CHECKLIST
TENURE TRACK FACULTY HIRING

Items to be included in Permission to Extend Offer Packet

_____ Memo from Chair to Dean
    (This can just be a letter- no specific form is required)
_____ Memo from Search Committee Chair to Department Chair
    (Template is on N: Drive under MPurvis)
_____ Completed Faculty Documentation Checklist form
    (Template is on N: Drive under MPurvis)
_____ Candidate’s official transcript (COPY ONLY)
_____ A copy of the three letters of recommendation (COPIES ONLY)
    These must be signed, dated, on letterhead and indicate the title of the
    person writing the letter
_____ Candidate’s letter of application (COPY ONLY)
_____ Candidate’s curriculum vitae (COPY ONLY)
_____ Any other correspondence which documents additional credentials for the
    position (COPY ONLY)
_____ Put all of these in a manila folder and label it exactly as follows
    RECOMMENDATION TO OFFER
    Candidates Full Name (take from transcript)
    COAS / Department
    Position #
_____ Deliver to Dean’s Office
CHECKLIST
REAPPOINTMENT OF VISITING FACULTY HIRING

Items to be included in Offer Letter Packet

_____ Two original letters of offer signed by the chair
_____ Updated Faculty Documentation Checklist Form
   (Template is on N; Drive under MPurvis), new form must be submitted with the Fields updated for this step.
_____ Candidate’s updated original vitae
_____ Any other correspondence which documents additional credentials for the position (COPY ONLY)
_____ Updated PAF
   (on HR Website under Forms)
_____ Put all of these in a manila folder and label it exactly as follows
   OFFER LETTER PACKET (Returning)
   Candidates Full Name (take from transcript)
   COAS / Department
   Position #
_____ Deliver to Dean’s Office
This file will not come back to the department, please make copies for your files before you send.
February 28, 2011

Dr. xxxxxx

Dear Dr. xxxx:

We are pleased to offer you an appointment as an Assistant Professor of ______ in the Department of ______, legislative position number ______, for the period August 8, 2011 through May 4, 2012. Your salary for this 1.0 FTE appointment will be $______.

This is a tenure earning position. Your annual assignment will be made in accordance with appropriate provisions of Florida Statutes, rules of the Florida Board of Governors, and rules of the University of North Florida Board of Trustees, a public body corporate. Your assignment for the contract period consists of teaching approximately 9 credit hours per semester, research/scholarship and publishing the results of such, and service activities. You are also encouraged to pursue contracts and grants where appropriate. You will be granted a three credit hour course release during your first year of employment to allow additional time to establish your scholarship/research program. A second three credit hour course release will be provided in your fourth year of tenure earning service to allow for further development of your scholarship/research program.

The offer for this position is contingent upon receipt by the Office of Academic Affairs of an original transcript showing that you received your PhD. This transcript must be received prior to your first day of employment, as specified above, in order for you to be placed on the university payroll system.

This offer is also contingent on your ability to work under the provisions of the Immigration Reform and Control Act of 1986, which requires documentation that proves identity and employment eligibility. Please contact the Office of Human Resources (904-620-2903) regarding the documents which you need to provide to that office by the third day of employment to comply with this requirement.

If you are a Foreign National and require visa processing, this offer is contingent upon the successful filing of your H-1B petition. The dates listed above are nine month contract employment dates and may vary depending on when H-1B approval is received. Employment cannot begin until approval of the H-1B visa is received. Additionally, the University of North Florida, as the sponsoring institution, incurs the costs associated with obtaining an H-1B visa ($325 filing fee, $500 anti-fraud fee, $1225 premium processing fee if needed, $735 expedited processing fee if needed and foreign credentials fee if needed). However, costs will be your
responsibility should you decline our employment offer after we have initiated the H-1B process. At that time payment will need to be made back to the University. Please contact the Office of Academic Affairs at (904) 620-2700 regarding the process and to obtain the documents that you will need to complete to begin the H-1B visa process.

Please indicate your acceptance of this appointment by signing and returning this letter to the Department of ______ by (2 weeks after the date of the letter). The second letter is for your files. You will receive a formal contract at a later date.

We are delighted at the prospect of having you continue with us as a member of the faculty and are confident that you will find UNF a rewarding place to work and the Jacksonville area an exciting place to live.

Sincerely,

_________________________   _______________________
Chair xx, Chair               Dean xxx, Dean
Department of xxxx            College of xxxx

_________________________
Mark E. Workman              
Provost & Vice President     
for Academic Affairs

Offer Accepted:

_________________________   _______________________
Dr. xxx                     Date
UNIVERSITY OF NORTH FLORIDA

Department of History

Date: 11 July 2008

To:

From: Dale L. Clifford, Chair

Re: Assignment for 2008-2009

During the 2008-2009 academic year, you will be expected to perform duties in the areas of teaching, research, and service.

It is anticipated that about 75% FTE will be in teaching. You will be notified of the specific courses assigned as far in advance as practicable, usually two months. However, last-minute changes in course assignments sometimes occur.

