

TENURE / PS / PROMOTION WORKSHOP FOR STAFF

JUNE 11, 2019

Timeline – when to do what:

NOW:	Add all cases for 19-20
JULY 26:	Draft packet due to IFAS HR
AUGUST 16:	Candidate uploads final packet in OPT
AUGUST 23:	Department HR certifies for faculty in OPT
SEPTEMBER 6:	Department HR enters department assessments in OPT
SEPTEMBER 13:	Chair uploads his/her letter in OPT
SEPTEMBER 25:	Chair enters his/her endorsement in OPT

Best practices:

<http://hr.ifas.ufl.edu/TP%20Recommended%20Best%20Practices.pdf>

OPT – Do NOT enter cases for the following:

Courtesy faculty
Program County Ext Agent
Assistant In
Distinguished Professor
Third Year Progress Assessments
Anyone who is not submitting a packet this year

External letters:

- A sample template solicitation letter is provided by IFAS.
- External reviewers must be notified that a copy of the letter will be sent to the faculty member unless s/he has executed a written waiver.
- All solicited letters that have been received must be included in the packet.
- Avoid conflicts of interest.
- External letters should not be solicited from individuals currently employed by UF or those previously employed in the past 10 years whose term at UF overlapped with the candidate.
- External letters should normally be written by faculty of higher rank than the candidate.
- Letters from faculty who are at the top of the candidate's field and at the very best institutions (AAU) are particularly valued.
- The packet must include at least five letters of evaluation from outside the university.
- A copy of a typical letter requesting the letters of evaluation should appear in the packet in Section 30.
- Non-tenure-accruing faculty whose promotion will be decided on their performance in teaching and/or service may substitute letters from within UF for the outside evaluations.
- For tenure-track faculty with an Extension assignment, a letter of evaluation from a county Extension faculty (Extension Agent IV) is highly recommended.

Biosketches:

A biographical sketch of each reviewer will be included in the nominee's packet. To aid in the preparation of the bio-sketches, the unit may ask for copies of the evaluator's curriculum vitae when soliciting the external letter.

The biosketch must indicate whether the reviewer came from the chair's or the candidate's list. OR "The candidate and the chair jointly agreed on this reviewer."

Upload each biosketch and accompanying letter in a separate pdf. Do not put anything in the comment section.

Departmental voting:

Eligible faculty review the packet and meet to discuss the nomination before a secret ballot is taken.

Such discussions and the materials reviewed must be confidential.

Faculty at an REC may attend the meeting via telephone or Zoom as long as only other faculty eligible to vote are in the room and the door is shut.

A secret ballot of the faculty eligible to vote shall be taken no earlier than one day following the meeting.

The voting process is not part of the OPT system; however, departments that wish to use a secure online voting system should review the UF Voting application at <http://tss.it.ufl.edu/uf-voting>).

Who does not vote:

Chairs, center directors, deans or associate deans who participate in the formal T&P process may not participate in the secret ballot process in their home department. They are counted as eligible, but abstain from voting. Relatives, including those who live in the same household, may not be involved in evaluating one another.

Who does vote:

See APPENDIX A of the Provost Guidelines.

<http://aa.ufl.edu/media/aaufledu/tenure-and-promotion/Approved-TP-Guidelines-2019-20-.pdf>

Confidentiality:

Violation of confidentiality of the packet will be considered a breach of the integrity of the process and will be treated as misconduct.

The promotion and tenure process is a personnel evaluation, and as such, chairs should not communicate any results of assessments, other documentation such as chairs' letters, or final decisions about individual faculty with others in the unit.

Best management practices:

- Remind all those involved in the process of the absolute need for confidentiality, especially for evaluative material, including the external letters.

- Do not print out copies of the packets. OPT is designed to limit availability to those with a need-to-know and therefore help protect the confidential information. Paper copies tend to defeat this purpose.

Distinguished Professor process:

DP nominations will not be in OPT. Criteria may be found here:

<http://aa.ufl.edu/policies/tenure-and-promotion-information/useful-tp-links/>

Toolkits for department admins:

<https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/human-resources-toolkits/online-promotion-tenure/>

Self-service modules for faculty:

<http://training.hr.ufl.edu/resources/opt/toc/candidates/index.html>

OPT Reports:

main menu>human resources>workforce development>faculty events>online promotion and tenure>Reports

Security roles:

New department admins, chairs or center directors MUST have the security role as soon as hired into that position. Security roles and explanation of what each role allows can be found at <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/human-resources-toolkits/online-promotion-tenure/>

Department admins – UF_HR_OPT Dept Admin

Chairs and Center Directors- UF_HR_OPT Dept Chair

Downloading a faculty member's template:

Toolkits may be found here: <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/human-resources-toolkits/online-promotion-tenure/>

A department Admin must have the faculty member “opened up” in OPT for the current year that the faculty member is applying for tenure/permanent status and/or promotion before the faculty can upload his or her OPT packet. It is recommended that the faculty member upload the document to ensure the FINAL document is what has been uploaded and then the statement on the cover sheet signed.