each faculty member who fails to meet the requirements of a performance improvement plan by the established deadline shall receive a notice of termination from the Provost (BOG Reg,10.003).

D. Unsatisfactory

Each faculty member who receives a final performance rating of “unsatisfactory” shall receive a notice of termination from the Provost (BOG Reg,10.003).

E. Summary

The table below summarizes the outcomes associated with ratings decisions.

Rank	Performance Rating	Outcome
Professor	Exceeds Expectations	\$6,000 salary increase
	Meets Expectations	\$3,000 salary increase
	Does Not Meet Expectations	Performance improvement plan, no salary increase
	Unsatisfactory	Termination
Associate Professor	Exceeds Expectations	\$4,000 salary increase
	Meets Expectations	\$2,000 salary increase
	Does Not Meet Expectations	Performance improvement plan, no salary increase
	Unsatisfactory	Termination
Assistant Professor	Exceeds Expectations	\$2,000 salary increase
	Meets Expectations	\$1,000 salary increase
	Does Not Meet Expectations	Performance improvement plan, no salary increase
	Unsatisfactory	Termination

“If a faculty member goes up for promotion and PTR simultaneously in the same academic year, and both the promotion and the PTR are successful, the amount of the PTR salary increase will be at the rate of the new rank” (UWF-UFF CBA XI.3.c.10).

APPENDIX A

UWF INTERFOLIO

The Division of Academic Affairs utilizes Interfolio's Review, Promotion & Tenure (RPT) service to manage submission and review of packets for Tenure, Promotion, Post-Tenure Review, and Sustained Performance Evaluation. Faculty will upload their files into Interfolio. Interfolio will be used for the following application and review processes.

- Tenure
- Promotion to Associate Professor
- Promotion to Professor
- Promotion for Library Faculty
- Promotion for Professional/Clinical Practice Positions
- Promotion for Lecturer, Instructor, and Research Associate Positions
- Post-Tenure Review
- Sustained Performance Evaluation for Library Faculty

Please visit the [UWF Interfolio](#) webpage for more details, including how to access this new system.