As of this moment, your fall 2008 courses are:

Your courses on the two-year course matrix for spring 2009 are:

The remaining 25% of your time will be divided between research and service. It is expected that all faculty will maintain an active scholarly/creative agenda. After reviewing your goals for the coming year, we expect

All faculty are expected to contribute meaningfully to the governance of the institution/professional service. You will be Committee assignments within the department will be made at the beginning of fall term, with your agreement.

At the end of each semester, your activities will be summarized on the Faculty Activity Report. At the end of the academic year, your achievements and your goals for next year will be reported in your annual report.

________________________
Chair's signature and date

________________________
Faculty signature and date

Faculty must be notified when materials are placed in the personnel file, and those materials must be signed and dated. The signature below attests to the date this signed assignment letter was placed in the personnel file by the custodian:

________________________
Custodian's signature and date
EVALUATING THE PERFORMANCE OF FACULTY MEMBERS
Annual Evaluation

- To ensure accountability
- To provide basis for administrative decisions
- To communicate needed improvements
- To document performance/productivity
For tenure-earning faculty, include an appraisal of:

- Establish goals for the coming year
- Gather multiple sources of data
- Quantitatively assess performance quantitatively and qualitatively
- Relate criteria to assigned duties

Annual Evaluation - Considerations
Uses of Evaluation

- Professional Development Activities
- Awards, Honors, or Other Recognitions
- Salary Increases
- Assignment/Reassignment
- Reappointment

Basis for or considered in employment and personal decisions and actions such as:
University Policy
BOT-UFP Collective Bargaining Agreement
SUB Rule
Law

Evolution of Performance is required by:

Authority for Evolution
The Chair is responsible for the evaluation

Responsible Party
Criteria for Annual Evaluation

Department Bylaws

BOT-UPE Bargaining Agreement, Article 18

Each faculty member at the time of hire

A copy of these criteria should be provided to
Teaching Effectiveness

- Adherence to accepted standards of professional behavior in meeting responsibilities to students.
- Effectiveness in stimulating students' critical thinking and/or creative abilities.
- Effectiveness in presenting knowledge, information, and ideas.
Indicators of Successful Teaching

- Subject Matter Mastery
- Curriculum Development
- Delivery of Instruction
- Course Design
- Assessment of Instruction
- Availability to Student
- Timeliness and Completion of Administrative Requirements
- Requirements
Publication, display, or performance
Scholarship/Creative Activity that has not yet resulted in
Organizations/Societies, and
Papers presented at Meetings of Professional
Musical Composition, Painting, Sculpture
Articles and Papers in Professional Journals

Published Books
Other Forms of Creative Activity
Development of New Educational Techniques and
Contribution to the Discovery of New Knowledge

Indicators of Accomplishment in
Scholarship/Creative Activity
College meetings
responsibility to participate in regular departmental
Councils beyond the associated with the expected
institutions, including service on committees and
Participation in the governance process of the
Commissionons
organizations and governmental boards, agencies and
Contributions to scholarly and professional
International community
related contribution to the community, state, nation, or
Public service that exceeds professional or discipline-

Service
Indicators of Accomplishments in
Questions to Consider in Assessing

the Qualitative and Quantitative
Aspects of Annual Evaluation

What is the faculty member doing to challenge the
department?

Are the faculty members ISG scores at or above the
department/college average for the department?

Are the faculty members’ teaching meet or exceed
the measures used for assessing quality within the

department?
teaching?
member referred to both quality and quantity of
What is a reasonable goal for this faculty
office hours?
Does the faculty member have and keep posted
member have with students?
What one-on-one interactions does the faculty
Evaluating questions re: Scholarship/Creative Activity

- What is the quantity and quality of publications or exhibit art shows, for example, of the faculty member participating in the mission of the department, college, and university?

- Is the scholarship/creative activity appropriate to the faculty member's field?

- What type of scholarship/creative activity is this?
What is a reasonable goal for this faculty member related to both the quality and quantity of scholarship/creative activities? What is the faculty member doing to secure funding and/or submitting proposals? What standards does the faculty member's scholarship/creative activity meet or exceed the department's standards?
What is a reasonable goal for this faculty member and university?

Does the faculty member contribute to the orderly and effective functioning of the department, college, and university?

Are the service activities consistent with the mission discipline?

Does the faculty member’s service contribute to the
Sources of Evaluative Input

- Others - e.g., clinical supervisors
- Students
- Peers
- Faculty Member
No anonymous information except student member with shared experience comments from faculty member with stated deadline.

Discuss no later than July 15th for discussion with the faculty member.

