

College of Journalism and Communications  
Office of the Dean

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Dear Colleagues:

Below are the deadlines regarding applications, voting, etc. for the tenure/promotion process in the College for 2016-2017.

The link to information about the university guidelines and packet template can be found at (<http://www.aa.ufl.edu/tenure/>). Excerpts from relevant sections of the UF guidelines are shaded in blue.

All candidates will use the Online Promotion and Tenure (OPT) system except for the Assistant in series in IFAS, the College of Law, and the Health Sciences. The Template is available by logging into MyUFL. Information and instructional materials on the OPT system are at <http://www.hr.ufl.edu/training/myUFL/toolkits/opt.asp>

It is the responsibility of the faculty member to see that her/his packet is complete and contains all the information pertinent to his or her case. The department chair should provide advice on the preparation of the packet, and the candidate is encouraged to seek advice from her/his faculty mentor or other individuals knowledgeable about the process.

The sixth year is the normal year in which to apply for tenure although the university recognizes tenure when ready:

A faculty member in an eligible position must request to be nominated for tenure by the beginning of the last year of the tenure probationary period (July 1st), although consideration is normally given when the candidate's record is ready, (a determination made by the faculty member in consultation with the chair). A faculty member who is considered for tenure but not supported by the president must be given a letter of nonrenewal.

Faculty members being considered for tenure prior to the last year of their tenure probationary period or faculty being considered for promotion may withdraw, without prejudice, at any stage of the review process if no official action in the form of written communication regarding denial has been taken on the nomination. In those cases where the official decision of the president will not support tenure or promotion, the President (or designee) will notify the relevant dean prior to taking official action.

The dean will notify the department chair and candidate at least 10 days prior to the official decision in order to allow the candidate to withdraw if she or he so chooses. All cases of withdrawal prior to

an official decision require written mutual agreement between the faculty member and the appropriate chair or director.

Similarly, an eligible faculty member may initiate the application for promotion whenever s/he believes s/he has met the criteria for promotion by notifying the department chair before the evaluation cycle begins on July 1.

If you are planning to apply for tenure and/or promotion, your first-level adviser for this process is your department chair. All department chairs are expected to know the process thoroughly, including details regarding the application procedures.

### **College Tenure/Promotion Schedule, 2015-16**

#### **By April 3, 2016**

Peer teaching evaluations (three independent observations for each class taught by the faculty member) for faculty being observed during this year's cycle must be completed. Peer evaluations should be inserted in the OPT template at 10(B).

#### **By April 10, 2016**

Last day for classroom observers to give copies of observation reports to the faculty member observed and to the department chair. The candidate has until **April 17** to give the department chair a written response to the reports. If a candidate provides any written responses to the department chair, the chair shall give the observers **until April 24** to amend their assessments or to present written reactions to the faculty member's responses.

#### **By April 15, 2016**

The candidate, after consultation with the candidate's mentor, submits a list of seven potential outside reviewers and a brief bio sketch of each suggested reviewer to the chair. External reviewers should be individuals who do not have a personal and/or professional relationship with the candidate that would bias their assessment. Candidates should strive to find reviewers from AAU and College-designated peer institutions (Examples of peer institutions: Texas-Austin, Illinois, Indiana, Michigan State, Missouri, North Carolina, Penn State, Syracuse). Candidates should not contact potential reviewers about their willingness to serve. The chair also generates a list of potential reviewers to be combined with the candidate's list. The chair is responsible for choosing the individuals who will be requested to submit letters of evaluation, provided that at least one-half of the selected evaluators come from the candidate's list.

You are encouraged to solicit outside letters from those who do not have a personal relationship with the candidate. (Outside means individuals not employed either currently or in the past ten years by the University of Florida.) Please note that these are to be letters of evaluation offering evidence of recognized contributions and not simply letters of support. Outside letters should normally be written by faculty of higher rank than the nominee. Letters from faculty who are at

the top of the candidate's field and at the very best institutions are particularly valued. The emphasis should not be on the number of letters solicited, but on the quality of the review.

Faculty in non-tenure-accruing titles whose assignments have been solely in teaching and service or whose promotion will be decided based almost solely on their performance in teaching and service may substitute letters of evaluation from within the University for the outside evaluations discussed above.

