

GUIDELINES AND INFORMATION REGARDING THE TENURE, PERMANENT STATUS AND PROMOTION PROCESS FOR 2008-2009

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ABOUT TENURE, PROMOTION & PERMANENT STATUS: 2008-2009

1. The governing regulations and collective bargaining provisions on tenure, promotion and permanent status can be found in:
 - a. Faculty not in bargaining unit: University of Florida Regulations (Regulations) 6C1-7.003, 7.010, 7.013, 7.019, for faculty; and 6C1-7.025 and 6C1-6.009 for County Extension Faculty (<http://regulations.ufl.edu/chapter6/> and <http://regulations.ufl.edu/chapter7/>); and
 - b. Faculty in bargaining unit: Memorandum of Agreement dated 2 May 2008 between the University of Florida and the United Faculty of Florida, and related documents at <http://www.uffacultycontract.org/new/tentagreements.shtml>

Please reference these documents for more complete information on the tenure, promotion, and permanent status process. Each year faculty eligible for tenure and promotion should be furnished with a copy of these "Guidelines" as well as departmental and college clarifications of the University tenure criteria, and any other materials relevant to the tenure and promotion process. Departmental clarifications of university criteria must be posted on departmental and college websites, made available in departmental and college offices, and provided to the Office of Academic Affairs. The only materials that can be considered in making a tenure or promotion recommendation are those contained or referenced in the packet. The absence of information or materials that are not required in the packet will not be held against the candidate.

It is the responsibility of the faculty member to see that her/his packet is complete and contains all the information pertinent to their case. The department chair is responsible for providing advice on the preparation of the packet, and the candidate is also encouraged to seek advice from her/his faculty mentor or other individuals knowledgeable about the process.

2. The university's criteria for granting tenure, promotion, or permanent status shall be relevant to the performance of the work that the faculty member has been employed to do and to his/her performance of the duties and responsibilities expected of a member of the

university community. These criteria recognize three broad categories of academic service as follows:

- (A) Teaching – Instruction, including regular classroom teaching and distance/executive/continuing education, direction of theses and dissertations, academic advisement, extension education programs, and all preparation for this work, including study to keep abreast of one’s field.
- (B) Research – Research or other creative activity including, peer-reviewed publications.
- (C) Service – Public and professional.

All tenure track faculty will have some portion of their time assigned to research unless alternative assignments are approved in advance by the appropriate dean and senior vice president. Each faculty member shall be given assignments that provide equitable opportunities, in relation to other faculty members in the same department, to meet the required criteria for promotion and tenure. Extension contributions in academic service may be inclusive of the three broad categories described above. Refer to Regulation 6C1-7.010(2)(b) for a detailed description of these activities specifically designed for extension faculty.

Changes in tenure and promotion criteria, including the discipline-specific departmental clarifications of those criteria, shall not become effective until one year following adoption of the changes.

3. In most cases, tenure and promotion require distinction in at least two areas, one of which shall be that of the faculty member’s primary responsibility, and those areas should be teaching and research unless the faculty member or extension faculty member has an assignment that primarily reflects other responsibilities, such as the Cooperative Extension Service. Merit should be regarded as more important than variety of activity. “Distinction” in the categories is defined by the University and clarified by each college, and department in terms tailored to the college and to department disciplines and consistent with University standards. Faculty and new hires should receive a copy of the college’s or equivalent unit’s and department’s criteria clarifying the expectations for promotion and tenure and the definition of distinction.
4. A faculty member in an eligible position must request to be nominated for tenure by the beginning of the last year of the tenure probationary period (July 1st), although consideration is normally given when the candidate’s record is ready. (That determination is made by the faculty member in consultation with the chair.) A faculty member who is considered for tenure but not supported by the president must be given a letter of non-renewal.

The tenure or permanent status probationary periods in each unit are as follows:

- College of Agricultural and Life Sciences – 6 years
- College of Design, Construction, and Planning – 7 years
- College of Fine Arts – 7 years

- College of Liberal Arts and Sciences – 7 years
 - College of Business Administration – 7 years
 - College of Dentistry – 7 years
 - College of Education – 6 years
 - College of Engineering – 6 years
 - College of Public Health and Health Professions – 7 years
 - College of Journalism and Communications – 6 years
 - College of Law – 6 years
 - College of Medicine – 7 years
 - College of Nursing – 7 years
 - College of Pharmacy – 7 years
 - College of Health and Human Performance – 7 years
 - College of Veterinary Medicine – 6 years
 - University Libraries – 7 years
 - Florida Museum of Natural History – 6 years
 - P.K. Yonge Developmental Research School – 3 years (permanent status)
5. A county extension faculty member in an eligible position must be nominated for permanent status by the beginning of the sixth year of service, although consideration may be given earlier. A county extension faculty member not supported for permanent status by the President by the end of the sixth year of service must be given a letter of non-renewal. A P. K. Yonge Developmental Research School faculty member in an eligible position must be nominated for permanent status in the third year of service. A P. K. Yonge Developmental Research School faculty member not supported for permanent status by the President by the end of the third year must be given a letter of non-renewal.
 6. Tenure awarded to a candidate will be effective July 1, 2009 for 12-month faculty and at the beginning of the 2009-10 academic year for 9-month faculty. Permanent status awarded to a candidate in IFAS will be effective July 1, 2009. Permanent status awarded to a candidate from P.K. Yonge will be effective at the beginning of the 2009-2010 school year. Promotions will be effective at the beginning of the 2009-2010 academic year for 9 and 10 month faculty and on July 1, 2009 for 12 month faculty.
 7. An eligible faculty member may initiate the application for promotion whenever s/he believes s/he has met the criteria for promotion by notifying the department chair before the tenure and promotion review cycle begins on July 1st.
 8. The title of Distinguished Professor acknowledges an exceptional record of achievement in the areas of teaching, research and publication, and professional and public service that is recognized both nationally and internationally. An exceptional record of achievement is one that places the candidate at the top of the discipline in at least one area, with a record of significant distinction in the other two areas. National and international recognition are much more important than a variety of activities. The title of Distinguished Professor is considered to be a rare and special achievement. Candidates to be considered for award of the title Distinguished Professor must be nominated by the appropriate college dean or program director to the provost. (Candidates cannot nominate themselves.)

