PROMOTION, TENURE, & PERMANENT STATUS

SAMPLE CANDIDATE DOSSIER – 2025-2026

THIS IS SUBJECT TO CHANGE, OFFICIAL DOSSIER AVAILABLE MAY 12

IFAS Information – Please delete this section

NOTE: You are responsible for the completeness and accuracy of all materials in the online packet, including any auto-populated sections. Please be sure to check the accuracy of the information in your packet.

General guidance for packet development:

• *Add page numbers to the document.*

• *Do not use filler/divider pages.*

• *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.*

• *Use of summaries and/or tables where appropriate is recommended.*

• *Carefully check spelling and grammar.*

• *Remove all explanatory/instructional text and "track changes" notations.*

• *Adhere to word limits where noted; concise narratives that describe program impacts are strongly encouraged*

Name: [AUTO POPULATE FROM SYSTEM]

UFID: [AUTO POPULATE FROM SYSTEM]

Department: [AUTO POPULATE FROM SYSTEM]

Rank: [AUTO POPULATE FROM SYSTEM]

BRIEF DESCRIPTION OF JOB DUTIES

    ASSIGNED DUTIES & RESPONSIBILITIES – [Will need to enter this into Dossier once you download]

    Include your budgeted TREA assignment.

    IMPACT STATEMENT - [Will need to enter this into Dossier once you download]

    Impact of COVID pandemic / natural disasters on Job Duties. In this optional section, faculty may provide a statement regarding the impact of the COVID-19 pandemic / natural disasters on the nominee's professional life -- up to 500 words. This statement should explain how the nominee adjusted/compensated for pandemic-related difficulties or natural disasters (e.g., hurricanes) impacting their research, teaching, clinics, extension or service. Please see Tenure and Promotion Information for more details.

AREAS OF SPECIALIZATION [Will need to enter this into Dossier once you download]

Briefly describe your area(s) of specialization. Please frame your specialty within the context of your discipline and the mission of your unit(s) and UF.

EFFORT REPORTED SINCE LAST PROMOTION [AUTO POPULATE FROM SYSTEM]

Applicants with two primary appointments must consolidate the assignments in one effort table to show proportional activity across both appointments. For example: an applicant with two 0.50 FTE appointments who has a 100% research assignment in one and a 0% research assignment in the other, will report a 50% research assignment. There should be only one table in the submitted packet. Note: overload assignments are not reported in the promotion packet.

If you have questions about the effort reported, contact your unit effort reporting coordinator. If you are being considered for tenure or permanent status and were hired during this current academic year, also include assigned activity for the current year at UF. If reporting effort under "Other," please provide a footnote explanation.

Term/Year	Teaching	Research	Service	Extension	Clinical	Sabbatical	Leave	Other	Total

The chair's/director's letter should provide an explanation of any significant changes in assignment.

• *These percentages may be slightly different from your budgeted TREA appointment.*

• *Review carefully to make sure your position is represented accurately.*

EDUCATIONAL BACKGROUND [AUTO POPULATE FROM SYSTEM]

This section will auto-populate from your record in the UFHR database; it is the candidate's responsibility to check for accuracy. If you find a discrepancy, contact UF HR Employment Operations and Records at ufhr-employment@ufl.edu. If any corrections are made in the UFHR database, you will need to save and reload the template again as a PDF.

Institution	Field of Study	Degree	Year

EMPLOYMENT [AUTO POPULATE FROM SYSTEM] [You can enter additional information into FEA for download]

List your employment history, with UF employment appearing first. Please show employer, ranks and administrative positions you held at each place of employment, effective dates of each title and whether or not the position was tenured, tenure-accruing, or non-tenure-accruing if employment was with an institution of higher education. Affiliate or joint appointments should be listed in UNIVERSITY GOVERNANCE AND SERVICE section.

Institution	Position	Dates

YEAR TENURE/PERMANENT STATUS WAS AWARDED BY UNIVERSITY OF FLORIDA [AUTO POPULATE FROM SYSTEM]

This section will auto-populate from your record in the UFHR database; it is the candidate's responsibility to check for accuracy. If you find a discrepancy, contact Faculty Relations at fea-support@mail.ufl.edu. If any corrections are made in the UFHR database, you will need to save and reload the template again as a PDF.

