IFAS Supplement to the Provost Guidelines for 2010-2011

The following information is taken from the GUIDELINES AND INFORMATION REGARDING THE TENURE, PERMANENT STATUS AND PROMOTION PROCESS FOR 2010-2011 issued by the Provost’s office. Helpful hints have been added in italics by the IFAS Office of Human Resources.

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; if the candidate has nothing to report, use “None.” Information should cover the individual’s professional career, unless noted otherwise.

The main body of the packet should contain only those things specifically required by the guidelines. Additional materials should be placed at the end of the packet under #33 (Further Information) and should be limited in number and scope. Each page of the packet should be numbered, including the letters of evaluation; do not number “page X of Y”. Put the nominee’s name in the upper right-hand corner of each page. All copies of the packet must be duplexed (two-sided) except the cover page. Do not use filler/divider pages.

Your unit will advise you regarding the number of copies to submit.
Limit use of shading, underlining, bolding, bullets, etc. (Except that it is helpful to bold the section titles.)
Use consistent font size and type throughout the packet.
Explain use of asterisks.
Spell out acronyms that are not commonly known.
Consider use of summaries and/or tables where appropriate.
Carefully check spelling and grammar.
Copies are to be two-sided, but do not copy to the back of the page ending with the “Honors” section.

1. NOMINEE INFORMATION (See Attachment #1)
   A. General Current Information – Use full name; no nicknames or shortened names. 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.”
The most current version must be used. 
Department is tenure department. Center is research and education center, if applicable.
If extension, indicate Florida Cooperative Extension Service and include your county. 
Give UF mailing address.
Use official title for the current rank.
For graduate faculty, put “Yes” or “No”
If a promotion candidate, must give proposed rank.
Type of nomination must be consistent with the vote section.

A. **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.

  **Must be signed and dated prior to sending out letters requesting evaluation.**

B. **Review Statement** - This statement must be signed and dated prior to unit review and vote.

  **Must be signed and dated prior to unit review and vote.**

C. **Tenure, Permanent Status and/or Promotion Votes** – See section V.1 and V.2 above. The nominee is to be notified of the results of the vote. The 10 chair’s/director’s letter must explain the vote whenever 20% or more are recorded as negative, abstaining, or absent.

  **Put “0” where appropriate.**

D. **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.

E. **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.

  **Sign in blue ink if possible. This will allow reviewers to identify clearly the original.**

2. **BRIEF DESCRIPTION OF JOB DUTIES** - This should be a brief description of the assigned duties and responsibilities of the nominee.


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 2009-2010 academic year (August to August) and working backwards. It is expected that these numbers will reflect actual
effort. 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, Extension (IFAS only) or Patient
Care/Clinical (HSC 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.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>50%</td>
<td>0%</td>
<td>50%</td>
<td>75%</td>
<td>50%</td>
<td>75%</td>
</tr>
<tr>
<td>Research</td>
<td>30%</td>
<td>0%</td>
<td>20%</td>
<td>10%</td>
<td>25%</td>
<td>20%</td>
</tr>
<tr>
<td>Service</td>
<td>20%</td>
<td>0%</td>
<td>20%</td>
<td>5%</td>
<td>15%</td>
<td>5%</td>
</tr>
<tr>
<td>Extension</td>
<td>0%</td>
<td>0%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>0%</td>
</tr>
<tr>
<td>Clinical</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
<td>*0%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

*Leave of Absence

Include all five categories in the order given in the guidelines.
Include the total line.

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.

<table>
<thead>
<tr>
<th>Educational Background</th>
<th>University of Minnesota</th>
<th>History</th>
<th>PhD</th>
<th>2001</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>University of Minnesota</td>
<td>History</td>
<td>MS</td>
<td>1999</td>
</tr>
<tr>
<td></td>
<td>Cornell University</td>
<td>History</td>
<td>BS</td>
<td>1997</td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>University of Florida</th>
<th>Assistant Professor (tenure-accruing)</th>
<th>2004 – present</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIT</td>
<td>Instructor (non-tenure accruing)</td>
<td>2002 – 2004</td>
</tr>
</tbody>
</table>

7. **YEAR TENURE/PERMANENT STATUS WAS AWARDED BY UNIVERSITY OF FLORIDA** - If applicable.