II. ELIGIBILITY FOR TENURE AND PERMANENT STATUS

1. Only those employees who are classified as instructional and research faculty with the rank of assistant professor or above and who are employed in a tenure-accruing position under the provisions of University regulations are eligible for nomination for tenure. Tenure is normally held in an academic department. With the written consent of the Provost, the tenure of a faculty member may reside in a center or institute when the teaching, research, and other duties of the faculty member necessitate such a designation.
2. Tenure or permanent status may be granted in the faculty ranks, but not in administrative positions.
3. For purposes of calculating the tenure or permanent status probationary period, one year of academic service means employment during at least thirty-nine (39) weeks of any twelve (12)-month period beginning with the fall term. Employment for one semester (or its equivalent) constitutes one-half year of academic service.
4. No tenure or permanent-status earning time shall be accrued during a semester leave of absence without pay or a reduced FTE appointment, unless the faculty member is on a joint appointment or exchange or a special assignment for the benefit of UF, or the primary purpose of the leave is to conduct research, or there is an agreement to the contrary in writing between the faculty member and the appropriate senior vice president entered into prior to the commencement of the leave. Such requests should be included in the request for leave of absence or reduced FTE and processed through appropriate administrative offices.
5. A one-year extension of the tenure probationary period may be requested if the faculty member becomes a parent or develops significant care responsibilities for a spouse or domestic partner, great-grandparent, grandparent, parent, brother, sister, child, grandchild, or great-grandchild of the faculty member, her/his spouse or domestic partner, or the spouse or domestic partner of any of them. Any faculty member requesting an extension of the probationary period must make the request in writing, with documentation, to the department chair within 24 months of the onset of the circumstances, and no later than March 31st of the final year of the probationary period. The chair must forward the request to the provost and dean with a recommendation that it be approved or disapproved. The Provost has final authority to approve the request, and will do so provided it falls within the allotted time limits, meets the criteria for family care defined here, and appropriate documentation is provided.
6. A faculty member of P.K. Yonge Developmental Research School in a permanent status-accruing rank is eligible to be considered for permanent status during his/her third year of continuous service, or equivalent in part-time service.
7. County extension faculty in permanent status-accruing rank are eligible to be considered for permanent status during their sixth year of continuous full-time service, although consideration may be given earlier.

III. PROCEDURES

1. If the candidate holds a tenure-accruing position in a department or a center, then he/she should request that the chair or director initiate the promotion, tenure, or permanent status process. In those colleges in which there are no departments or in which the departments are so small that the college has chosen to forego the departmental review, the dean shall initiate the process. In such colleges, a secret ballot of the eligible faculty members of the college shall be taken in lieu of the secret ballot of the department or unit eligible faculty. The chair, director, or dean will initiate the process upon the request of an eligible faculty member, regardless of the time the faculty member has spent in rank, with the exception of the P. K. Yonge Developmental Research School, where faculty are considered for permanent status in their third year. Faculty members are advised to consult with senior faculty and the chair, director, or dean before making this request.
2. Letters of evaluation must be available to the candidate for review unless s/he executes a written waiver of her/his right to view the solicited letters of evaluation. Candidates must execute or decline the waiver before letters of evaluation are solicited. Evaluators must be notified in the solicitation letter how the candidate chose to execute or decline the waiver.
3. The tenure/permanent status and/or promotion packet must be completed by the faculty member prior to the unit review, and it is the faculty member's responsibility to see that the packet is complete. This means that the candidate must (a) review the completed packet to insure that it contains all the information the faculty member believes is pertinent to his/her nomination and (b) sign and date the appropriate statements prior to the unit review and secret ballot (individual assessments). After the packet has been signed, the faculty member may receive, upon request, a copy of the completed packet for his/her files (except for copies of any evaluation letters, if the faculty member has waived her or his right to see them). The candidate is not required to provide any additional materials beyond those listed in Section VI below.
4. After the candidate has verified her/his packet, no materials can be added to, deleted from, or changed in it without the candidate's consent (except inadvertent omissions, assessments by committees or administrators charged with review, or clarifications and documentation of assertions made by the candidate when requested in writing by official reviewing bodies). A copy of any additions, deletions, and/or changes to the supporting materials in the packet made by anyone other than the candidate, shall be sent or personally delivered to the faculty member within five calendar days. This includes results of the votes and copies of both the chair's/director's and the dean's letter.
5. The candidate may add, delete, or change materials in the packet by supplying a copy to the chair/director (prior to the departmental vote) or to the college office (after the packet leaves the department), provided that after alteration the packet contains all required materials. The date of the addition, deletion, or change and the name of the person making the adjustment must be recorded in the packet.
6. The dossier must be complete before the department begins its review. If a department uses a committee to provide a written assessment of the dossier, the committee will

submit its written assessment to the chair, who will share it with the eligible department faculty before they meet to discuss and make their individual assessments.

