**Frequently Asked Questions (FAQs) Related to PTR**

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**Q: What does PTR stand for?**

1. Post-Tenure Review

**Q: Where is the policy or guiding language on PTR?**

1. There are three sources for guidance on PTR:
   1. [Florida Board of Governors regulation 10.003 Post-Tenure Faculty Review](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.flbog.edu%2Fwp-content%2Fuploads%2F2023%2F11%2FRegulation_10.003_November-2023_FINAL.pdf&data=05%7C02%7Cinterfolio%40ucf.edu%7Cdcf8bb2ca9ba498282fc08dd77c25f21%7Cbb932f15ef3842ba91fcf3c59d5dd1f1%7C0%7C0%7C638798398952908883%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=RnZhitpIHeWoRvGj9b3CmpRO1Sgr4IA3iuT1XKsOZbg%3D&reserved=0)
   2. [UCF Policy 4-410 on Comprehensive Post Tenure Review](https://policies.ucf.edu/documents/4-410.pdf)
   3. 2024-2027 [UCF Collective Bargaining Agreement](https://www.collectivebargaining.ucf.edu/CBA/2024-2027%20Full%20Book.pdf), Article 10, Section 10.7.

**Q: What does a notice for PTR look like?**

1. This message is being sent to Deans and the Provost. Faculty selected for post-tenure review (PTR) and their Chairs/Directors/Unit Heads and relevant Assistant or Associate Deans are blind copied.

*The* [*Florida Board of Governors regulation 10.003 Post-Tenure Faculty Review*](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.flbog.edu%2Fwp-content%2Fuploads%2F2023%2F11%2FRegulation_10.003_November-2023_FINAL.pdf&data=05%7C02%7Cinterfolio%40ucf.edu%7Cdcf8bb2ca9ba498282fc08dd77c25f21%7Cbb932f15ef3842ba91fcf3c59d5dd1f1%7C0%7C0%7C638798398952908883%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=RnZhitpIHeWoRvGj9b3CmpRO1Sgr4IA3iuT1XKsOZbg%3D&reserved=0) *requires that tenured faculty undergo a comprehensive PTR every five years.* [*UCF Policy 4-410*](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpolicies.ucf.edu%2Fdocuments%2F4-410.pdf&data=05%7C02%7Cinterfolio%40ucf.edu%7Cdcf8bb2ca9ba498282fc08dd77c25f21%7Cbb932f15ef3842ba91fcf3c59d5dd1f1%7C0%7C0%7C638798398952928620%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=oDcTSClALBznEeaJ4ft2iOoiemTQ4do4vtM3SoGxo%2B4%3D&reserved=0) *describes the process for PTR at UCF.*

*You have been identified as a faculty member who will be required to submit a PTR dossier in Fall \_\_\_\_\_\_\_.*

*Although you do not need to do anything at this time, attached to this email are documents describing the timeline and information that will need to be included in the PTR dossier. It may be helpful to start gathering materials you are likely to need. This includes an updated CV, annual assignments, annual reviews, and student evaluations from academic year \_\_\_\_\_\_\_\_ and on.*

*We will be using Interfolio for the PTR process. The system will be open for you to begin uploading materials by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The hard deadline for submission is 11:59 pm on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

**Q: What is the history of PTR at UCF?**

1. The first cycle of PTR was conducted during the academic year of 2023-24. The second cycle was conducted in 2024-25, and the third and upcoming cycle is in 2025-26.

During 2023-24, n=94 faculty members were reviewed. Of these, n=30 were rated as *exceeds expectations*, n=54 were rated as *meets expectations*, n=8 were rated as *does not meet expectations*, and n=2 were rated as *unsatisfactory*. Of the n=8 who were rated as *does not meet expectations*, two retired and n=6 received performance improvement plans (PIPs). One faculty member of the n=6 retired during the PIP. Of the n=5 completed PIPs, all five met or exceeded the conditions of the plan. Of the n=2 who were rated as *unsatisfactory*, one retired and the other resigned.

During 2024-25, n=96 faculty members were reviewed. Of these, n=46 were rated as *exceeds expectations*, n=40 were rated as *meets expectations*, n=10 were rated as *does not meet expectations*, and none were rated as *unsatisfactory*. Of the n=10 who were rated as *does not meet expectations*, n=3 have retired or resigned and n=7 received PIPs.

During 2025-26, approximately n=184 faculty members were initially selected. Of these, approximately n=23 were postponed automatically due to date errors in Workday, missing information in Workday, or leave-related issues. There were n=15 requests for extensions of which n=14 were approved and one was denied. In total, there are currently n=147 faculty members who remain on the PTR list for 2025-26. The Provost may grant individual extensions due to resignation, retirement, approved leave of absence, new administrator appointment, or other extenuating circumstances.