TEACHING, ADVISING, AND INSTRUCTIONAL ACCOMPLISHMENTS [Will need to enter this into Dossier once you download]

In no more than 750 words, describe your teaching, advising, professional responsibilities (Librarians), and/or instructional accomplishments. Provide context for these responsibilities (i.e., the relevance and importance to your discipline and UF), a brief statement of your teaching philosophy and how it is supported by your activities, how your activities promote accessible and inclusive instructional approaches in the classroom, in the lab, in the field, or any space where we supervise and inspire students, and the primary educational goals and outcomes of your teaching program. Include, as appropriate, curriculum and course development, service as a graduate or undergraduate coordinator, supervised research through credit courses, and the development of new courses, educational software, and multimedia materials.

Undergraduate instructional activities may include supervision of honors theses 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. However, they should not be included in the packet (except for those cases covered in EDUCATIONAL PORTFOLIO Section).

• *Refer to separate guidelines provided by IFAS/CALS for preparing this section.*

• *All tenure-track faculty members are expected to contribute to the teaching mission of IFAS regardless of budgeted appointment.*

• *Faculty with 0% budgeted teaching FTE should follow the Addendum (page 7 of the CALS P&T Guidelines).*

TEACHING EVALUATIONS - <mark>[AUTO POPULATE FROM SYSTEM]</mark>

UF teaching evaluations for the past 10 years will auto-populate in this section. For cases involving only promotion, include evaluations only since your last promotion not to exceed ten years. In the box provided for each course, you must indicate whether or not the course was team-taught (and the percentage for which you were responsible), the mode of delivery (classroom, online, hybrid or blended, distance learning context,) and whether the course was required. (Required courses are General Education courses, or those required for a particular major. Please note that elective courses are not required courses.) If you have any questions as to the accuracy or completeness of the data, send a query to evaluations@ufl.edu and GatorEvals-Support@ufl.edu. Any inaccuracies must be corrected in the database in order for them to be permanent. If any corrections are made in the Evaluation database, you will need to save and reload the template again as a PDF file. The University process does not require a summary of all teaching evaluations. If your college does require a summary, please complete the summary table below. NOTE: The departmental and college means are calculated using only either undergraduate or graduate courses, depending on the level of the course being evaluated.

In cases where the number of responses is greater than the number enrolled, provide a footnote explanation.

If teaching evaluations completed during the last five years from other institutions are available, you may include them in Further Information Section.

If this is your first year of employment and you have a teaching assignment, then you will be evaluated during the fall term. You may upload those statistics into Further Information Section when they are available.

IFAS requires a summary table of teaching evaluations. See page 3 of CALS P&T Guidelines.

Summary Table

Course	Term	Enroll #	Candidate Overall		Department Overall		College Overall	
			Instructor	Course	Instructor	Course	Instructor	Course

<mark>WILL AUTO POPULATE FROM SYSTEM</mark> *Term: , Course:*								
Questions - Instructor	Responded	Response Rate	Mean	IM	Dept Mean	Dept IM	College Mean	College IM
How would you rate your own participation (completed readings, assignments, etc.) in this course?								
The instructor was enthusiastic about the course.								
The instructor explained material clearly and in a way that enhanced my understanding.								
The instructor maintained clear standards for response and availability (e.g. turnaround time for email, office hours, etc.)								
The instructor fostered a positive learning environment that engaged students.								

	Responded	Response Rate	Mean	IM	Dept Mean	Dept IM	College Mean	College IM
Questions - Instructor								
The instructor provided prompt and meaningful feedback on my work and performance in the course.								
The instructor was instrumental to my learning in the course.								
Course content (e.g., readings, activities, assignments) was relevant & useful.								
The course fostered regular interaction between student and instructor.								
Course activities and assignments improved my ability to analyze, solve problems, and/or think critically.								
Overall, this course was a valuable educational experience.								