7. Eligible unit faculty shall review the packet and should normally meet to discuss the nomination before a secret ballot is taken. Such discussions and the materials reviewed must be confidential. Violation of the confidentiality will be considered a breach of the integrity of the process and will be treated as misconduct. **A secret ballot of the unit faculty eligible to vote shall be taken no earlier than one day following the meeting.** If unit policy provides for input from another unit in which the nominee holds an appointment, whether it is in the form of written comments or a vote by the secondary unit, that input shall be advisory only.
8. Faculty who are participants in the Phased Retirement Program are not eligible to vote on tenure nominations. However, they may vote on promotion nominations in accordance with university procedures. Faculty participating in the Deferred Retirement Option Program (DROP) may vote on both tenure and promotion nominations in accordance with university procedures.
9. The nomination must be forwarded to the college level for consideration, unless the candidate chooses to withdraw his/her nomination. Before being submitted to the college level, the appropriate administrator must attach the chair's or director's letter and the complete unit vote(s). The number of faculty voting for, against, abstaining, and absent should sum to the total number of unit faculty eligible to vote. Once this information has been added to the packet, the candidate must receive a copy of the letter and the results of the unit vote(s).
10. The dean, or director in the case of the Florida Museum of Natural History, and a college-level fact-finding committee (or committees, if the college chooses to separate tenure/permanent status and promotion review) reviews the nomination, The committee(s) will be comprised of tenured faculty members of the college holding faculty or faculty equivalent titles at the associate (or equivalent) rank and above. (See Regulations 6C1-7.019(6)(b)2 and (c)2 for further details.) The eligible members of the college committee shall provide recorded individual assessments to the dean or director as part of its fact-finding and consultative role. An individual assessment shall consist of a committee member's indicating whether or not the candidate meets the standards for tenure within that college. The individual faculty members making the assessment shall not be identified. The college committee's individual assessments will be submitted to the candidate and to the university's Academic Personnel Board.
11. The dean/director must sign the nomination indicating endorsement or lack of endorsement for the nomination before it can be forwarded to the university Academic Personnel Board.
12. The candidate should be informed of the decisions at each level of the process, although the time frame varies. See sections IV and V below for specific information.
13. The Academic Personnel Board shall serve in a fact-finding and consultative role to the president on all nominations received from the deans and directors. The Academic Personnel Board will review the candidates' nomination packets and report on the

strengths and weaknesses of the records. If there are questions about a nomination packet, the Academic Personnel Board shall notify the dean who in turn will notify the appropriate chair or director and the faculty member so they may respond.

14. The president makes the final decision concerning promotion and permanent status nominations. He makes a recommendation concerning tenure nominations to the Board of Trustees. Tenure is granted by the Board of Trustees.
15. The faculty member must be given proper written notice of any recommendation or that is included in the tenure dossier. In the case of a denial, the nominee shall be notified in writing by the president (or the president's designee) immediately, or as soon thereafter as possible, of the denial and reason(s) for denial. Copies of the notice of denial by the president will also be sent to all pertinent administrators. If the denial was for the award of tenure or permanent status, a separate notice of non-renewal must be sent to the faculty member by the academic unit responsible for the nomination.
16. Faculty members being considered for tenure prior to the last year of the tenure probationary period in their unit or faculty being considered for promotion may withdraw, without prejudice, at any stage of the review process if no official action in the form of written communication regarding denial has been taken on the nomination. In these cases where the official decision of the President will not support tenure or promotion, the President will notify the relevant dean prior to taking official action. The dean will notify the department chair and candidate at least 10 days prior to the official decision to allow the candidate to withdraw if they so choose. All cases of withdrawal prior to an official decision require written mutual agreement between the faculty member and the appropriate chair or director

IV. ADDITIONAL INFORMATION FOR CHAIRS AND DIRECTORS

1. The department chair should inform the nominated faculty member about deadlines in the tenure and promotion review process well in advance.
2. The chair/director must give candidates a copy of his/her letter. The candidate then has ten calendar days thereafter to request a meeting with the chair/director and/or to submit a written response. The dossier cannot be forwarded to the next step until the candidate either submits a response, indicates in writing that s/he will not respond, or 10 days have passed, whichever is first. Such response shall be placed in the packet.
3. Regarding the Nominee Information Cover Sheet: Before transmitting the packet to the college, the appropriate chair or director should fill in all four blanks listed for votes (i.e., for, against, abstaining and absent) for each level at which votes are taken. Normally, this will only be votes at one level. The exception to this will be votes by the center faculty for appropriate nominations in IFAS. The number of faculty voting for, against, abstaining, and absent should sum to the total number of faculty eligible to vote. The chair's or director's letter must explain the vote whenever **20%** or more of the votes are recorded as negative, abstaining or absent.
4. The original packet must have all original signatures. The endorsement or lack of endorsement by a chair or director is indicated by checking the appropriate statement.

5. Regarding Packet section 4 (Assigned Activity Since Last Promotion): The appropriate chair's or director's letter should provide an explanation of any significant changes in assignment.
6. Regarding Packet section 10 (Teaching Evaluations): Peer evaluations of teaching or the results thereof, should be included in the packet after the student evaluations. Peer evaluation is desirable in all cases. There must be substantive evaluation of non-classroom clinical teaching. This may include a commentary by the department chair or division chief on the nature of the candidate's assignment and performance. Supporting documents from residency program directors and residents are required where available. Participation as a clinician "role model" (e.g., class advisor or volunteer clinical service) should be noted. If the nominee is assigned teaching but teaching evaluations are not available, an explanation should be provided regarding their absence. This will often occur for those faculty receiving low FTE teaching assignments to supervise graduate committees or to do guest lecturing for courses. If the nominee is a guest lecturer, please indicate the number of lectures given for each course. Do not include written comments obtained as part of regular course evaluation procedure.
7. Regarding Packet section 28 (Chair's/Director's (or Appropriate Administrator's) Letter): **The chair's/director's (or appropriate administrator's) letter should be no more than four pages, single-spaced.** The letter should be written after the review and secret ballot at the unit level, but before being sent to the next level. This letter is to provide an explanation of the quality of the candidate's work in all areas with reference to the department's written discipline-specific clarifications of the University's tenure and promotion criteria describe the quality of the journals in which the candidate has published, assess the creative works and provide insight into the nomination for the benefit of the committees that will be reviewing the packet. In addition, the administrator should address the strengths and weaknesses of a candidate's case, as appropriate.

Since many reviewers of the promotion/tenure materials within the university may not be experts in the nominee's field, information should be given regarding the review process for publications, the significance of any awards, the quality of the candidate's service contribution, and any other clarifications which will assist the reviewers in evaluating the materials, including an explanation of how a senior author is determined. **The chair's/director's (or appropriate administrator's) letter should explain any significant change in assignment over the course of employment.** The letter should also explain the role of graduate assistants, post-docs, residents, fellows and/or interns in publication(s), and in research. **The letter should explain unit votes in which more than 20% of the votes are recorded as negative, abstaining, or absent.**

The letter should describe the process of departmental review and selection of outside evaluators. Any actual or perceived conflicts of interest should be addressed.

If the candidate lists software, videos, CD ROM's, etc., the chair/director (or appropriate administrator) should include an evaluation of the product and note the candidate's contribution to the development and the product's contribution to the field. Solicited letters of evaluation may also be used to obtain peer review of such products.