**Q: How was I selected for PTR?**

1. The records used originated from Workday and were cross-referenced with previous years’ lists and notes for PTR. Preliminary lists were sent to Deans and Assistant/Associate Deans for checks of accuracy. The following inclusion/exclusion criteria were used:
   1. A report of all active tenured faculty across UCF was generated from Workday.
      1. Dates contained within the Workday report were used as time since last review.
   2. Faculty members that had undergone the PTR process during 2023-24 or 2024-25 were excluded.
   3. Faculty members who were projected to have successfully completed the promotion process during the 2024-25 cycle and were expected to be officially promoted as of 8/8/2025 were excluded.
   4. Faculty members who had been promoted and/or tenured, returned to a faculty appointment from an administrator role, or hired with tenure in 2022 or since the date of the report were excluded.
   5. Faculty members listed in Workday as enrolled in the T2RP program were excluded.
   6. Faculty members currently holding a permanent out-of-unit administrative position were excluded.
   7. Faculty members currently on a medical-related leave of absence that exceeded 160 hours of leave within one semester were excluded.
      1. Faculty members who were not currently on a leave of absence were included.
   8. Faculty members currently on a sabbatical or professional development program assignment were included.
   9. Faculty members that automatically qualified for PTR during 2025-26 were included:
      1. Faculty members who had earned promotion and tenure, promotion, returned to a faculty appointment from an administrative role, or hired with tenure beginning in 2021 (most often 8/8/2021) automatically qualified for PTR.
         1. These were faculty currently in their 4th year but going into their 5th year (2025-26) following their most recent promotion and tenure review, promotion review, return from administrator role, or tenure-with-hire.
   10. All remaining faculty members currently in their 5th year or beyond were alphabetized by last name. This remaining list was considered *legacy* faculty members for whom their most recent promotion and/or tenure review, return from an administrator role, or hire with tenure was more than 4 years ago.
       1. UCF had committed to conducting PTR for all legacy faculty members within the first 5 years of the new PTR process.
          1. Year 1, 2023-24 (done)
          2. Year 2, 2024-25 (done)
          3. Year 3, 2025-26 (next upcoming)
          4. Year 4, 2026-27 (future)
          5. Year 5, 2027-28 (future)
       2. Therefore, the alphabetized list of legacy faculty members was divided into thirds. The first third of the alphabetized list was selected for PTR in 2025-26, the middle third was scheduled for 2026-27, and the final third was scheduled for 2027-28.

**Q: I underwent the promotion and/or tenure process during the academic year 2020-21, and I was awarded promotion and/or tenure as of August 2021. Am I eligible for PTR?**

1. Yes. According to the [UCF policy 4-410](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpolicies.ucf.edu%2Fdocuments%2F4-410.pdf&data=05%7C02%7CJoel.Cramer%40ucf.edu%7Cb8e6a74bebeb493c7a7f08dd7869b781%7Cbb932f15ef3842ba91fcf3c59d5dd1f1%7C0%7C0%7C638799117620329819%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=K53LsoJ%2FYPex0k1McCxpyY5Oj9jdX1ahkTleXWdssv8%3D&reserved=0), “*Each tenured faculty member will have a comprehensive post-tenure review of five years of performance in the fifth year following the last promotion or the last comprehensive post-tenure review, whichever is later*.” (p. 2).

If a faculty member had been officially promoted and/or tenured on 8/8/2021, they would have gone through that review process during the 2020-21 academic year. They would have held their promoted rank and tenure during academic years 2021-22, 2022-23, 2023-24, and 2024-25. Therefore, at this point, they would be in their 4th year of “post-review”. They would undergo the PTR process during 2025-26, which would be their 5th year following their last review.

In addition, materials accumulated during the 2020-21 academic year (courses, SPoIs, annual evaluation, etc.) would not have been evaluated during their promotion and/or tenure review. Therefore, these materials would be evaluated as part of their PTR materials in 2025-26.

For a faculty member promoted and/or tenured on 8/8/2021, we ask that they submit all the required materials for the following academic years: 2020-21, 2021-22, 2022-23, 2023-24, and 2024-25, which is a total of 5 years of materials. To be specific, all accomplishments that the faculty member has accumulated since May 8, 2020, can be included in the PTR dossier.

Below is a chart that may be helpful in understanding the differences between the PTR clock and the PTR five-year review period.

|  |  |  |
| --- | --- | --- |
| **Academic Year** | **Count PTR Clock** | **PTR five-year review period** |
| 2020-21 | Most recent comprehensive review | 1 |
| 2021-22 | 1 | 2 |
| 2022-23 | 2 | 3 |
| 2023-24 | 3 | 4 |
| 2024-25 | 4 | 5 |
| 2025-26 | 5 (PTR clock year) | PTR Year |

**Q: I was selected for PTR during 2025-26, and I am planning on seeking promotion to Professor during 2025-26. Must I complete both processes simultaneously?**

1. Yes, both may happen simultaneously.

The PTR process is a state requirement, while the promotion process is a discretionary decision by the faculty member. A tenured faculty member holding the rank of Associate Professor can choose to submit their dossier for promotion to Professor at any time. Likewise, they can also choose to withdraw their dossier at almost any time. Faculty members cannot choose to undergo the PTR process, which is mandated every 5 years.

