

**Center for Latin American Studies**  
**Third-Year Review Policy**  
(Approved, April 2019)

The Center for Latin American Studies is committed to supporting its faculty to achieve tenure at the University of Florida. Throughout the tenure probationary period the Center provides its tenure-accruing faculty members systematic assessments of their progress toward tenure.

During the third year of the tenure probationary period, the Center shall conduct a pre-tenure review for tenure-track faculty members. The third year review is intended to provide structured and constructive information to tenure-accruing faculty to assist in assessing whether they are meeting Center and University requirements for tenure. This process is advisory to the candidate and should provide thoughtful suggestions that will help the candidate meet the requirements for tenure. The third-year review shall be one in which no external reviewers are contacted. Other members of the Center, college or university community may provide input to the committee, but it is not required.

The review should begin, at the latest, early in the third year of the tenure accruing appointment. The Director shall notify the candidate of the time of the third-year review and request that the candidate submit relevant materials. By February 1st of that year, the candidate will complete a tenure and promotion packet and present it to the Chair of the Department. The packet will include:

- A preliminary document prepared according to guidelines required for UF Tenure and Promotion packets, as complete as appropriate given the time in rank of the candidate.
- Annual letters of evaluation from the Director.
- Documentation of the tenure candidate's teaching proficiency, including candidate generated materials (e.g. course syllabi, philosophy of teaching statement, etc.) as well as peer evaluations of the candidate's teaching prepared by faculty.
- A research/creative activity portfolio including the candidates' research publications, papers submitted for publication, and similar information.

The review will be conducted by a committee of at least two tenured Center-based faculty, to be appointed by the Director. The candidate's mentor(s) may serve on the committee at the Director's discretion. The reviewing committee may request other materials, and the faculty member may elect to submit other supporting materials.

The committee will present its report at a meeting of the tenured Center-based faculty (usually in mid-March) to review the candidate's dossier and assess whether the faculty member is making satisfactory progress toward tenure, according to the expectations and indications of success that are appropriate at this point in the tenure probationary period. Before the end of the spring semester, the Director will meet with the faculty member to share the results of the committee's review and the discussion by the tenured Center-based

faculty. The candidate and Director are encouraged to include the candidate's mentor(s) in this meeting. The purpose of the meeting is to discuss the strengths and weaknesses in the candidate's packet; what the candidate can do to strengthen their record; and what assistance might be available in the Center, college, and/or university to address candidate needs and improve performance.

The appraisal process shall be confidential to the extent permitted by law and internal to the Center and respective college office. The third-year review report shall not be placed in the faculty member's evaluation file and shall not be included in the faculty member's subsequent tenure dossier.

The Director will provide written notification to the respective college office that this third-year review has been conducted.