

Department of Communication Bylaws

Third-Year Review:

The Department of Communication conducts a mandatory review of untenured tenure-line faculty during the spring of the third year at UNF. The purpose of this review is to evaluate the candidate's progress toward meeting university standards for tenure and promotion, which are excellence in teaching, excellence in scholarship, and continuous and meaningful service. A committee of tenured faculty, appointed by but excluding the Chair, examines the candidate's record and submits a written evaluation to the Chair and the candidate. A positive review does not guarantee that tenure and promotion will be granted nor does a negative review guarantee that tenure and promotion will be denied. The Chair will establish a timeline for the review process, which must take place in February or March. The criteria mentioned above for tenure will be used for the third-year review.

Procedures

1. The department Chair notifies the tenure-program faculty member at the beginning of the fall semester of the candidate's third year that the review will take place during the spring term.
2. The department Chair appoints a committee of three tenured faculty from the department and charges them with the responsibility of conducting the review and evaluating the candidate's progress toward tenure and promotion. Should three tenured departmental faculty not be available, the Chair will appoint two tenured faculty from the department and one from another department. The committee elects a Chair, who will be a voting member.
3. By the designated deadline the candidate will provide the department committee with a portfolio/dossier which must include the items listed in the UNF Collective Bargaining Agreement of 2006, 19.7(b) (3) Initiation of the Tenure Process.
4. The candidate may request and be granted an interview with the review committee. At the candidate's request, some or all of the committee members shall observe his or her classroom teaching.
5. The committee reviews and discusses the portfolio/dossier and votes on whether the candidate is making sufficient progress toward meeting university standards for tenure and promotion. The committee's evaluation is based on an oral vote by all members of the committee. No member may be excused from voting or may abstain from voting on the evaluation.
6. The review committee submits a written evaluation to the department Chair and to the candidate by the designated deadline. The report describes the committee's procedures, announces the numerical results of the oral vote with no names denoted, includes the names and academic ranks of committee members, assesses the candidate's performance, and provides recommendations to prepare the candidate for the future tenure review.

7. A one-year postponement delaying the mandatory review process may be requested if the candidate takes a one-year leave of absence during his/her first two years.