Give year tenure/PS was awarded, not the year the packet was submitted.

8. **TENURE, PERMANENT STATUS, & PROMOTION CRITERIA** – Include a copy of the university tenure and promotion or permanent status criteria, and college and department’s applicable discipline-specific clarifications of those criteria.

9. **TEACHING, ADVISING AND/OR INSTRUCTIONAL ACCOMPLISHMENTS** – In no more than 750 words, describe your teaching, advising, professional responsibilities (Librarians), and/or instructional accomplishments, including, as appropriate, curriculum and course development, service as a graduate or undergraduate coordinator, supervised research through credit courses, and the development of new courses, CDROM’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.**

Refer to IFAS Guidelines for Preparing the Teaching Section of the UF/IFAS Tenure and Promotion Package.
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 placed in the packet. (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 Course Title  
Spring 2007 – If team-taught, show percent responsibility  
Required Course – Yes/No  
Responses – 37 (if applicable, if not, need to indicate “not available”)  
Enrollment -- 40  
Scale used: High = 5, Low = 1

<table>
<thead>
<tr>
<th>Instructor Mean</th>
<th>Dept Mean</th>
<th>College Mean</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Description of course objectives/assignments</td>
<td>3.8</td>
<td>4.1</td>
</tr>
<tr>
<td>2. Communication of ideals and information</td>
<td>3.6</td>
<td>4.3</td>
</tr>
<tr>
<td>3. Expression of expectation for performance</td>
<td>3.5</td>
<td>4.0</td>
</tr>
<tr>
<td>4. Availability to assist students</td>
<td>3.3</td>
<td>3.9</td>
</tr>
<tr>
<td>5. Respect and concern for students</td>
<td>3.6</td>
<td>4.2</td>
</tr>
<tr>
<td>6. Stimulation of interest in course</td>
<td>3.9</td>
<td>4.2</td>
</tr>
<tr>
<td>7. Facilitation of learning</td>
<td>3.7</td>
<td>4.0</td>
</tr>
<tr>
<td>8. Enthusiasm for subject</td>
<td>4.2</td>
<td>4.1</td>
</tr>
<tr>
<td>9. Encouragement of independent thinking</td>
<td>4.2</td>
<td>4.1</td>
</tr>
<tr>
<td>1 – 9 Instruction Evaluation</td>
<td>4.3</td>
<td>4.0</td>
</tr>
<tr>
<td>10 Instructor Overall</td>
<td>4.2</td>
<td>4.1</td>
</tr>
<tr>
<td>11 – 27 Additional Questions</td>
<td>(the subject of evaluation will vary by department/colleges)</td>
<td></td>
</tr>
</tbody>
</table>

*Must include number of students enrolled in class.*
Peer assessment or the results thereof, should be included in the packet after the student evaluations. 
(See Attachment #2, Teaching Evaluations.)

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 #3, Graduate Committee Activities.) List items in reverse chronological order. If a nominee wishes to do so, s/he may list in Section 33 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. CONTRIBUTION TO DISCIPLINE/RESEARCH NARRATIVE (ALL FACULTY) In no more than 750 words explain your research/creative contribution. Describe briefly the overall area within which your research/creative program falls and then explain how your publications, creative work, research projects, grants, fellowships, extension works, etc. reflect your research/creative 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/creative program.

   It is important to highlight key research accomplishments and the impact the research has made in advancing science or solving “real world” problems.

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.

Create a subheading for PowerPoint presentations, if applicable. Refer to instructional and informational presentations that may be delivered numerous times as “Instructional Multimedia Presentations” rather than “PowerPoint Presentations.” Do not list individually, but summarize for each year. Create a subheading for publications developed in support of web based communication and teaching, such as Webinars, if applicable.