When the chair/director (or appropriate administrator) addresses the candidate's accomplishment in the instructional area, s/he should also include information on the quality of advising, including dissertation advising.

IFAS faculty at research centers and medical faculty in Jacksonville may also have letters from center directors or Jacksonville chairs, respectively. These letters are to be included behind the chair's/director's letter.

8. Regarding Packet section 31 (Letters of Evaluation): The determination of internal and external reviewers whose letters of evaluation are to be sought should be in accordance with these guidelines. Those from whom letters of evaluation are solicited must be notified of the possibility that a copy of the letter will be sent to the faculty member unless s/he executes a written waiver before the letters are requested. To aid in the preparation of the bio-sketches requested in Packet section 30, the unit may wish to ask for copies of the evaluator's vitae when soliciting input.

A. For faculty in the bargaining unit:

The candidate should consult her or his mentor and generate a list of seven names as potential reviewers. The candidate should give this list to her/his chair, who will also generate a list of potential reviewers to be combined with the candidate's list. The chair is responsible for choosing the individuals who will be asked to submit letters of evaluation, with the intent that at least one-half of the selected evaluators must come from the candidate's list. If an insufficient number of individuals agree to serve as evaluators, the candidate should submit additional names, as necessary, until at least five individuals have agreed to serve. The chair shall send the same standard solicitation letter to the qualified scholars as necessary until no fewer than five have agreed to evaluate the candidate's research/scholarship/creative activities. The letter shall append the department's written discipline-specific clarifications of the University criteria and shall ask the evaluator to assess the candidate's research performance in order to determine whether it: (a) satisfies the University criteria for tenure as clarified in writing by the candidate's department; (b) represents a significant contribution to the field; and (c) is comparable to the research performance of successful tenure candidates at the same stage in their careers at comparable public research universities. Other questions may include evaluation of the nominee's instructional abilities and public service/extension/outreach activities. The letter should not be leading in its request for an evaluation. A sufficient number of outside evaluations shall be sought so that the packet includes no fewer than five and no more than six letters from qualified scholars in pertinent disciplines outside the university.

If the extraordinary situation ever arises where more than six letters are received, the chair must include all the letters, along with an explanation of why an additional letter exists. **All solicited letters that have been received must be included in the packet.**

Outside means individuals not employed either currently or in the past ten years by the University of Florida. You are encouraged to solicit outside letters from those who do not have a personal relationship with the candidate. Please note that these are to be letters of evaluation offering evidence of recognized contributions and not simply letters of support. Outside letters should normally be written by faculty of higher rank than the

nominee. Letters from faculty who are at the top of the candidate's field and at the very best institutions are particularly valued. The emphasis should not be on the number of letters solicited, but on the quality of the review.

Lecturers whose assignments have been solely in teaching and service or whose promotion will be decided based almost solely on their performance in teaching and service **may** substitute letters of evaluation from within the university for the outside evaluations discussed above.

A copy of a typical letter requesting the letters of evaluation should appear before the actual letters of evaluation.

If a letter of evaluation is faxed, please use reproduced copies of this letter in all copies of the packet, including the original.

B. For faculty not in the bargaining unit:

The chair should work with the candidate to generate a list of potential outside evaluators. A sufficient number of outside evaluations shall be sought so that the packet includes at least five letters from outside the university. Outside means individuals not employed either currently or in the past ten years by the University of Florida. You are encouraged to solicit outside letters from those who do not have a personal relationship with the candidate. Please note that these are to be letters of evaluation offering evidence of recognized contributions and not simply letters of support. Outside letters should normally be written by faculty of higher rank than the nominee. Letters from faculty who are at the top of the candidate's field and at the very best institutions are particularly valued. The emphasis should not be on the number of letters solicited, but on the quality of the review.

All solicited letters that have been received must be included in the packet.

When soliciting letters from outside the university, please ask the evaluator to assess the nominee's research performance and whether it represents a significant contribution to the field. Other questions may include whether the evaluator believes the nominee would qualify for tenure and/or promotion at AAU public institutions or other quality universities, how the candidate compares to the most accomplished researchers at the same stage in their careers, and any evaluation of the nominee's instructional abilities and public service/extension/outreach activities. The letter should not be leading in its request for an evaluation.

Lecturers whose assignments have been solely in teaching and service or whose promotion will be decided based almost solely on their performance in teaching and service **may** substitute letters of evaluation from within the university for the outside evaluations discussed above.

A copy of a typical letter requesting the letters of evaluation should appear before the actual letters of evaluation.

If a letter of evaluation is faxed, please use reproduced copies of this letter in all copies of the packet, including the original.

V. ADDITIONAL INFORMATION FOR COLLEGE COMMITTEES AND DEANS

1. College criteria should be written to clarify the expectations for promotion and tenure. A definition of distinction should be included. The documents should state clearly that they are intended to clarify the department's/center's and/or college's application of the university criteria and not to change or modify the university criteria. The provost's office and college faculty should receive a copy of the document.
2. Candidates to be considered for award of the title Distinguished Professor must be nominated by the appropriate college dean or program director (Candidates cannot nominate themselves).
3. For those faculty in the bargaining unit, the same promotion procedures are used for faculty holding tenure and non-tenure accruing titles. For those faculty not in the bargaining unit, the same promotion procedures are used for faculty holding tenure and non-tenure accruing titles, with the exception of promotions from Assistant In to Associate In or from Associate In to Senior Associate In. These promotions can be decided by the college dean and do not need to be forwarded to the President. Evaluations of those faculty members will be based on assigned duties and responsibilities with the understanding that some assignments may be all or mostly devoted to one activity.
4. The original packet must have all original signatures. The endorsement or lack of endorsement by a dean/director is indicated by checking the appropriate statement.
5. Regarding Packet section 29 (Dean's Letter): The letter from the dean should be written after the results of the review at the college/unit level, but before being sent to the next level.
6. Within five days of having received the college tenure and promotion committee's individual assessments on a candidate, the dean must forward those assessments to the candidate and the department chair/director. The candidate then has ten calendar days to request a meeting with the dean and/or to submit a written response. Any response shall be included in the packet.
7. After reviewing the materials, including any response by the candidate to the individual assessments of the college committee members, the dean should write a letter conveying his or her recommendation to the president. Within five days, the dean must forward this letter to the candidate and the department chair/director. The candidate then has ten calendar days thereafter to request a meeting with the dean and/or to submit a written response. Any response shall be included in the packet. The dossier cannot be forwarded to the next step until the candidate either submits a response to the dean's letter, indicates in writing that s/he will not respond, or 10 days have passed, whichever is first.
8. The dean's letter should convey the dean's endorsement or lack of endorsement of the nomination and explain/clarify such issues as unusual votes, especially those where the unit faculty votes are more than one-fifth negative, exceptional assignments, and unique

contributions. It also serves as an evaluation of the nomination. (See also, above III.10 and III.12).

