

## **UF/IFAS Post-Tenure Review 2025 – Frequently Asked Questions**

### **What are the documents I need to submit for post-tenure review?**

There are three PDF documents faculty should submit.

- 1) A Post-Tenure Review Template.
- 2) A CV.
- 3) Narrative descriptions of your accomplishments in teaching, research and/or extension (and service, if desired).

### **What is the Post-Tenure Review Template?**

This document compiles four pieces of university data: your reported effort, teaching evaluations, and sponsored projects for the last five years (Spring 2020 – Fall 2024) and graduate committee activity for your UF career.

### **Where do I get the PTR Template?**

You will download this pre-populated document from the Online Promotion and Tenure (OPT) system using the following navigation in MyUFL: Main Menu > Human Resources > My Self Service > Faculty Promotion & Tenure > UF Faculty Promotion & Tenure > Promotion & Tenure Packet > Post Tenure Review with Activity. The updated document will be available for download December 15, 2024.

Once you have downloaded the document, review it for accuracy. You will need to edit the Teaching Evaluation Summary Table to indicate whether courses are required (required courses are General Education courses, or those required for a particular major). Also, at the top of each semester course evaluation indicate if the course is required, team taught, and mode of delivery (in-person, online, hybrid). For graduate committees without a “complete date” add the estimated date of graduation or if the student dropped the program. For sponsored programs, check the grant amounts for accuracy, add any awards prior to December 31, 2024 not already in the table. Fill in the table for internal funding or provide a footnote to where this information is on your CV. You may provide explanations as footnotes to the table if needed. Fill in the “Summary of Grant Funding” table using only the amounts allocated to you.

You can also take out the explanatory text to have a cleaner packet. Leave the title and section headings.

**Do not add any other headings or sections to the post-tenure review packet.**  
*Save the post-tenure review packet as a PDF file before uploading into the OPT system.*

### **What is expected in the CV?**

Your CV should reflect your complete faculty activity and accomplishments, at a minimum for the period January 1, 2020 through December 31, 2024. You may use a 5-year CV, or a complete career CV.

*Save your CV (or P&T packet) as a PDF file before uploading into the OPT system.*

### **What should the narratives contain?**

Guidance for the narratives is provided in the document PTR Narrative Guidance (found at this link under “PTR”: [Tenure and Promotion - UF/IFAS Office of Human Resources - University of Florida, Institute of Food and Agricultural Sciences - UF/IFAS](#)) distributed to faculty and chairs. Narratives are limited to one (1) page for each area, and should describe your accomplishments in Teaching, Research and/or Extension over the last five years. These narratives provide the opportunity to add context to your CV. This is where you can tell your story about how your accomplishments fit into the overall mission of UF/IFAS. You may also add a Service Narrative, but this is not required.

*Combine narratives into one document (in the order of teaching, research, Extension, service if applicable) and save as a PDF file before uploading into the OPT system.*

### **What do I do with the completed documents?**

All files need to be in PDF format, and you will upload these into the OPT system. Navigate to the same location in MyUFL: Main Menu > Human Resources > My Self Service > Faculty Promotion & Tenure > UF Faculty Promotion & Tenure Packet > Upload/View Documents for Post Tenure Review. See instructions provided to faculty and chairs “OPT Overview for PTR.”

Use the “Category” drop-down menu to select the appropriate document-type for upload:

- **CV/Resume:** Upload your CV as PDF.

- **Post Tenure Review:** Upload your updated PTR Template that you previously downloaded from OPT system as PDF.
- **Narratives:** Upload your narrative(s) as one PDF document in the order of teaching, research, Extension (and service, if applicable).

***NOTE – Do not select “Certify for Dept. Review” until ALL documents are uploaded into the OPT system and your unit has uploaded annual evaluations and other required documents. Confirm with your unit administrator that your faculty packet is complete before certifying.***

### **What do we do once all of PTR documents are uploaded?**

Navigate to the PTR page in MyUFL: Main Menu > Human Resources > My Self Service > Faculty Promotion & Tenure > UF Faculty Promotion & Tenure Packet > Upload/View Documents for Post Tenure Review and select “Certify for Dept. Review”.

***NOTE – Certification cannot be “undone,” so it is critical that you verify that all your documents are present and accurate. It is suggested that you “View” each of the documents once you have uploaded them to make sure the documents are assigned to the proper categories. If any changes/corrections need to be made you can “delete” uploaded files. You will not be able to delete or modify files once you click to certify.***

### **I’m at a REC. Is there anything special I need to do?**

Yes, to have access to the OPT system, you need to be connected by VPN: [VPN - Information Technology - University of Florida \(ufl.edu\)](https://www.ufl.edu/it/VPN-Information-Technology-University-of-Florida).

### **What other information about me is reviewed and by whom?**

In addition to the three documents you provide, your annual evaluations for the last five years will be uploaded into OPT by your unit administrator along with any disciplinary actions in the last five years (these will be loaded by UF/IFAS HR). University PTR criteria and university-provided departmental research criteria will also be uploaded. Your chair (and center director, if applicable) will review the documents and upload an assessment letter. The UF/IFAS deans will review the documents and upload a summary letter with a proposed performance rating (exceeds expectations, meets expectations, does not meet expectations, unsatisfactory). The provost will review the documents and determine a final

performance rating. The provost will notify the faculty member, chair, and dean of the outcome.

