

## Bylaws for Department of World Languages

### \_\_\_. Colleagues' Appraisal

As stated in the UNF/UFF contract, the purpose of the third-year 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 and clarified in the department's bylaws." The contract further states that "the faculty of each department shall develop a procedure to appraise the progress of each tenure-earning faculty member in meeting the criteria for tenure. This procedure shall identify how the tenured faculty members in the department will be involved in the appraisal and how the tenure-earning faculty member will be provided feedback regarding the colleagues' analysis of the candidate's progress toward tenure." Therefore:

1. The Colleague's Appraisal shall be carried out by a committee of three tenured faculty members within the Department, elected by the department faculty. The Appraisal Committee shall elect its own chair.

2. Following the Appraisal Committee's assessment of dossier materials, the committee shall issue the faculty member under review a letter describing its appraisal of the faculty member's progress towards tenure on teaching, research, and service in relation to the criteria interpreted and clarified in the department's bylaws (Sections \_\_\_\_\_).

3. The timing of the appraisal, the contents and format of the appraisal dossier, the opportunity afforded the faculty member to request a meeting with the members of the committee conducting the appraisal and the chair in order to discuss the appraisal, and the confidentiality of the results of the appraisal shall be done as stipulated in the provisions of the contract in Article 19.7(b).