TENURE/PERMANENT STATUS/PROMOTION GUIDELINE SUPPLEMENT 2006-2007

NOMINEE INFORMATION COVER SHEET:
- Use current cover sheet.
- A copy is available online: [http://personnel.ifas.ufl.edu/TPSPInformation.htm](http://personnel.ifas.ufl.edu/TPSPInformation.htm)

A. General Current Information
- Use full name, including first name, no nicknames.
- Department is tenure department. Center is research and education center if applicable.
- OR County Operations – Marion County.
- Give UF mailing address.
- Use official title for the current rank; do not include administrative titles.
- If “Promotion” is checked, must give proposed rank.
- Type of nomination must be consistent with the vote section.

B. Waiver/Non-waiver Statement
- Must be signed and dated prior to sending out letters requesting evaluation.

C. Review Statement
- Must be signed and dated prior to unit review and vote.

D. Tenure, Permanent Status and/or Promotion Votes
- Put “0” where appropriate.

E. College Tenure & Promotion Committee Individual Assessments
- Will be added after committee meeting with a copy provided to the nominee.

F. Signatures and Endorsement Statement
- The original packet must have all original signatures.
- Sign in blue ink if possible.
GENERAL INFORMATION:

- Obtain a copy of the current guidelines contained in the Provost’s memorandum: http://personnel.ifas.ufl.edu/TPSPInformation.htm
- Read and follow the current guidelines.
- Your unit will advise you regarding the number of copies to submit.
- Follow the given formats and time limits.
- All sections must be included. Put “none” or “N/A” as appropriate under sections without data.
- All sections must be numbered and titled exactly as they are in the guidelines.
- Limit use of shading, underlining, bolding, bullets, etc. (Except that it is helpful to bold the section titles.)
- All pages, including added letters and evaluations, must have the name and page number.
- Put name and page number in the upper right-hand corner of the page.
- Don’t number the pages “X of Y”.
- There should be no blank pages.
- Use consistent font size and type.
- Explain use of asterisks.
- Spell out acronyms that are not commonly known.
- Check spelling and grammar.
- Consider use of summaries and/or tables where appropriate.
- Eliminate “widows” (a single line at the bottom of a page with the rest of the paragraph on the next page) and “orphans” (a single line at the top of a page with the rest of the paragraph on the previous page).
- All copies must be duplexed, but don’t copy on the back of the cover sheet or the page ending with the “Honors” section.
2. BRIEF DESCRIPTION OF JOB DUTIES

3. AREAS OF SPECIALIZATION

4. ASSIGNED ACTIVITY SINCE LAST PROMOTION OR SINCE UF EMPLOYMENT
   - Follow example.
   - UF only.
   - Begin with the current academic year and work backwards.
   - Include all four categories.
   - Include total line.
   - Administrative duties are to be listed under Service.
   - Advisement duties should be listed under Teaching.
   - Do not create additional categories.

5. EDUCATIONAL BACKGROUND
   - List all degrees awarded, beginning with the highest degree.
   - Follow example.

6. EMPLOYMENT
   - List in reverse chronological order.
   - Follow example.
   - Must indicate whether or not the position was tenured or tenure-accruing if employment was with an institution of higher education.

7. YEAR TENURE/PERMANENT STATUS WAS AWARDED BY UNIVERSITY OF FLORIDA
   - Give year tenure was awarded, not year packet was submitted.

8. TEACHING, ADVISING AND/OR INSTRUCTIONAL ACCOMPLISHMENTS
   - Read guidelines carefully if have a teaching appointment.
   - Refer to separate guidelines provided by Dean Cheek. (http://personnel.ifas.ufl.edu)
   - May provide a one-page statement of teaching goals and what has been accomplished in pursuit of the goals.

9. TEACHING EVALUATIONS
   - Read guidelines carefully if have a teaching appointment.
   - Required for faculty with a teaching appointment. If evaluations are not available, provide an explanation.
   - Follow example.
   - Must include department/college means, faculty member’s means, the evaluation scale used, the number of responses, and the number enrolled in the course.
   - Include a notation as to whether or not the course was required. Do not use any other terms without explicit explanation.
   - Peer evaluation should be included after the student evaluations.
10. **GRADUATE FACULTY STATUS**
   - “Yes” or “No”.

11. **GRADUATE COMMITTEE ACTIVITIES**
   - Must follow exact format given.
   - List items in reverse chronological order.
   - List by home department.
   - Graduate students should be listed with a notation of the year they graduated.
   - Follow the same format for dissertation committees.
   - Indicate expected completion dates if students have not already completed their degrees.