B. Peer assessments should be included here, if available.

IFAS/CALS guidelines require peer assessment for faculty members engaged in teaching formal courses:

• CALS Peer Teaching Assessment

• CALS Peer Teaching Assessment Summary

EDUCATIONAL PORTFOLIO (if applicable) <mark>[Will need to enter this into Dossier once you download]</mark>

This section is for those units where faculty are expected to develop portfolios in which they document excellence in educational scholarship, leadership and service. If you are in one of these units, include a summary of the recommended portfolio, if available. The full portfolio should be available off-line and may be requested for review.

Faculty such as Lecturers whose primary assignment is in teaching and service should include in this section illustrative examples of materials that document the instructional accomplishments described in the TEACHING, ADVISING, AND INSTRUCTIONAL ACCOMPLISHMENTS Section. Examples may include sample exams, excerpts from syllabi, and any evidence of teaching effectiveness. Select sample materials carefully: the quality of the materials is more important than their quantity.

Use this section as directed by the IFAS/CALS guidelines for teaching.

IFAS faculty with a budgeted teaching appointment must include this section.

For faculty with no budgeted teaching appointment, this section is optional.

STUDENT MENTORING <mark>[AUTO POPULATE FROM SYSTEM]</mark>

This section will auto-populate from Graduate Information Management System (GIMS) information; it is the candidate's responsibility to check for accuracy. To update your committee information please contact your departmental/unit staff. If you find an error or discrepancy, contact the Graduate School at graddata@ufl.edu. You will need to reload the template as a PDF file after updates are made in the GIMS database. You should indicate with an asterisk on your role that a Master's committee was a non-thesis option. For active committees please indicate the anticipated completion date. When serving on a committee as a Co-Chair, please indicate the percentage level of responsibility.

Do not rearrange the table or remove dropped students; use the order as auto populated from GIMS.

• For the completion date, include the month or term with the year as downloaded.

• For current students, add and qualify the planned term of graduation with "Expected."

• Indicate which master's committees were a non-thesis option using an * with an explanatory footnote.

GRADUATE COMMITTEE ACTIVITIES

Candidate's Role	Student	Major	Complete Date

STUDENT MENTORING <mark>[AUTO POPULATE FROM SYSTEM, AFTER ENTERING INTO FEA. MUST ENTER IN ACTIVITY MANAGER]</mark>

Mentoring Activity Title	Student	Student Level	Dates

CONTRIBUTION TO DISCIPLINE/RESEARCH NARRATIVE <mark>[Will need to enter this into Dossier once you download]</mark>

In **no more than 750 words** explain your research/creative contribution to your discipline. Describe briefly the overall area within which your research/creative program falls and how your publications, creative work, research projects, grants, fellowships, extension works, etc., reflect your research/creative program and your achievements. Please address the quality of the journals in which you publish and the impact of your research/creative program. Please characterize the nature and extent of your contributions to major publications of which you are not the sole author or senior/principal author.

• *It is important to highlight key disciplinary and interdisciplinary research accomplishments.*

• *Include the impact the research has made in advancing science or solving "real world" problems.*

• *All tenure-track faculty members are expected to contribute to the research mission of IFAS regardless of budgeted appointment.*

CREATIVE WORKS OR ACTIVITIES <mark>[AUTO POPULATE FROM SYSTEM, AFTER ENTERING INTO FEA. MUST ENTER IN ACTIVITY MANAGER]</mark>

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, including dates. Include published critical reviews of these creative works in this section. Refer to instructional and informational presentations that may be delivered numerous times as "Instructional Multimedia Presentations." Do not list individually but summarize for each year. Create a subheading for materials developed in support of web- based communication and teaching, such as Webinars, if applicable.

Exhibits & Installations

    a. **Literary & Critical Works**

    b. **Other Creative Works**

    c. **Cultivars**

    d. **Performances**

    e. **Productions**

PATENTS AND COPYRIGHTS

Include date(s) with each item and give an indication of the significance of its (their) contribution to the profession/discipline. NOTE: If you have entered your patents and copyrights in this FEA Activity Manager, they will auto-populate in this section.

