



# Post - Tenure Review

UF/IFAS Process  
2024 - 2025

# PTR Documents – From Faculty

1. Updated CV
  2. Post-Tenure Review Template
    - Pre-populated sections download from myUFL
    - *Main Menu > Human Resources > My Self Service > Faculty Promotion & Tenure > UF Faculty P&T > P&T Packet > Post-Tenure Review with Activity*
  3. Narrative descriptions of your accomplishments in teaching, research and/or Extension (and/or service)\* - in that order
    - Combine all narratives into one PDF document before uploading
- Faculty will upload by 2/3/2025**

*\*Narrative descriptions are encouraged, but optional for the PTR process*

# PTR Documents – Department and HR

1. Upload last five annual evaluations – *department HRL will upload by 1/31/2025*
  - Each evaluation year will be uploaded as a separate PDF document: 2020, 2021, 2022, 2023, 2024\*
  - \*Unit leaders have been asked to complete the 2024 evaluations early (on or before 1/31/2025)
2. UF PTR Criteria and Department Research Criteria – *department HRL will upload by 1/31/2025*
3. Department Chair letter – includes strengths, weaknesses and a cover page (no department review and no rating recommendation)
4. Deans letter – includes rating recommendation and a cover page

Who is responsible for document uploads in OPT system:								
	Updated CV	PTR Packet	Narratives in one PDF (optional)	5 Annual Evaluations (separate documents)	Criteria	Chair's Letter w/Cover Page	Dean's Letter w/Cover Page	Response to Dean's Letter (optional - within 5 days)
Faculty*	X	X	X					X
Unit HRL				X	X			
Chair						X		
Dean							X	

**\*Faculty should not certify their packet until BOTH Faculty and Unit HRL documents are uploaded into the system.**

# PTR Timeline

Date	Description
October 14	Notice to faculty who will be required to participate in Post Tenure Review in that Academic Year.
November 4	Last day for faculty who were notified of required participation in Post Tenure review to apply for deferral and/or request review of eligibility under the policy. Last day for faculty who are not required to be reviewed this cycle and have not been promoted or tenured in 2021-2023 to volunteer to be reviewed. The University will review up to 50 volunteers.
December 15	PTR template available for download
February 3	Due date for Faculty to turn in PTR Packet or Last Day for faculty identified to participate in PTR to opt out by requesting retirement or resignation no later than December 31 of 2025. <i>Not available to faculty with three or more overall unsatisfactory annual evaluations within the five-year PTR period.</i>
February 28	Due date for Chairs/Directors to turn in PTR Packet and written assessment (without a rating) to Dean.
April 15	Due Date for Deans to turn in packets, letters and any convened committees' work to Provost Last Day for faculty to request retirement or resignation no later than December 31, 2025.
July 1	Due Date for Provost's Letters with assigned ratings to Faculty Last Day for Faculty to request retirement or resignation no later than August 30.

# Resources

- [Tenure and Promotion - UF/IFAS Office of Human Resources - University of Florida, Institute of Food and Agricultural Sciences - UF/IFAS](#)
- PTR Policy
- Narrative Guidance
- General Criteria
- Instruction Guide for PTR Packet Download
- PTR Calendar

# Questions?

- Packet/System – [ifas-hr@ifas.ufl.edu](mailto:ifas-hr@ifas.ufl.edu)
- Teaching – Dr. Al Wysocki, Dr. Heather McAuslane
- Research – Dr. John Davis, Dr. Damian Adams
- Extension – Dr. Saqib Mukhtar, Dr. Karla Shelnuttt

\*Additional Open Q&A Sessions:  
January 24 and 30 @ 10am-1pm