



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 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

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

Final Review



- 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

Promotion



- 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>

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/>

Denise Bogart

Susan Hudson

Janet Malphurs

352/392-4777



Questions?

The Packet



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