VI. PREPARING THE PACKETS: GUIDELINES FOR FACULTY AND STAFF

The following guidelines relate to specific content for the various sections of the packet, and are to be used in preparing the original and ten identical packets of materials prior to forwarding all copies to Janet Malphurs, Assistant Director, Academic Personnel. All packets must have the materials in the same order as listed below and must be numbered and titled as listed. Items should be listed in reverse chronological order. If a category does not apply, please put “N/A” by that heading. The main body of the packet should contain only those things specifically required by the guidelines. Additional materials you regard as important should be placed at the end of the packet under #33 (Further Information). Each page of the packet should be numbered, including the letters of evaluation. All copies of the packet must be duplexed (two-sided). Do not use filler/divider pages.

1. **NOMINEE INFORMATION** (See Attachment #1)

- A. **General Current Information** - The current rank or type of nomination listed may not include administrative titles since tenure, permanent status and promotion are only granted in academic ranks. The Proposed Rank should be completed only for those nominees being considered for promotion.

If the tenure nomination is subject to the conditions of an agreement between the university and another institution, such as the VA Hospital, please indicate this on the nominee information form under “Type of Nomination.”

- B. **Waiver/Non-waiver Statement** – The candidate may complete the statement on the Nominee Information Form, or it may be typed and completed on a separate sheet of paper. Candidates may review letters of evaluation unless s/he executes a written waiver of her/his right to view them.
- C. **Review Statement** - This statement must be signed and dated prior to unit review and vote.
- D. **Tenure, Permanent Status and/or Promotion Votes** – See sections III.9, III.10, IV.2, IV.3, and IV.7 above. The nominee is to be notified of the results of the vote. The chair’s/director’s letter must explain the vote whenever 20% or more are recorded as negative, abstaining, or absent.
- E. **College Tenure and Promotion Committee Individual Assessments.** The nominee is to be notified of the results of the assessments. The dean’s letter must explain the individual assessments whenever 20% or more are recorded as negative
- F. **Signatures and Endorsement Statement** - The original packet must have all

original signatures. The endorsement or lack of endorsement by a unit chair/director and dean/director, where applicable, is indicated by checking the appropriate statement.

2. **BRIEF DESCRIPTION OF JOB DUTIES** - This should be a brief description of the assigned duties and responsibilities of the nominee.
3. **AREAS OF SPECIALIZATION** - Self-explanatory.
4. **ASSIGNED ACTIVITY SINCE LAST PROMOTION (NOT TO EXCEED TEN YEARS), OR SINCE UF EMPLOYMENT, whichever is more recent** - Please list the assigned activity while employed at the University of Florida beginning with the 2007-2008 academic year and working backwards. It is expected that these numbers will reflect actual effort. For purposes of tenure and promotion, an academic year is from August to August. List only those years during which the candidate was under contract with the university. For individuals providing paid patient care, please indicate estimated percentage of time providing paid patient care each year.

The chair's/director's letter should provide an explanation of any significant changes in assignment.

Percent of effort should be listed in Teaching, Research, Service, and Extension (IFAS only) and should be summarized by academic year as below. Please indicate if the nominee was on sabbatical or leave of absence during an academic year.

**EXAMPLE
Assigned Activities**

	2007-08	2006-07	2005-06	2004-05	2003-2004	2002-2003
Teaching	50%	0%	50%	75%	50%	75%
Research	30%	0%	20%	10%	25%	20%
Service	20%	0%	20%	5%	15%	5%
Extension	0%	0%	10%	10%	10%	0%
TOTAL	100%	*0%	100%	100%	100%	100%

*Leave of Absence

Administrative duties are to be listed under Service. Advisement duties should be listed under Teaching. **Do not create additional categories.** The combined total should be 100% unless actual employment was less than 1.0 FTE. FTE should be listed as whole percentages and rounded up for decimals .5 or higher.

If the nominee for tenure/permanent status was hired during this academic year, the assigned activity listed should be for the current year at the University of Florida.

5. **EDUCATIONAL BACKGROUND** - List all degrees awarded, beginning with the highest degree. All entries must include the university/college attended, field of

study, degree and date awarded. See example below.

EXAMPLE
Educational Background

University of Minnesota	Mathematics	PhD	2000
University of Minnesota	Mathematics	MS	1998
Cornell University	Mathematics	BS	1996

6. **EMPLOYMENT** - Employment should be listed in reverse chronological order with the University of Florida employment appearing first. Please show employer, ranks and administrative positions held at each place of employment, effective dates of each title and whether or not the position was tenured or tenure-accruing if employment was with an institution of higher education. See example below.

EXAMPLE
Employment Listing

University of Florida	Assistant Professor (tenure-accruing)	2002 – present
MIT	Instructor (non-tenure accruing)	2000-2002

7. **YEAR TENURE/PERMANENT STATUS WAS AWARDED BY UNIVERSITY OF FLORIDA** - If applicable.
8. **TENURE & PROMOTION CRITERIA** – Include a copy of the university tenure and promotion criteria, and college and department’s applicable discipline-specific clarifications of those criteria.
9. **TEACHING, ADVISING AND/OR INSTRUCTIONAL ACCOMPLISHMENTS** - May be used to describe teaching accomplishments and duties such as advising, curriculum and course development, service as a graduate or undergraduate coordinator, supervised research through credit courses, and the development of new courses, CD ROM’s, educational software and multimedia materials.