**By April 29, 2016**

Department chair contacts potential reviewers about their willingness to serve as reviewers until five have agreed to serve. Letters of evaluation must be available to the candidate for review unless s/he waives her/his right to view the solicited letters of evaluation; **candidates must execute the waiver statement in the OPT system before letters of evaluation are solicited.** Evaluators must be notified in the solicitation letter whether the candidate chose to execute or decline the waiver.

**By July 1, 2016**

Candidates complete their packet for external reviewers.

The packet includes up to five publications or samples of creative work, a vita, and a statement of up to four pages regarding the candidate's research/creative activities and the contribution of those works to the field.

**By August 26, 2016**

All external review letters are due to the department chair

**By Sept. 9, 2016**

Candidate completes UF application packet. All application packets must meet University specifications for technical compliance by Sept. 9. This means that, by Sept. 9, the candidate must have made all corrections needed to be sure the application file conforms to University guidelines:

The packet must be completed by the faculty member prior to the unit review, and it is the faculty member's responsibility to see that the packet is complete. This means that the candidate must (a) review the completed packet to ensure that it contains all the information the faculty member believes is pertinent to her/his nomination and is accurate; and (b) certify in the OPT system that the packet is ready to be reviewed. The candidate may make copies of the packet from the OPT system (except for any evaluation letters, if the faculty member has waived her/his right to see them).

After the candidate has verified her/his packet, no materials can be added to, deleted from, or changed in it without the candidate's consent (except inadvertent omissions, assessments by committees or administrators charged with review, or clarifications and documentation of assertions made by the candidate when requested in writing by official reviewing bodies). The OPT system will notify candidates of any other additions, deletions, and/or changes to the supporting materials in the packet made by anyone other than the candidate, and the candidate must approve these before they will be visible to reviewers. This includes the department and college assessments as well as copies of the chair's/director's and the dean's letters.

The candidate may add or change information in the packet at any time prior to the final decision on promotion or tenure. The candidate should provide the changes to the Department OPT Administrator (prior to the departmental vote) or to the College OPT Administrator (once the packet is at the college). The OPT system will flag any such additions or changes flagged as "New" or "Change," and marked with the date they were entered and record the date of the changes and the name of the person making the adjustment. The packet must contain all required materials after any additions or changes.

Non-compliance with these requirements could jeopardize the College's ability to submit a candidate's packet to the University Academic Personnel Board by the required University deadline.

### **ASAP after Sept. 9**

(Internal deadline set by department chair.) Following university guidelines, eligible departmental faculty review complete UF application file and vote:

Eligible unit faculty shall review the packet and should normally meet to discuss the nomination before a secret ballot is taken. Such discussions and the materials reviewed must be confidential. Violation of confidentiality will be considered a breach of the integrity of the process and will be treated as misconduct. **A secret ballot of the unit faculty eligible to vote shall be taken no earlier than one day following the meeting.** If unit policy provides for input from another unit in which the nominee holds an appointment, whether it is in the form of written comments or a vote by the secondary unit, that input shall be advisory only. **The departmental OPT administrator will enter the results of the secret ballot in the OPT system.**

Faculty who are participants in the Phased Retirement Program are not eligible to vote on tenure nominations. However, they may vote on promotion nominations in accordance with university procedures. Faculty participating in the Deferred Retirement Option Program (DROP) may vote on both tenure and promotion nominations in accordance with university procedures. **Even though otherwise an eligible faculty member**, a chairperson, dean, or equivalent administrator who provides a written evaluation of the candidate as part of the tenure or promotion process **shall not participate in the secret ballot of the department or unit.**

Note that relatives, including those who live in the same household, may not be involved in evaluating one another and a plan mitigating the conflict of interest must be in place. The missing assessment may be registered as "abstain" and an explanation for the abstention

provided in the chair's letter. The entire file then is made available to the department chair for his/her review.

**The chair's/director's (or appropriate administrator's) letter should be no more than four pages, single-spaced.** The letter should be written after the review and assessment at the unit level, but before being sent to the next level. This letter is to provide an explanation of the quality of the candidate's work in all areas with reference to the department's written discipline-specific clarifications of the University's tenure and/or promotion criteria, describe the quality of the journals or other venues in which the candidate has published, assess creative works, and provide insight into the nomination for the benefit of the committees that will be reviewing the packet. In addition, the administrator should address the strengths and weaknesses of a candidate's case, as appropriate.