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. Include all subcategories and if there are no entries,
put “None.” Do not create additional subcategories. Put EDIS publications as a separate section under “g. Non-refereed Publications.” Indicate that they are peer-reviewed and give the URL.

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)

*It is helpful to give totals by the sub-categories.*

Define “senior author” if there could be any questions about the usage.

Note any name changes.

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” in Section 16, a copy of the letter of acceptance must be attached in Section 33.

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. Submitted publications are to be listed in Section 33 rather than Section 16. 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 in Section 33.**

*For Tenure/Permanent Status Third-Year Progress Assessment packets, include publications not yet submitted in the “Further Information” section.*

(5) Graduate students, post-docs, residents, fellows and interns listed as authors should be identified. The preferred way is by means of an 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.

(12) On-line publications require a letter from the publisher (place in Section 33) unless the publication can be accessed via a URL.

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. In determining the category, consider the target audience, location of the presentation, type of conference, etc. Lectures,
speeches, or posters presented by postdoctoral associates, graduate students, or others under the supervision of the nominee should be identified as such and listed separately in Section 33.

A symposium, conference, or scientific meeting may be considered as “international” if there were a significant number of international participants either because it was declared an international event from the start by the organizers or attracted a significant number of international participants due to its scope or importance.

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. Include all subcategories; if there is no data for the category, put “None”. The Summary of Grant Funding for both external and internal grants should represent the total of the nominee’s share, not the total amount of the grants.

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. (including percentage responsibility) 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.

Consider using a table for the funded entries.

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 by Nominee, Year – present

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

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 by Nominee, Year – present

Summary of Grant Funding

<table>
<thead>
<tr>
<th>ROLE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Investigator</td>
<td>$ 5,286,867</td>
</tr>
<tr>
<td>Co-Principal Investigator</td>
<td>$ 2,783,493</td>
</tr>
<tr>
<td>Investigator</td>
<td>$ 1,806,250</td>
</tr>
<tr>
<td>Sponsor of Junior Faculty</td>
<td>$ 306,645</td>
</tr>
</tbody>
</table>

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.

  - Must include sub-category headings a, b, c, and d.
  - e and f are optional.

e. In-kind contributions.
Use this statement for volunteer hours: ‘Calculation of economic value of trained volunteers’ contribution to extension programs: According to the Independent Sector: (http://www.independentsector.org/programs/research/volunteer_time.html, the estimated dollar value of a volunteer hour for Florida for 2008 (the latest year for which numbers are available) is $18.20 per hour.

f. Monetary (SHARE) contributions.

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 but are relevant to her or his scholarly career. 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 in light of their significance for the nominee’s scholarly career.

   *All IFAS faculty, including extension agents, are encouraged to participate in international activities.*

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. Refer to separate guidelines provided by IFAS regarding preparing this section.

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.

   *IFAS faculty do not have clinical service as defined by this section. Put “N/A”.*

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.

   *Do not include 4-H Programming.
   Only for K-12 schools; do not include junior colleges or community colleges.*

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.

   *Include date(s).
   Describe the organization issuing the award.
   Indicate the significant of the award.*

28. **CHAIR’S/DIRECTOR’S (OR APPROPRIATE ADMINISTRATOR’S) LETTER**

29. **DEAN’S LETTER** – Within five days, the dean must forward this letter to the candidate and the department chair/director.
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 Attachment #4, Letters of Evaluation.) Also referred to as external/internal letters of review.

32. COPIES OF THE LAST FIVE ANNUAL LETTERS OF EVALUATION – Attach the last five annual letters of evaluation with the most recent appearing first; this includes any written responses to an evaluation that are on file. DO include these in packets for internal evaluators; DO NOT include in the packets sent to external reviewers. Also referred to as annual performance appraisals.

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” 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.)

Faculty such as 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 8. 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.

- Status of master’s degree if applicable.
- For county extension agents, participation in community and civic organizations and activities.
- Graduate students from other institutions that the nominee worked with during the same time period.
- Lectures, speeches, or posters presented by postdoctoral associates, graduate students, or others under the supervision of the nominee.