



2019 Workshop
Tenure and Promotion
Policy and Procedures Overview

Agenda



- Definitions
- Time in Rank
- Criteria
- Process Timeline
- Tenure Progress Assessment
- Voting
- Formal Review of Packets
- Preparing your Tenure and/or Promotion Packet
- On-Line process

What is Tenure?



- End of the probationary period
- Qualified right to continuous employment
- Available to qualifying faculty
- Subject to certain requirements initially and throughout employment
- Requires distinction in at least two areas
- Granted by the Board of Trustees following the completion of all requirements

What is Promotion?



- Promotion is the official conferring of faculty-ranked titles
- State faculty titles
 - Assistant Professor
 - Associate Professor
 - Professor
- Recognizes distinguished performance

What is Distinction?



- “Distinction” is defined by faculty in the department and college
- Significant effort as well as demonstrated excellence and effectiveness in the faculty member’s primary area of assignment
- More on this later

Non-tenure Track Promotion



- Criteria for non-tenure track promotion is relevant to the performance of the work that the faculty member has been assigned
- The same promotion procedures are followed as tenure track
- Exception – Final promotion decision made by Senior Vice President for:
 - Assistant In series
 - Courtesy faculty

Time in Rank



- Tenure – Nominated by seventh academic year of full-time service (the beginning of the last year of the tenure probationary period)
- Extension to seven years adopted in 2013

Tenure “When Ready”



- May apply for tenure any time prior to the beginning of the last year of the tenure probationary period if the candidate’s record is ready (a determination made by the faculty member in consultation with the chair)
- Must meet usual, expected tenure criteria
- Tenure Department Chair shall initiate the tenure nomination process upon request

Time in Rank



- Promotion – Generally, six or seven years of work minimum for promotion to next rank
- The “when ready” standard applies

Criteria



- Quality of scholarship -- teaching, research, extension
- Research or other creative activities
- Distinction in your program areas
- Effective working relationships with clientele and colleagues
- Above average performance appraisals

Disclaimer!



- Tenure and/or promotions are not guaranteed
- All is contingent upon your productivity and performance

Process Timeline



- **Spring** – IFAS T&P Workshops
- **Spring / Summer** – Unit deadlines for submission, voting, external review
- **July 26** – One electronic copy due to IFAS Human Resources
- **August 16** – Packets uploaded on line
- **Oct/Nov** – IFAS T/PS/P Committee and IFAS deans review

Process Timeline -- continued



- **December** – IFAS Deans make recommendation to Provost
- **January** – Packets due to Provost's Office
- **February / March** – Academic Personnel Board review
- **May / June** – Provost/BOT review and final decision

Process Timeline -- continued



- **June** – Candidates notified of status
- **July 1** – Tenure usually effective
- **July 1** – Promotions usually effective

Assessment Process for Units



- Tenure and Promotion – assessments are separate
- Tenure:
 - tenured faculty in the tenure department assess
 - tenured faculty at the research center assess, regardless of discipline, but only once (with the tenure department)

Assessment Process for Units



- **Promotion:**
 - faculty at a higher rank in the tenure department assess
 - faculty at the research center at a higher rank assess, regardless of discipline, but only once (with the tenure department)

Assessment Process for Units



- Although the final tally of assessments is public, individual assessments must be kept confidential
- Assessments are based on information in the packet

IFAS Committee



- IFAS T/PS/P committee reviews all packets
 - “Blue Team” -- 8 Extension Agent IVs
 - “Orange Team” -- 8 Professors
 - Half elected by IFAS faculty
 - Half appointed by the Senior Vice President
 - Serves in fact-finding, consultative role
 - Complete an individual assessment included on the nominee cover sheet
 - Confidential discussion

Dean Review



- Deans review, determine support, and prepare letter
- All packets (except Assistant In series and courtesy faculty) are forwarded to University administration unless withdrawn by the applicant

Academic Personnel Board



- Responsibilities are to advise the Provost with respect to promotion and tenure nominations, serving in a fact-finding and consultative role
- Ten members:
 - Six on the “Orange” team that will review tenure and tenure track promotion cases
 - Four on the “Blue” team that will review PS & non-tenure track promotion cases
- IFAS has one member on each team

Final Review



- The Board of Trustees makes the final decision on tenure based in part on the UF Provost's recommendation
- UF Provost makes the final decision on promotion
- IFAS Senior Vice President makes the final decision on the Assistant In series and courtesy faculty

Feedback to Candidate



- Department / Center assessment
- Unit leader support / letter
- IFAS committee assessment
- Dean support / letter

If Tenure Is Not Supported



- If tenure is not supported by the IFAS Deans:
 - Candidates not at the end of the probationary period may withdraw the packet and resubmit when appropriate
 - Candidates at the end of the probationary period may withdraw the packet and resign or allow the packet to be forwarded

If Tenure Is Not Supported



- If tenure is not supported by the Provost and denied by the Board of Trustees, a letter of non-renewal is issued by IFAS
- A candidate may choose to withdraw the packet at any time prior to the Provost's recommendation to the BOT

Promotion



- Faculty members who have been granted tenure may withdraw the promotion packet any time in the process.

Third-Year Progress Assessment



- Third academic year
- Assess progress towards tenure
- Participation is required

UF/IFAS Regulations



- Related to Tenure and Promotion
 - 6C1-7.025
 - 6C1-6.009
 - 6C1-7.019

On the web at <http://regulations.ufl.edu>

Follow-up & Feedback



- Contact IFAS HR with procedural/process questions
- Contact your Chair/Director with questions regarding unit timelines and content
- Candidates are notified of packet status at key stages

The Packet



- The packet is your opportunity to present accomplishments for tenure/promotion consideration
- Review the Provost's Memo when it is distributed

Need Help? Please Contact:



IFAS Office of Human Resources

<http://hr.ifas.ufl.edu/>

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Questions?

The Packet



- Preparing the packet
- Using the on-line (OPT) system