PUBLICATIONS ACTIVITIES <mark>[AUTO POPULATE FROM SYSTEM, AFTER ENTERING INTO FEA. MUST ENTER IN ACTIVITY MANAGER]</mark> **CANDIDATE MAY CHOOSE TO FOR 2025-2026:**– **[enter this into Dossier once you download]** – **For those choosing to enter after Dossier Download, you can copy and paste your citations here. For those choosing to enter into FEA and then download into Dossier, you will need to go back and add the additional citations.**

The citation format is your choice, but entries should contain the information requested. Please include the names of all authors. Include all subcategories and if there are no entries, write "None." Put EDIS publications in a separate section under "g. Non-refereed Publications and provide the URL. Include this statement to describe EDIS: Electronic Data Information Source (EDIS) is a UF/IFAS peer-reviewed publication system used to share extension scholarship.

NOTE: If you have entered your publications in this FEA Activity Manager, they will auto- populate in this section but will have the incorrect citation for the Key listed below.

Please use the following "key" to indicate author relationships. <mark>Please copy and paste this key in to the top of your publications section.</mark>

Senior/principal author(s) = Underline.

Self = bold Fellow = f Graduate Student

G = under your direction (chaired or co-chaired)

g = other graduate students (not chaired or co-chaired, e.g., committee member) Other = &

Post-Doctoral Associate/Fellow P = under your direction p = others

Resident = r

Undergraduate

U = under your direction u = others

Intern

I = under your direction

i = others

The following information should be considered when compiling the publication listing:

1. **Refereed Journals:** A paper is considered "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 entered as a footnote to the publication list.

3. **Non-refereed Publications:** Materials listed under non-refereed publications should include not only those journal articles that 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:** A publication is defined as accepted if it has been finally accepted for publication by an editorial board or similar entity empowered to authorize publication and will appear in print in the future.

   b. **In press:** A publication is defined as in press if it has been accepted for publication and has been copy-edited, or otherwise made ready for publication at a date certain.

If a publication is listed as "accepted" or "in press" in **PUBLICATIONS** Section, a copy of the letter of acceptance must be included as a PDF in Further Information Section. Please include 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.

    c. **Submitted**: The term "submitted" refers to a manuscript that has been submitted to a publisher for publication review. Submitted publications are to be listed in Further Information Section rather than **PUBLICATIONS** Section. 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 or accepted for publication are to be listed in Further Information Section.

5. Graduate students, post-docs, residents, fellows and interns listed as authors should be identified using the key.

6. Be sure that pagination is listed. If an article is longer than one page, give first and last page numbers.

7. Media releases are considered "Miscellaneous" publications.

8. "Reviews" refers to reviews written by you about someone else's work. Reviews of your work, if included, should be listed in **CREATIVE WORKS OR ACTIVITIES Section** or Further Information Section.

9. Publication citations of works written in a foreign language should be accompanied by an English translation in parentheses.

10. All publications must appear in one of the categories provided.

11. Do not include theses and dissertations in the publication listing.

12. Online publications require a letter from the publisher (upload as PDF into Further Information Section) unless the publication can be accessed via a URL.

Reverse number each set of publications.
It is helpful to give a summary total for each sub-category.
Citation format should be consistent throughout this section.
Define "senior author" if there could be any questions about the usage.
Note any name changes with a footnote to the Publication section.

    a. **Books**

    b. **Book Chapters**

    c. **Refereed Articles (excluding EDIS)**

    d. **Refereed Articles (including EDIS)**

    e. **Non-refereed Articles**

    f. **Bibliography Publications**

    g. **Abstract Publications**

    h. **Review Publications**

LECTURES, SPEECHES, POSTERS PRESENTED AT PROFESSIONAL CONFERENCES/SEMINARS <mark>[AUTO POPULATE FROM SYSTEM, AFTER ENTERING INTO FEA. MUST ENTER IN ACTIVITY MANAGER]</mark> CANDIDATE MAY CHOOSE TO FOR 2025-2026:– [enter this into Dossier once you download]

For cases involving a second promotion at UF, include since your last promotion. For cases involving tenure and promotion, or a first promotion at UF, include since hire at UF. Work completed prior to your hire at UF may be included in the Further Information Section, during the two update periods. The entries must specify if the presentation was invited. In determining which sub-category to use, consider the target audience, location of the presentation, type of conference, etc. "International" refers to lectures, speeches, posters presented at locations outside of the United States and/or within international societies hosting the event in the United States. "Local" refers to scholarly talks provided within the UF or Gainesville community. This section should include only presentations actually given by the candidate. Lectures, speeches, or posters presented by postdoctoral associates, graduate students, or others under your supervision and where you were listed as a co-author but not co- presenter should be summarized or discussed in the TEACHING, ADVISING, AND INSTRUCTIONAL ACCOMPLISHMENTS Section.