The PTR process is an evaluation decision made by the Provost, guided by the Chair/Director and Dean. The result of PTR has one of four outcomes: exceeds expectations, meets expectations, does not meet expectations, or unsatisfactory. These outcomes may result in personnel actions that impact employment at the university.

The promotion process is also an evaluation decision made by the Provost, guided by external reviews, department committee, Chair/Director, college committee, Dean, and sometimes university committee. The result of the promotion process is one of two outcomes: recommend promotion or do not recommend promotion. Neither of these outcomes have any impact on personnel actions or employment at the university.

Because of these fundamental differences, PTR and promotion are two different processes with different outcomes that could happen simultaneously.

**Q: If a faculty member is appointed to an interim administrator position, does the 5-year clock restart?**

1. No. Interim administrator appointments do not restart the PTR clock, rather they are simply postponed for the duration of the interim appointment. In cases where the interim appointment is less than one year, there may not be any postponement of the PTR clock. The decision about extensions or postponement of the PTR process based on interim administrator appointments rests with the Provost.

**Q: If a faculty member is hired into or appointed to a permanent administrator position, does the 5-year clock restart?**

1. Maybe. Permanent administrator appointments are typically 5 years in duration and are reviewed every 5 years to maintain the appointment, much like PTR. If a permanent administrator appointment does not complete a 5-year term, it is at the Provost’s discretion whether or not to postpone the PTR clock for the duration of the appointment or restart the 5-year PTR clock after the appointment.

**Q: If a faculty member who was selected for PTR is on a planned FMLA or parental leave starting sometime in August, would they still need to submit their PTR file? Or would the expectation be that they submit their file prior to going on leave?**

1. Maybe. Ultimately, the faculty member has options. One option is to submit their materials prior to leave. Another option is to request an extension and then abide by the Provost’s decision.

“*Exceptions to the timing of the comprehensive post-tenure review may be granted by the provost for extenuating or unforeseen circumstances, including but not limited to, … faculty spending more than 160 hours on approved leave during one semester within the five-year period of review*.” [Policy 4-410](https://policies.ucf.edu/documents/4-410.pdf), p. 2.

If the extension was granted, they would be bumped to next year’s list (AY 2026-27).

**Q: I stepped down from an administrative role in 2021, and I have served in a tenured faculty appointment starting in August 2021 to present. Am I eligible for PTR?**

1. Yes. Since you returned to a faculty position in 2021 and served in a faculty appointment in 2021-22, you are currently in your 4th year as a tenured faculty member after returning from an administrator position. This means that AY 2025-26 would be your 5th year as a tenured faculty member (post-administrator). Policy 4-410 says that you are supposed to undergo PTR during your 5th year. This also means that you would include your assignments, evaluations, and accomplishments in your PTR dossier from AY 2020-21, 2021-22, 2022-23, 2023-24, and 2024-25.

**Q: I was hired with tenure at UCF in 2021, and I have served in a tenured faculty appointment from August 2021 to present. Am I eligible for PTR?**

1. Yes. Since you were hired into a faculty position in 2021 and served in a faculty appointment in 2021-22, you are currently in your 4th year as a tenured faculty member at UCF. This means that AY 2025-26 would be your 5th year as a tenured faculty member. Policy 4-410 says that you are supposed to undergo PTR during your 5th year. This also means that you would include your assignments, evaluations, and accomplishments in your PTR dossier from AY 2020-21, 2021-22, 2022-23, 2023-24, and 2024-25. We understand that your assignments, evaluations, and accomplishments during 2020-21 were at your previous institution, and we ask that you include these in your PTR dossier to the best of your abilities in coordination with your unit leader (Department Chair/School Director).

**Q: I completed a cumulative progress evaluation (CPE) within the past four years. Am I eligible for PTR?**

1. Yes. The CPE process is handled entirely within the faculty member’s college. CPE’s are not considered comprehensive reviews that may result in employment actions, as are promotion and/or tenure and PTR. While CPEs are important for guidance from your department/school and college about cumulative progress toward tenure, they do not necessarily result in direct decisions about employment.

Under the most recently revised CBA, tenured Associate Professors seeking promotion to Professor are not required to complete a CPE prior to submitting the promotion dossier. CPEs are now optional for that purpose (although perhaps a good idea). CPEs had been required (at least one) in the past, but that changed in the newest CBA.

**Q: Is there a list of faculty members who are scheduled for PTR?**

1. Yes. Faculty Excellence maintains a single master list of tenured faculty members that are tentatively scheduled for PTR during 2025-26, 2026-27, and 2027-28.

**Q: Is it possible that the list contains errors?**

1. Yes. It is possible that errors could exist on the list that may have been caused by any number of different sources, including Workday or human error.

**Q: How are errors corrected?**

1. Verification of correct information must ultimately be recognized and corrected in Workday so that a record is auditable for the new, correct, updated information. Faculty Excellence will update its master list based on changes in Workday.