In some units, faculty are expected to develop portfolios in which they can demonstrate the goals they have for teaching, as well as describing special teaching projects. Candidates from these units may also use this section to provide a one-page statement on their own goals in teaching, indicating what they have done to improve, listing innovative teaching methods, summarizing special teaching projects, and describing other instructional activities.

Undergraduate instructional activities may also include supervision of honors thesis and research projects.

Syllabi, course examinations and other materials used in classroom instruction should be made available at all levels for review as needed or requested. Do not include them in this section.

- 10 **TEACHING EVALUATIONS** - A statistical summary of all University of Florida teaching evaluations, if available, since the nominee's last promotion (not to exceed ten years) or from UF employment for tenure nominees, whichever is more recent, should be typed into the packet along with the rest of the text. (Computer printouts should not be included or photocopied into the packet.) If teaching evaluations completed during the last five years from other institutions are available, they may be included. The summary should include official departmental/center and college means in addition to the faculty member's means, a statement regarding the evaluation scale used, i.e., high, low, median, an indication of the areas being evaluated, if appropriate, an indication of the number of responses and the number enrolled in the course, and a notation as to whether or not the course was required. If there are no comparison means, please indicate so by listing "No department/college means" on the statistics given. Statistics for the evaluations must list the scores for the core questions. The scores for optional questions should be listed according to department/center or college guidelines.

If this is the candidate's first year of employment and s/he is assigned teaching, then s/he is to be evaluated during the fall term and the statistics are to be forwarded to the Academic Personnel Office, when available, to be attached to the packet.

EXAMPLE **Teaching Contributions**

CES 4605
Spring 2007
Required Course – Yes
Number Enrolled - 37
Responses – 37 (if applicable, if not, need to indicate "not available")
Scale used: High = 5, Low = 1

	Instructor Mean	Dept Mean	College Mean
1. Description of course objectives/assignments	3.8	4.1	4.3
2. Communication of ideals and information	3.6	4.3	4.1
3. Expression of expectation for performance	3.5	4.0	4.2
4. Availability to assist students	3.3	3.9	4.1
5. Respect and concern for students	3.6	4.2	4.4
6. Stimulation of interest in course	3.9	4.2	4.3
7. Facilitation of learning	3.7	4.0	4.1
8. Enthusiasm for subject	4.2	4.1	4.3
9. Encouragement of independent thinking	4.2	4.1	4.3
1 – 9 Instruction Evaluation	4.3	4.0	4.1
10 Instructor Overall	4.2	4.1	4.3
11 – 27 Additional Questions			

(the subject of evaluation will vary by department/colleges)

Peer evaluation or the results thereof, should be included in the packet after the student evaluations. See also IV.7 above.

11. **GRADUATE FACULTY STATUS** - Please indicate whether the nominee is a member of the graduate faculty.
12. **GRADUATE COMMITTEE ACTIVITIES** - Since last promotion (not to exceed ten years) or from UF employment for tenure nominees, whichever is more recent. Enclosed at the back is an example of a format that **must** be used in reporting graduate committee activities. (See Attachment #2) List items in reverse chronological order. If a nominee wishes to do so, s/he may list students from other institutions that s/he worked with during the same time period. Please indicate expected completion dates if students have not already completed their degrees. In cases of co-chairs, please indicate the candidate's percentage of responsibility.
13. **RESEARCH NARRATIVE (ALL FACULTY)** - In no more than 750 words explain your research program. Describe briefly the overall area within which your research falls and then explain how your publications, creative work, research projects, grants, fellowships, extension works, etc. reflect your research program and your achievements. There is no need to cite again specific works or grants. Simply reference works published, exhibited during certain time periods, or supported by various sources. Please address the quality of the journals in which you publish and the impact of your research.
14. **CREATIVE WORKS OR ACTIVITIES** should be listed in reverse chronological order. This area should be used to list exhibitions, concerts, performances, commissioned works, audio/visual materials developed, software written, cultivars developed, or other similar creative works in reverse chronological order. Listings are to include date(s). Published critical reviews of these creative works should be included in this section.
15. **PATENTS AND COPYRIGHTS** should be listed in reverse chronological order. Please include date(s) with each item and give an indication of the significance of its (their) contribution to the profession.
16. **PUBLICATIONS** should be listed in reverse chronological order, beginning with the most recent publication and going backwards. The format of the citation is the nominee's choice, but should contain the information requested below. Please include the names of all authors. The name(s) of the senior/principal author(s) is/are to be underlined.
 - a. Books, Sole Author (Title, Publisher, Place of Publication, Date, Inclusive Pages)
 - b. Books, Co-authored (Co-author(s), Title, Publisher, Place of Publication, Date, Inclusive Pages)
 - c. Books, Edited (Editor, Co-editor(s), Title, Publisher, Place of Publication, Date, Inclusive Pages)
 - d. Books, Contributor of Chapter(s) (Author, Co-author(s), Title of Book and Chapter, Publisher, Place of Publication, Date, Inclusive Pages)
 - e. Monographs (Author, Co-author(s), Title, Series of Volume, is applicable, Publisher, Place of Publication, Date, Inclusive Pages)

- f. Refereed Publications (Author, Co-author(s), Title, Name of Journal, Publication, etc., Volume, Date, Inclusive Pages)
- g. Non-refereed Publications (Author, Co-author(s), Title, Name of Journal, Bulletin, Circular, etc., Volume, Date, Inclusive Pages)
- h. Bibliographies/Catalogs (Author, Co-author(s), Title, Publisher, if applicable, Place of Publication, Date, Inclusive Pages)
- i. Abstracts (Author, Co-author(s), Title, Name of Journal, Publications, etc., Volume, Date, Inclusive Pages)
- j. Reviews (Author, Co-author(s), Title and Author of Work Reviewed, Where Review was Published, Date, Inclusive Pages)
- k. Miscellaneous (Author, Co-author(s), Title, Source of Publication, Date, Inclusive Pages)

The following information should be considered when compiling the publication listing:

- 1) **Refereed Journals:** A paper is considered to be refereed if it appears in a journal (or proceedings) whose papers are published only after review and acceptance by one or more independent professional expert(s) of national or international standing.
- (2) **Refereed Proceedings:** Should be listed as a separate category under Refereed Publications and the nominee should provide a brief explanation of the review process for the proceedings. This may be listed as a footnote to the publication list.
- (3) **Non-refereed Publications:** Materials listed under non-refereed publications should include not only those journal articles which have not been refereed, but also extension publications delivered in print or via electronic format, and electronic bulletins.
- (4) When listing publications, please do not use the term “forthcoming.” Use one of the following:
 - (a) **Accepted or in press:** A publication is defined as accepted or in press if it has been accepted for publication and will appear in print in the future. If a publication listed is “accepted” or “in press,” a copy of the letter of acceptance must be attached to the back of the packet.