Draft Evaluation

Preparing Draft and Final Written Evaluation
Final Evaluation

Faculty member

Place signed copy in faculty member's personal

for him/her to keep, one to return

Send two copies to the faculty member – one

Indicate deadline for return of signed evaluation

Include signature line to indicate receipt by

Faculty member

Faculty member
Poorly prepared, or faculty incorrectly
Statements which are overly general, misleading,
Little variation among faculty
Review of prior year evaluations
Comparing current year evaluation with no
Performance Evaluation Pitfalls
Exclude personal bias
Be frank and tell the truth
Be honest and objective
Constructive rather than general or perfunctory
Comments should be meaningful and

Other Comments
Promotion process, merit pay increases, etc.

Such evaluations set the stage for the tenure and annual evaluation is an ongoing process.
Indicate Year(s) of tenure eligibility

bylaws

applicable tenure criteria and departmental

Review performance in consideration of the

annual evaluation

To be included as a separate component of

members

Required every year for tenure-carrying faculty

Tenure Appraisals
Exclude personal bias

Be frank and tell the truth

Be honest and objective

Provide meaningful and constructive comments

Some principles as those for annual evaluation

Tenure-earnings years

A cumulative assessment of performance over
UNIVERSITY OF NORTH FLORIDA

TENURE APPRAISAL
2009-2010

BOT-UFF Collective Bargaining Agreement states:
Each tenure-earning faculty member shall annually be apprised in writing of the faculty member’s progress toward tenure and promotion by his/her chair. The purpose of the appraisal is to provide assistance and counseling to the faculty member to help him/her achieve tenure. The appraisal is not binding upon the University. Reference Section 19.7, of the BOT-UFF Bargaining Agreement for the full text regarding tenure appraisals.

Name of Employee: xxxxxx

Year(s) of Tenure Eligibility: xxxxxx
Note: a faculty member is eligible to apply for tenure as early as his/her fourth year in a tenure earning position, and must be a candidate no later than the sixth year.

This is to apprise you of your progress toward tenure.

1. Instruction.

Professor xxxxxx has proven to be an excellent instructor who is improving each year. She has demonstrated a serious commitment to her craft and has availed herself of opportunities to grow as an instructor. Her courses are rigorous, utilize a variety of pedagogical tools, and allow for students to apply their knowledge both locally and globally. She also embodies the commitment that UNF makes to its students by providing them with rich learning experiences (in and out of the classroom) that have the potential to transform their lives. Professor xxxxx has also demonstrated high (and improving) student evaluations and an ability to adapt to a variety of classroom settings. I encourage her to continue her excellent progress that she has demonstrated thus far.

There are no deficiencies in Professor Wilder’s instructional performance that may adversely affect her ability to achieve tenure.

It is the judgment of the Chair that Professor xxxxx is making satisfactory progress toward tenure in terms of teaching.

2. Research, scholarship, creative activity

Professor xxxxxxx scholarly trajectory has been fairly steep and consistent in her time at UNF. She has demonstrated that she can produce excellent scholarship and publish it in peer-reviewed outlets. She is highly productive and is very aggressive in pursuit of her research agenda and has multiple projects at various stages of development. She also has demonstrated a significant engagement in scholarship by presenting at major national conferences and by applying for extramural funding for her research. I encourage her to continue submitting high-quality work
for publication and pursuing external funding.

There are no deficiencies in Professor xxxxx research performance that may adversely affect her ability to achieve tenure.

It is the judgment of the Chair that Professor xxxxx is making satisfactory progress toward tenure in terms of research.


Professor xxxxx has proven to be an extraordinary community, university, departmental, and professional servant. She has engaged in a variety of service activities at various levels very early on in her career and has made a significant impact as a result of her activities. She is highly collegial, takes initiative, and provides meaningful and impactful service. I hope she will continue her terrific progress.

There are no deficiencies in Professor xxxxxx service performance that may adversely affect her ability to achieve tenure.

It is the judgment of the Chair that Professor xxxxxx is making satisfactory progress toward tenure in terms of service.

______________ Date:
xxxxxxx, Chairperson
Department of xxxxxx

______________ Date:
xxxxxxx, Dean
College of xxxxxx

______________ Date:
Faculty Member

Faculty must be notified when materials are placed in the personnel file, and those materials must be signed and dated. The signature below attests to the date this signed evaluation was placed in the personnel file by the custodian:

______________
Custodian’s signature and date

cc: Provost and Vice President for Academic Affairs
Dear Dr. xxx

Your name was provided to me by Dr. xxx, who is currently under consideration for tenure and promotion to Associate Professor at the University of North Florida. His CV is attached. Because of your expertise in the field, I am writing to ask if you would be willing to serve as an external evaluator of Dr. xxx research and to provide a letter to this effect, which is required as part of our tenure and promotion process. I am not asking that you provide a recommendation for promotion and/or tenure. Rather, we request your honest professional appraisal of Dr. xxx scholarship; its scope, relevance, and quality.

If you would be willing to serve as an external evaluator, I will gladly send you the materials necessary to assess Dr. xxx scholarship via electronic or regular mail. I ask that the letter containing your review and your current curriculum vita be received by date.

Thank you very much for considering this request which provides a valuable service to our academic community. Please let me know of your decision at your earliest possible convenience.

Very truly yours,

xxx