Write "None" in every category and subcategory for which there are no entries. NOTE: If you have entered your lectures, speeches or posters into the FEA Activity Manager, they will auto-populate in this section and display only active categories.

• *Presentation Status: Invited, Contributed, Refereed.*

• *Reverse number each set of presentations.*

• *Presentation Type: Continuing Education, Keynote, Lecture, Paper, Poster, Seminar, Speech, Symposium, Workshop.*

• *Guest lectures given at UF should go in teaching (TEACHING, ADVISING, AND INSTRUCTIONAL ACCOMPLISHMENTS Section, 2B).*

• *Invited seminars given at UF should go in LECTURES, SPEECHES, POSTERS PRESENTED AT PROFESSIONAL CONFERENCES/SEMINARS Section, e. Local.*

• *Invited seminars given at other institutions should go under state (if in Florida), national (if in a different state), or international (if outside the US).*

• *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. Provide supporting metrics if possible (e.g., number of international talks/attendees or institutions).*

    a. <u>University</u>

    b. <u>International</u>

    c. <u>Regional</u>

    d. <u>National/Federal</u>

    e. <u>State</u>

SPONSORED PROJECTS <mark>[AUTO POPULATE FROM SYSTEM, AFTER ENTERING INTO FEA. MUST ENTER IN ACTIVITY MANAGER]</mark> **CANDIDATE MAY CHOOSE TO FOR 2025-2026:–** <mark>[enter this into Dossier once you download]</mark>

For cases involving a second promotion at UF, include since your last promotion. For cases involving tenure and promotion, or a first promotion at UF, include since hire at UF. Work completed prior to your hire at UF may be included in the Further Information Section. In this specific case, sponsored projects from the prior institution should be put into a similarly formatted table. Include all subcategories (a)-(c). If there is no data for the category, write "None."

Information on funding amounts for both external and internal grants and contracts should include both the amount of your share, and the total amount of the grants. The only roles to be included in the information are Principal Investigator, Co-Principal Investigator, Senior Personnel, Investigator, or Sponsor of Junior Faculty. Some data has been imported from contract and grant records from awards received at UF. If you find a discrepancy, please contact the Division of Sponsored Programs via email at ufawards@ufl.edu. Please update, correct or add information as necessary. Expand the charts as needed.

a. **Funded** –

Provide a listing of each funded grant, including the title and effective dates of the contract/grant, the amount of the award, the amount assigned to you (awarded/received to date and total anticipated over the duration of the project/award), the name of the external funding agency, and your role, i.e., P.I., co-P.I. (including percentage responsibility), Senior Personnel, Investigator or Sponsor. No other roles should be included in this list. If applicable, the list should include funding received while employed by another institution.

List of Funding - External (Year-Year)

Role <mark>Must add % Responsible</mark>	Reporting Agency	Grant Title	Dates	Awarded/Anticipated	Candidate Allocation ($Amount)

List of Funding - Internal (Year-Year)

Role <mark>Must add % Responsible</mark>	Reporting Agency	Grant Title	Dates	Awarded/Anticipated	Candidate Allocation ($Amount)

Summary of Grant Funding - (Year-Year)

Provide an overall Summary, by Role, of the information from the list in a.1. above; include only those amounts allocated to the candidate, not the total award, divided as direct and indirect costs. For assistance with these values, please run the 'Sponsored Project Portfolio Report (2007 - Present)' report available at this path: Enterprise Analytics > Sponsored Program Information > Awards > Sponsored Project Portfolio Report (2007 - Present).