Please write the name of the article on the acceptance, if it is not already stated, and indicate the approximate length of the publication in the citation. These letters should appear in the same order as the articles appear in the publication listing.

- (b) **Submitted:** Submitted refers to a manuscript that has been submitted to a publisher for publication review. Those publications which have been accepted or which are in press may be a part of the requested publication list. Submitted publications are to be at the rear of the packet under “Further Information”. If the publication is still in the writing stage,

please do not include it in the packet. Books that are under contract but have not yet been completed are to be listed under “Further Information”.

- (5) Graduate students, post-docs, residents, fellows and interns listed as authors should be identified. The preferred way is by means of asterisk with a footnote explaining what the asterisk identifies.
 - (6) Be sure that pagination is listed correctly. If an article is longer than one page, give first and last page numbers.
 - (7) Media releases are considered “Miscellaneous” publications.
 - (8) “Reviews” are to be used for reviews written by the nominee. Reviews of a nominee’s works, if included, should be listed under “Further Information”.
 - (9) Publication citations including words in a foreign language should have the English translation listed in parentheses.
 - (10) All publications must appear in one of the categories provided.
 - (11) Theses and dissertations are not to be included in the publication listing.
17. **LECTURES, SPEECHES OR POSTERS PRESENTED AT PROFESSIONAL CONFERENCES/MEETINGS** since last promotion (not to exceed ten years) or from UF employment for tenure nominees, whichever is more recent. This listing is to be in reverse chronological order and is to be categorized by type of meeting/conference, i.e., international, national, regional, state, local, etc. The entries must also specify if the lecture or speech was invited. The list should include separate categories for invited seminars, refereed papers presented at such meetings, and participation as an invited panelist, organizer or moderator.
18. **CONTRACTS AND GRANTS SINCE THE LAST PROMOTION (NOT TO EXCEED TEN YEARS) OR FROM UF EMPLOYMENT FOR TENURE NOMINEES, whichever is more recent.** Entries should be made in reverse chronological order.
- a. Funded Externally - Each entry should include the effective dates of the contract/grant, the value, the name of the external funding agency, and the role of the nominee, i.e., P.I., co-P.I. or Investigator. If applicable, this should include funding received while employed by another institution. Please be explicit regarding funding, and, in particular, indicate whenever possible your share of the total grant funding.

Following the list of individual grants, a summary of external grant funding should be included as illustrated in the following example.

Summary of External Grant Funding Received, Year – present
Summary of Grant Funding

<u>ROLE</u>	<u>TOTAL</u>	<u>Direct Costs</u>	<u>Indirect Costs</u>
Principal Investigator	\$ 5,286,867	\$ 4,249,854	\$ 1,037,013
Co-Principal Investigator	\$ 2,783,493	\$ 2,011,711	\$ 771,782
Investigator	\$ 1,806,250	\$ 1,250,000	\$ 556,250
Sponsor of Junior Faculty	\$ 306,645	\$ 306,645	\$ --
TOTALS	\$ 10,183,255	\$ 7,818,210	\$ 2,365,045

- b. Funded Internally. Each entry should include the effective dates of the contract/grant funded by UF, the value, and the role of the nominee, i.e. P.I., co-P.I. or Investigator.

Following the list of individual grants, a summary of internal grant funding should be included as illustrated in the following example.

Summary of Internal Grant Funding Received, Year – present

Summary of Grant Funding

<u>ROLE</u>	<u>TOTAL</u>
Principal Investigator	\$ 5,286,867
Co-Principal Investigator	\$ 2,783,493
Investigator	\$ 1,806,250
Sponsor of Junior Faculty	\$ 306,645
TOTALS	\$ 10,183,255

- c. Submitted, Pending Decision. Entries should indicate the date of the submission, as well as other relevant information as in a. above.
- d. Submitted But Not Funded. Each entry should include the date of submission, amount of proposal, name of agency, proposed role of nominee. Indicate resubmissions.
19. **UNIVERSITY GOVERNANCE AND SERVICE** - This area should include information regarding the nominee's service to the university including membership on university, college, and department/center committees and is to be listed in reverse chronological order.
20. **CONSULTATIONS OUTSIDE THE UNIVERSITY** – Use this area for consultations that are not part of the nominee's assigned duties and responsibilities. There should be an indication of the work performed, the organization/employer, and the date(s). These should be listed in reverse chronological order.
21. **EDITOR OF A SCHOLARLY JOURNAL, SERVICE ON AN EDITORIAL ADVISORY BOARD OR REVIEWER FOR A SCHOLARLY JOURNAL** - Please

indicate whether the nominee was an editor, served on an editorial advisory board, or was a reviewer, the name of the journal or publication, the date(s) of service and the amount of reviewing/editing done.

