

Dept. of Political Science and Public Administration
UNF-UFF Contract-Required Bylaws

Article VI: Colleagues' appraisal of progress toward tenure (3rd-year Review)

1. As stated in the contract, the purpose of the Colleagues' appraisal is to provide thoughtful and constructive assessments, suggestions, and guidance to assist the faculty members in fulfilling the University's tenure criteria, as interpreted in the Department of Political Science and Public Administration's Bylaws.
2. The Colleague's Appraisal will be carried out by a committee of three tenured faculty members within the Department. The Chair will appoint the three members of this committee. The Appraisal Committee shall elect its own chair.
3. As stated in the contract, the appraisal shall be conducted in February or March of the faculty member's third year of tenure-earning service at UNF. The chair will provide the faculty member under review with a specific schedule and list of committee members at the beginning of the candidate's third year.
4. As stated in the contract, the faculty member shall compile an appraisal dossier to submit to his/her colleagues. The dossier shall consist of only the following documents, in the following order:
 - a. A cover/title page
 - b. A table of contents listing each document in the appraisal dossier
 - c. A copy of the Department of Political Science and Public Administration Contract-Required Bylaws Article V
 - d. The faculty member's current curriculum vitae
 - e. A copy of all the faculty member's annual assignments, including the chair's indication of the proportion of the faculty member's assignments that have been devoted to teaching, scholarship, and service.
 - f. A copy of all the faculty member's annual reports submitted to his/her chair
 - g. A copy of all the faculty member's annual evaluations
 - h. A summary and discussion of no more than two (2) pages in length by the faculty member of significant teaching and curriculum efforts, including but not limited to a summary of evaluations of his/her teaching by students and academic colleagues through University-sanctioned methods such as survey instruments, questionnaires, in-class visitations, observations, and interviews, and other relevant tangible evidence as determined by the faculty member, which shall be available for review upon request.
 - i. Copy of the syllabus for all courses taught by the faculty member
 - j. A summary and discussion of no more than two (2) pages in length by the faculty member of his/her research/scholarship/creative activity and publication record.
 - k. A summary and discussion of no more than two (2) pages in length by the faculty member of professionally related service activities
 - l. Copies of published and forthcoming research/scholarship/creative works, including conference papers, drafts of works in progress, or other appropriate evidence of scholarly or creative activity.

5. During the Appraisal Committee's review of the dossier, the committee and faculty member under review can meet informally. Following the Appraisal Committee's assessment of dossier materials, the committee will consult with the Department Chair and issue the faculty member under review a letter describing its appraisal of the faculty member's progress toward tenure on teaching, research, and service, as defined in the Department of Political Science and Public Administration Contract-Required Bylaws Article V.
6. As stated in the contract, the faculty member may request a meeting with the Appraisal Committee and the Department Chair by submitting a written request to the chair within five (5) days of receipt of the colleagues' appraisal.
7. As stated in the contract, the appraisal process shall be confidential to the extent permitted by law and internal to the department; consequently, the appraisal shall not be included in the faculty member's tenure dossier nor placed in the faculty member's evaluation file.
8. As stated in the contract, the colleagues' appraisal is not binding upon the University nor shall that appraisal be used in the subsequent tenure review process.

10/13/06