Role	Total

A short narrative explanation of grant funding may be included.

b. Submitted – **Pending Decision** – Provide a list that includes the date of submission and other relevant information as in the Sponsored Projects, section a (if available), including if a resubmission.

c. Submitted - But Not Funded – Provide a list that includes the date of submission, amount of proposal, name of the agency, and the proposed role of the nominee. Indicate any resubmissions.

• *Must include sub-category headings a, b, and c.*

• *d, e, and f below are optional.*

d. In-kind contributions. **[Will need to enter this into Dossier once you download]**

Use this statement for volunteer hours:

Calculation of economic value of trained volunteers' contribution to extension programs: According to 2024 Florida data from the Independent Sector (VOVT-Report-2024.pdf (independentsector.org)) the estimated dollar value of a volunteer hour is $31.61 for 2023.

In Extension, trained volunteers are contributing to Extension program by dedicating their time, skills, talents and expertise under supervision or guidance by faculty. The estimated dollar value of a volunteer hour $29.41 in 2022, 27.68 in 2021, $26.32 in 2020, $24.93 in 2019, $24.04 in 2018, $23.33 in 2017, $22.70 in 2016, 22.08 in 2015, $21.61 in 2014, $21.24 in 2013, $20.86 in 2012, $18.85 in 2011, $18.66 in 2010, $18.40 in 2009, and $17.68 in 2008.

e. Monetary (Foundation) contributions. **[Will need to enter this into Dossier once you download]**

f. Revenue Enhancements **[Will need to enter this into Dossier once you download]**

SERVICE NARRATIVE **[Will need to enter this into Dossier once you download]**

In **no more than 750 words** explain your participation in the governance processes and service to your unit(s), college, UF or external constituencies. Describe briefly how your engagement has impacted the constituencies for which the service is performed and contributed to opportunity. Include information on how your service connects to or informs your research, teaching, and/or profession and your rationale and goals for engagement. This section allows you to summarize and attach significance to your service activities; do not list items, or repeat items noted elsewhere except to summarize or reference their impact.

UNIVERSITY GOVERNANCE AND SERVICE [AUTO POPULATE FROM SYSTEM, AFTER ENTERING INTO FEA. MUST ENTER IN ACTIVITY MANAGER] **CANDIDATE MAY CHOOSE TO FOR 2025-2026:–** [enter this into Dossier once you download]

This area should include information regarding the nominee's service to UF such as membership on university, college, and department/center committees. Write "None" under all subheadings where you have nothing to report.

a. University

b. College

c. Department/Center

District service may be placed under c. You may add d. County if applicable.

CONSULTATIONS AND PUBLIC SERVICE [AUTO POPULATE FROM SYSTEM, AFTER ENTERING INTO FEA. MUST ENTER IN ACTIVITY MANAGER] **CANDIDATE MAY CHOOSE TO FOR 2025-2026:–** [enter this into Dossier once you download]

Use this area for consultations that are not part of your assigned duties and responsibilities but are relevant to your scholarly career. Indicate the work performed, the organization or employer, and the date(s).

    a. **CONSULTATIONS**

    b. **PUBLIC SERVICE**

SCHOLARLY REVIEWS AND ASSESSMENTS [AUTO POPULATE FROM SYSTEM, AFTER ENTERING INTO FEA. MUST ENTER IN ACTIVITY MANAGER] **CANDIDATE MAY CHOOSE TO FOR 2025-2026:–** [enter this into Dossier once you download]

Indicate whether you were an editor, served on an editorial advisory board, or were a reviewer; the name of the journal or publication, the date(s) of service; and the approximate amount of reviewing/editing you did. For book manuscript reviews, please indicate the length of the reviewed work. **Write "None" in every category and subcategory for which you have no entries.**

    a. <u>Editor</u>

    b. <u>Editorial Advisory Boards</u>

    c. <u>Reviewer for Scholarly Journals</u>

    d. <u>Book Manuscripts Reviewed</u>

For section c, review activity, a summary table that identifies the journal and year of review(s) is helpful.

INTERNATIONAL ACTIVITIES

Briefly describe your international teaching, research, and service activities in light of their significance for your scholarly career, including your rationale and goals for engagement in international activities, and any outcomes or impact resulting from your international engagement. This section allows you to summarize and attach significance to your international work; do not list items, or repeat items noted elsewhere except to summarize or reference their impact.

