2019 Workshop
Permanent Status and Promotion
Policy and Procedures Overview
Agenda

- Definitions
- Time in Rank
- Criteria
- Process Timeline
- PS Progress Assessment
- Voting

- Formal Review of Packets
- Preparing your Permanent Status and Promotion Packet
- On-Line process
- Extension Section (DED)
What is Permanent Status?

- Similar to tenure, it provides assurance of a continual appointment subject to certain requirements of the position
- Is granted by the Board of Trustees following the completion of all requirements
- Consideration is based on performance of faculty duties and responsibilities
What is Promotion?

- Promotion is the official conferring of a higher academic rank in recognition of distinguished performance as a faculty member.

- County level faculty use the titles Extension Agent I, II, III, IV.

- Agent I is non-Permanent Status.
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
Non-PS Accruing Faculty

- Program County Extension Agents (paid 100% by county). Formerly Courtesy Extension Agents.
- Program Extension Agents (paid 100% on grants)

- Follow same process
- Complete same packet

- Program County Extension promotions are approved by the IFAS Senior Vice President
Basic Eligibility/Qualifications

- Permanent Status – If approved, awarded at the end of the 7th academic year
- Promotion – Generally, five or six years of work minimum for promotion from Agent II and higher
- Agent I -- considered for Promotion to Agent II at the same time as PS
Basic Eligibility/Qualifications

- Master’s degree progress is required for PS and promotion to rank II
Master’s Degree Requirement for Permanent Status

If degree is not completed, must meet the following:

- be admitted to accredited graduate program
- have a graduate committee and adviser
- have an established plan of study and related requirements
- complete 50% of course credits

A letter from major adviser must verify that these conditions have been met
Master’s Degree Requirement for Promotion

- Master’s degree is **required** for rank III or above
Permanent Status “When Ready”

- May apply for permanent status any time prior to the beginning of the last year of the PS probationary period
- Must meet usual, expected PS criteria
- DED shall initiate the PS nomination process upon request
General Information

- PS is with UF/IFAS
- PS is not granted for supervisory or administrative responsibilities
- Performance is evaluated annually to determine whether appropriate progress is being made
General Criteria

- Promotion and Permanent Status criteria

- Please refer to the IFAS Promotion, Tenure, and Permanent Status Criteria and Guidelines, a reference document for the University Academic Personnel Board
Disclaimer!

- Permanent status or future promotions are not guaranteed
- All is contingent upon your productivity and performance
Process Timeline

- **January / February** – IFAS PS&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 Academic Personnel
- **February / March** – Academic Personnel Board review
- **May** – Provost/BOT review and final decision
Process Timeline -- continued

- **June** – Candidates notified of status
- **July 1** – Permanent status usually effective
- **July 1** – Promotions usually effective
Voting Process

- Votes for Permanent Status and for Promotion are separate
- Permanent Status: colleagues in your district who have been granted permanent status are eligible to vote on your packet
- Promotion: colleagues in your district who are at a higher rank can vote (includes program county and program agents)
- State specialized agents: vote is state-wide
Voting Process

- Although the final tally of votes is public, individual votes must be kept confidential.
- Votes based on information in the packet.
- Each district is considered to be a “department” for voting purposes.
- DED does not vote.
• 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
Review of Packets

- Deans review, determine support, and prepare letter

- All packets (except program county extension agents) 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
The Board of Trustees makes the final decision on permanent status 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 Program County Extension Agents.
Feedback to Candidate

- District vote
- DED support / letter
- IFAS committee assessment
- Dean support / letter
If Permanent Status Is Not Supported

- If PS 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 Permanent Status Is Denied

- If PS 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 and resign at any time prior to the Provost’s recommendation to the BOT
Faculty members who have been granted permanent status may withdraw the promotion packet any time in the process.
Third-Year Progress Assessment

- Third academic year
- Assess progress towards Permanent Status
- Participation is required
UF/IFAS Regulations

- Related to Permanent Status and Promotion
  - UF-7.025
  - UF-6.009
  - UF-7.019

On the web at [http://regulations.ufl.edu](http://regulations.ufl.edu)
Follow-up & Feedback

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

- DED deadlines are different from IFAS HR deadlines
- Check with your DED to make sure you are on time
  - Permanent Status and Promotion
  - Third-Year Progress Assessment
The Packet

- The packet is your opportunity to present accomplishments for PS/Promotion consideration

- Review the Provost’s Memo when it is distributed
Need Help? Please Contact:

- District Extension Director
- IFAS Office of Human Resources
- [http://hr.ifas.ufl.edu/](http://hr.ifas.ufl.edu/)
  Denise Bogart
  Susan Hudson
  Janet Malphurs
  352/392-4777
Questions?
The Packet

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