22. **INTERNATIONAL ACTIVITIES** - Please describe teaching, research, and service activities and their significance for the nominee's scholarly career.
23. **EXTENSION PROGRAM (for IFAS only)** - Delineate the major programs carried out during the time period covered by the application. For each program delineated, specify the problems, issues or concerns addressed, the audience(s) targeted, the major objectives of the program (stated in terms of clientele change), the teaching/learning activities carried out, and evidence of program impact or progress to date in meeting the stated objectives.
24. **CLINICAL SERVICE OR CLINICAL ACTIVITIES** - The evaluation of clinical service should include a commentary by the department chair or division chief on assignment and performance. Documentation can include other information such as geographic extent of referral base, fiscal impact, unique clinical service, RVUs, etc.
25. **SERVICE TO SCHOOLS** – In 1984, the Legislature determined that service to the public schools (K-12) would be considered for tenure and/or promotion purposes. Such service should be listed in this area.
26. **MEMBERSHIP AND ACTIVITIES IN THE PROFESSION** - This area is to be used to communicate contributions to the nominee's profession including memberships in professional societies and organizations. When listing memberships, be sure to include committee memberships and offices held. Examples of independent professional contributions would include giving testimony to a congressional committee or serving as a reviewer for grants. All listings are to indicate dates of service.
27. **HONORS** - Please list those honors, awards and prizes received as part of the nominee's professional career.
28. **CHAIR'S/DIRECTOR'S (OR APPROPRIATE ADMINISTRATOR'S) LETTER** - See section IV.7 above.
29. **DEAN'S LETTER** – See section V above.
30. **BIOSKETCHES OF INDIVIDUALS WRITING SOLICITED LETTERS OF EVALUATION** – A brief, objective narrative summary indicating the credentials/qualifications of each individual providing a letter of evaluation. The summaries should be in the same order as the letters of evaluation. Indicate which outside evaluators came from the candidate's list and which from the chair's list.
31. **LETTERS OF EVALUATION** – See IV.8 above.
32. **COPIES OF THE LAST FIVE ANNUAL LETTERS OF EVALUATION** – Attach the last five annual letters of evaluation with the most current appearing first.

If a faculty member is a “new hire” this academic year, there will be no annual evaluation letters included. Those nominees being considered for tenure and/or promotion prior to their sixth year of employment will not have five evaluations. In this case, supply the evaluations that have been given.

33. **THE FURTHER INFORMATION SECTION** - Include such things as letters of acceptance from publishers, list of submitted publications, information on forthcoming books, unsolicited letters of recommendation (please indicate that these are unsolicited), committee reports, as well as any additional information the nominee wishes to submit. Information should be restricted to professional accomplishments and should not include such items as “thank you” letters or acknowledgment letters.

Vitas/resumes, publication reprints and reprint requests are not to be included in the packets (but may be requested by the reviewing bodies at any level of the process.)

Lecturers whose primary assignment is in teaching and service should include in this section samples of materials that document the instructional accomplishments described in section 9. Examples may include sample exams, excerpts from syllabi, and any evidence of teaching effectiveness. Sample materials should be carefully selected for inclusion: quality of the materials is much more important than quantity.

VII. GRIEVANCE PROCEDURES

For faculty members outside the bargaining unit, it is appropriate to enclose copies of the University’s Regulations 6C1-7.041 and 6C1-7.042, with the letters of denial to faculty. These regulations describe the grievance procedures. For faculty members within the bargaining unit, it is appropriate to enclose a copy of Article 31, “Grievance Procedure and Arbitration” incorporated into the Memorandum of Agreement dated 2 May 2008 (<http://www.uffacultycontract.org/new/TAgreements/UFArt31Grievance.TA.031607.pdf>)

VIII. ANNUAL REVIEW PROCESS

1. Each faculty member shall be evaluated in writing at least once annually on the basis of an assessment of the individual’s total performance in fulfilling his/her assigned duties and responsibilities to the University. The Semester Faculty Assignment Report shall be used to convey the assigned duties and responsibilities to the faculty member at the beginning of each semester or academic term. The assignment should provide faculty members who are eligible for tenure, permanent status, and/or promotion with equitable opportunities in relation to others in the department to meet the required criteria for such status. The evaluation shall precede and be considered in making recommendations and final decisions on tenure, permanent status, or promotions.
2. In addition, each college and equivalent academic unit shall establish a mentoring program for faculty in the tenure probationary period. This must include consultation assessing the faculty member’s progress toward tenure. No college or equivalent academic unit mentoring program shall require any written assessments by the mentor.
3. A special (mid-term or mid-career) review should be conducted for any faculty members in the tenure probationary period during March or April of the third year of academic

service. Each college shall establish procedures for conducting the review. Such procedures must require that each candidate prepare a tenure packet (without external letters). A departmental committee of tenured faculty, the department chair or equivalent administrator, and the dean or equivalent administrator must provide an evaluation of the faculty member's progress toward meeting the criteria for tenure. The outcome of the review shall be shared with the faculty member evaluated, but shall not be used in any future evaluation of the faculty member for tenure.

IX. TENURE UPON APPOINTMENT

1. Under exceptional circumstances, an award of tenure may be recommended to the Board of Trustees at the time of initial appointment to the rank of Associate Professor or above.
2. Requests for tenure upon appointment should be submitted to the provost (or designee) **before** the candidate's appointment commences.
3. Requests for tenure upon appointment should be accompanied by a statement of reasons for the request and supporting documentation, including a statement justifying the special circumstances that warrant granting tenure as a condition of employment, the candidate's complete curriculum vitae, letters of reference, and the vote of the appropriate unit faculty. Departments vote on tenure in all cases; in addition, the college should vote on tenure in cases of Associate Professors. If the hire involves a jump in rank, the department and college also need to vote on promotion. Recent teaching evaluations should be included, if appropriate.
4. Approved requests for tenure on appointment will be submitted for final decision to the first Board of Trustees meeting following the acceptance of employment.

ATTACHMENT #2

Applicant's Role	Student	Research Topic	Home Dept.	Complete Date
Chairs (or Co-Chairs % Effort), 2 Ph.D. Committees	Student 1	Topic 1	Mathematics	2010
	Student 2	Topic 2	Statistics	2007
Chair (or Co-Chairs % Effort), 1 Masters Committee	Student 3	Topic 3	Mathematics	2006
Member, 4 Masters Committees	Student 4	Topic 4	Statistics	2006
	Student 5	Topic 5	Mathematics	2005
	Student 6	Topic 6	Statistics	2005
	Student 7	Topic 7	Mathematics	2004
Member, 2 Ph.D. Committees	Student 8	Topic 8	Statistics	2003
	Student 9	Topic 9	Mathematics	2002