Refer to separate guidelines provided by IFAS for preparing this section at

IFAS Guidelines for the Integration of International Engagement

EXTENSION PROGRAMS (for IFAS only) - **[Will need to enter this into Dossier once you download]**

Follow **EXTENSION PROGRAMS** guidelines for your position type on this page: https://hr.ifas.ufl.edu/tenure-and-promotion/. This is listed as "Section 24 Guidelines" on this page.

CLINICAL SERVICE, CLINICAL ACTIVITIES, OR CLINICAL PORTFOLIO - **[Will need to enter this into Dossier once you download]**

Type – **N/A**

SERVICE TO SCHOOLS **[AUTO POPULATE FROM SYSTEM, AFTER ENTERING INTO FEA. MUST ENTER IN ACTIVITY MANAGER]** **CANDIDATE MAY CHOOSE TO FOR 2025-2026:**– **[enter this into Dossier once you download]**

In 1984, the Legislature determined that service to the public schools (K-12) would be considered for tenure and/or promotion purposes. List such service in this section. Service must be related to your academic field; do not include general volunteer work.

• *Do not include 4-H programming, as this should be included in **EXTENSION PROGRAMS** Section.*

• *Only for K-12 schools, do not include junior colleges or community colleges.*

MEMBERSHIP AND ACTIVITIES IN THE PROFESSION <mark>[AUTO POPULATE FROM SYSTEM, AFTER ENTERING INTO FEA. MUST ENTER IN ACTIVITY MANAGER]</mark> **CANDIDATE MAY CHOOSE TO FOR 2025-2026:** – <mark>[enter this into Dossier once you download]</mark>

Use this area to communicate your contributions to your profession including memberships in professional societies and organizations. When listing memberships, be sure to include committee memberships, inclusive years, and any offices held. Examples of independent professional activities would include giving testimony to a congressional committee, serving on professional society leadership / programming committees or serving as a reviewer for grants. All listings must indicate dates of service. Write "None" under all subheadings where you have nothing to report.

MEMBERSHIPS

      a. <u>International</u>

      b. <u>National/Federal</u>

      c. <u>Regional</u>

      d. <u>State</u>

      e. <u>Local</u>

      f. <u>University</u>

      g. <u>Other</u>

ACTIVITIES IN THE PROFESSION <mark>AUTO POPULATE FROM SYSTEM, AFTER ENTERING INTO FEA. MUST ENTER IN ACTIVITY MANAGER]</mark> **CANDIDATE MAY CHOOSE TO FOR 2025-2026:** – <mark>[enter this into Dossier once you download]</mark>

Use this area to communicate your contributions to your profession including memberships in professional societies and organizations. When listing memberships, be sure to include committee memberships, inclusive years, and any offices held. Examples of independent professional activities would include giving testimony to a congressional committee, serving on professional society leadership / programming committees or serving as a reviewer for grants. All listings must indicate dates of service. Write "None" under all subheadings where you have nothing to report.

      a. <u>International</u>

      b. <u>Regional</u>

      c. <u>Local</u>

      d. <u>State</u>

      e. <u>National/Federal</u>

HONORS <mark>AUTO POPULATE FROM SYSTEM, AFTER ENTERING INTO FEA. MUST ENTER IN ACTIVITY MANAGER]</mark>

CANDIDATE MAY CHOOSE TO FOR 2025-2026:– <mark>[enter this into Dossier once you download]</mark>

List those honors, awards and prizes received as part of your professional career. Write "None" under all subheadings where you have nothing to report. **NOTE: If you have entered your honors and awards in this FEA Activity Manager they will auto-populate in this section.**

a. <u>International</u>

b. <u>National/Federal</u>

c. <u>State</u>

d. <u>Local</u>

e. <u>University</u>

f. <u>Other</u>

g. <u>Undesignated</u> – **this category will populate in Dossier** – **there should not be anything here**. **Please list N/A.**

FURTHER INFORMATION <mark>– Can only update 2x per Promotion, Tenure and Permanent Status cycle. Dates for updates to be released.</mark>