12. **RESEARCH NARRATIVE**
   - No more than 750 words.
   - Cross reference publications but don’t cite each one again.
   - Address the quality of the journals in which you publish and the impact of your research.

13. **CREATIVE WORKS OR ACTIVITIES**
   - List items in reverse chronological order.
   - Include date(s).

14. **PATENTS AND COPYRIGHTS**
   - List items in reverse chronological order.
   - Include date(s).

15. **PUBLICATIONS**
   - Read guidelines carefully.
   - List items in reverse chronological order.
   - Include the names of all authors.
   - The name(s) of the senior/principal author(s) must be underlined.
   - Include all sub-category headings. Use “none” as appropriate.
   - Do not create additional sub-categories.
   - Helpful to give totals by sub-categories. For example: g. Non-refereed Publications (45)
   - Do not use the term “forthcoming.” Use “accepted”, “in press”, or “submitted”.
   - Accepted or in press publications must have a copy of the letter of acceptance in the “Further Information” section.
   - Include the name of the article on the letter of acceptance, and indicate the approximate length of the publication in the citation.
   - The letters of acceptance must appear in the same order as the articles appear in the publication listing.
   - List submitted publications under the “Further Information” section.
   - Graduate students, post-docs, residents, fellows, and interns listed as authors must be identified by an asterisk with a footnote explaining what the asterisk identifies.

16. **LECTURES, SPEECHES OR POSTERS PRESENTED AT PROFESSIONAL CONFERENCES/MEETINGS**
   - List items in reverse chronological order.
Categorize items by type of activity, i.e., international, national, regional, state, local, etc.
Must indicate if the activity was invited.

17. CONTRACTS AND GRANTS SINCE THE LAST PROMOTION
- Read guidelines carefully.
- List items in reverse chronological order.
- List entries in this order:
  - externally funded
  - funded summary
  - internally funded
  - submitted or not funded/pending (indicate resubmissions).
- If applicable, this should include funding received while employed by another institution.
- Consider using a table for the funded entries.
- Must follow exact format given for summary.
- Be explicit regarding nominee’s role and amount of funding.
- Include in-kind contributions.

18. UNIVERSITY GOVERNANCE AND SERVICE
- List items in reverse chronological order.
- Include date(s).

19. CONSULTATIONS OUTSIDE THE UNIVERSITY
- List items in reverse chronological order.
- Include date(s).

20. EDITOR OF A SCHOLARLY JOURNAL, SERVICE ON AN EDITORIAL ADVISORY BOARD OR REVIEWER FOR A SCHOLARLY JOURNAL
- Indicate service on an editorial advisory board, or a review panel.
- List the name of the journal, dates, and the amount of reviewing and/or editing done.
- List items in reverse chronological order.
- Include date(s).

21. INTERNATIONAL ACTIVITIES

22. EXTENSION PROGRAM
- This is only applicable if you have an Extension appointment or if you’ve been involved in a state major program or other Extension educational efforts.
- Read and follow handout by Dr. Summerhill.

23. CLINICAL SERVICE OR CLINICAL ACTIVITIES
- Put “N/A”.

24. SERVICE TO SCHOOLS
- Do not include 4-H Programming.
- Only for K-12 schools.
- Do not include Junior Colleges, Community Colleges, etc.
25. MEMBERSHIP AND ACTIVITIES IN THE PROFESSION
   - Indicate any committee memberships and/or offices held.
   - Include date(s).

26. HONORS
   - Include date(s).
   - Describe the organization issuing the honor.

STOP HERE IN THE PACKET – DO NOT ADD ANYTHING ELSE TO THE PAGE AFTER HONORS

27. CHAIR'S/DIRECTOR’S (OR APPROPRIATE ADMINISTRATOR’S) LETTER

28. DEAN’S LETTER

BEGIN A NEW PAGE IN YOUR PACKET WITH:

29. BIOSKETCHES OF INDIVIDUALS WRITING SOLICITED LETTERS OF EVALUATION
   - These must be in the same order as the letters of evaluation.

30. LETTERS OF EVALUATION
   - Must have at least five letters from outside the university. Outside means individuals not employed either currently or in the past ten years by UF.
   - A copy of a typical letter requesting the letters of evaluation must be included before the actual letters of evaluation.

31. COPIES OF THE LAST FIVE ANNUAL LETTERS OF EVALUATION
   - Include in reverse chronological order.
   - This is only the summary page, not the full evaluations.

32. THE FURTHER INFORMATION SECTION
   - Letters of acceptance for publications.
   - Unsolicited letters of recommendation (indicate that these are unsolicited).
   - Any pertinent additional information the nominee wishes to submit.
   - Information should be restricted to professional accomplishments.