**Will I see the Chair's letter and Dean's letter?**

You can view the dean's letter once it's uploaded and certified at that level. You will then have 5 days to provide a response to the dean's letter if desired. This is optional.

**Will we receive notification when the online system is ready for us to download/upload?**

Your department OPT administrator will notify you once they have "opened" your packet in the system.

**What is the timeline for everything?**

Faculty documents must be uploaded by February 3, 2025. The Chair's letter is due February 28 and the Dean's letter is due April 15.

**If there are errors in the Effort table in the post-tenure review packet, can I correct those?**

Yes, however, please work with the appropriate administrator to make necessary changes at the source of the data.

**Are the allocated amounts in the grants table in the post-tenure review packet pro-rated for the last five years (i.e., the grant was awarded pre-2020 but overlaps with the review period)?**

No. The numbers shown are the entire award amount for any project that has a timeline that overlaps the evaluation period. No adjustments are needed to the grant tables.

**I'm confused about the difference between the PTR Template and the CV.**

The PTR Template only has four sections (see above) with initial data from university systems. You will download, update and then upload that document. Your CV is documentation of all faculty activities.

**My promotion packet for Professor is in for 2025 (decision expected by June 2025) – do I have to do post-tenure review?**

No. The promotion packet takes the place of the post-tenure review. The promotion date will then be the start of your PTR timeline. If a candidate is not

approved for promotion, they would be included in the next PTR cohort (spring 2026).

**I was intending to retire in the next year – do I have to do post-tenure review?**

If you intend to retire on or before December 31, 2025, you should discuss this with your unit leader and submit a signed resignation letter by February 3, 2025. If your resignation letter is on file with your department and UF/IFAS HR with a resignation date no later than December 31, 2025, you do not need to complete post-tenure review.

**I am intending to put in a promotion packet for 2025-2026 – do I have to do post-tenure review?**

Yes, you do. Assembling the post-tenure review documents will give you a good start on developing your promotion packet for 2025-2026.

**I received an email about volunteering for post-tenure review. Am I required to submit my materials?**

No, there is no requirement. If you wish to volunteer, you should use the link in the email to complete a short survey indicating your interest by November 4, 2024. Selected faculty will be notified sometime after that date.

**Can the review period be extended to the past 6 years because of the COVID shutdown?**

No. However, the narrative guidance allows for a COVID/natural disaster statement.

**Is there a specific format (headings, font size, etc.) required or suggested for the CV?**

No, the format is up to you. Because most CVs do not contain a lot of details about teaching or extension work, you may wish to add additional headings for those activities.

**My annual evaluation for 2024 hasn't been completed yet. Will my packet only have 4 annual evaluations?**

No, we are asking unit leaders to prioritize faculty up for PTR in completing the 2024 evaluation so it can be included.

**It says “...narrative of up to one page per area of assignment... These three narrative sections...” but with teaching, research, extension, and service, it’s actually four, correct? I know service isn’t an “assignment” but neither is teaching (for me, anyway) and the guidelines do include a section for service narrative, so I wanted to confirm before I start putting this together. Thank you!** You need to do a narrative for research and for extension if those are your formal areas of assignment. It’s up to you on the others. The Teaching narrative is a good place to highlight your mentoring philosophy and mentored students’ accomplishments even if you don’t have a formal teaching role.

**Can you clarify if I should submit a full CV or I need to modify my CV to include only the last 5 years?**

A full CV is fine.

**Relative to the narrative, I have a 3-way appointment, teaching, research, and Extension. Should I write 3 separate 1-page narratives for each assignment, teaching, research, and Extension?**

Yes, you need a narrative for each of your assignments.

**When submitting the materials, will the 3 components (CV, Narratives, PTR Template) be submitted as 3 separate files or does the PTR Template have areas to insert CV and to insert the narratives?**

You will upload these as separate documents. See above.

**I plan to keep my documents succinct. I’m confident that is what the deans want, but let me know if not.**

While we appreciate brevity in many cases, please keep in mind that these documents are reviewed at the university level. It is in your best interest to tell your story as completely as possible, understanding that reviewers may not be familiar with your programs.

**What about people with 0% budgeted research appointment?**

The university expects a minimum of 10% effort in research from all tenure-track faculty. That effort should be reflected in your CV. Faculty members can clarify their scholarly activity in a narrative; unit leaders will need to address individual assignments in their letter.

**Mentorship of graduate students is in the university's general criteria under Teaching, but I don't have a teaching appointment.**

You can write a Teaching narrative focused on your mentoring philosophy and success of your students.

**Can I add patents to the PTR Template?**

No. Do not add any sections to the PTR Template. That document will only contain reported effort, teaching evaluations, graduate committee activity and sponsored awards. Document patents in your CV; you can also note these in your research narrative.

**If we have peer-reviewed publications that are accepted, do they want letters of acceptance included somewhere?**

No. Note in your CV the publication as accepted or in press.

**I am enrolled in DROP; does this preclude me from going through the Post-Tenure Review process?**

Given DROP has been extended to an 8-year window, enrolling in DROP does not preclude a tenured faculty member from the PTR review.

**Who do I contact with additional questions?**

Contact your unit administrator or Melissa Long with UF/IFAS HR at [ifas-hr@ifas.ufl.edu](mailto:ifas-hr@ifas.ufl.edu) or 352-273-3444.