Since many reviewers within the university may not be experts in the nominee's field, information should be given regarding the review process for publications, the significance of any awards, the quality of the candidate's service contribution, and any other clarifications which will assist the reviewers in evaluating the materials, including an explanation of how a senior author is determined. **The chair's/director's letter should explain any significant change in assignment over the course of employment.** The letter should also explain the role of graduate assistants, post-docs, residents, fellows and/or interns in publication(s), and in research.

**The letter should explain unit assessments in which more than 20% are recorded as negative, abstaining, or absent.**

The letter should describe the process of departmental review and selection of outside evaluators. Any actual or perceived conflicts of interest should be addressed. If the candidate lists software, videos, CD ROM's, etc., the chair/director should include an evaluation of the product and note the candidate's contribution to its development and the product's contribution to the field. Solicited letters of evaluation may also be used to obtain peer review of such products. When the chair/director addresses the candidate's accomplishment in the instructional area, s/he should also include information on the quality of advising, including dissertation advising.

The nomination must be forwarded to the college level for consideration unless the candidate chooses to withdraw her/his nomination. Before being submitted to the college level, the chair's or director's letter and the unit individual assessments must be included. The number of individual faculty assessments must equal the total number of eligible unit faculty.

**By October 10, 2016**

The chair/director must provide candidates with a copy of her/his letter by uploading the letter into the OPT system. The candidate has ten days thereafter to submit a written response if s/he chooses to do so by uploading the response in the OPT system. The packet will not advance to the next step until the candidate either submits a response, indicates in the system that s/he will not respond, or 10 days have passed, whichever is first.

Before the OPT system will transmit the packet to the college level review, the chair's or director's letter and the unit individual assessments must be included. The chair must indicate in the packet endorsement or lack of endorsement of the nomination by checking the appropriate box on the Cover Sheet in the OPT system.

The number of individual faculty assessments must equal the total number of unit faculty eligible to vote.

**The chair's or director's letter must provide an explanation whenever 20% or more of the assessments are recorded as negative, abstaining or absent.**

**By October 24, 2016**

Packet goes to the T&P committee.

The dean or director and a college-level fact-finding committee(s) reviews the nominations. The college tenure and promotion committee will be comprised of tenured faculty members of the college holding faculty titles at the associate rank and above. For colleges that are out of the bargaining unit, committees that evaluate promotion in the non-tenure accruing faculty titles may include faculty at the associate rank (and equivalent) and above. In such cases, committee members may only provide assessments on those candidates considered for a rank equivalent and below their own.

**By Nov. 14, 2016**

College Tenure and Promotion Committee follows the procedures below and arranges for a meeting with the dean.

The eligible members of the college committee(s) shall provide recorded individual assessments to the dean or director as part of its fact-finding and consultative role. An individual assessment shall consist of a committee member's indicating whether or not the candidate meets the criteria for tenure, permanent status, and/or promotion within that college. The individual faculty members making the assessment shall not be identified. The college committee's individual assessments will be submitted to the candidate and to the University's Academic Personnel Board. The OPT system will notify the candidate and chair/director automatically when the college committee assessments have been entered in the system.

Within five days of having received the college tenure and promotion committee's individual assessments (vote) on a candidate, the dean must forward those assessments to the candidate and the department chair/director. The candidate then has **ten** days to request a meeting with the dean or to submit a written response. Any such response shall be included in the packet.

After reviewing the materials, including any response by the candidate to the individual assessments of the college committee members, the dean should write a letter conveying his or her



recommendation to the president. Within **five** days, the dean must forward this letter to the candidate and the department chair/director by uploading it into the OPT system. The candidate has **ten** days thereafter to request a meeting with the dean or to submit a written response by uploading it into the OPT system. Any such response shall be included in the packet. The packet cannot be forwarded to the next step until the candidate either submits a response to the dean's letter, indicates in the OPT system that s/he will not respond, or 10 days have passed, whichever is first.

The dean/director must authenticate the packet cover sheet indicating endorsement or lack of endorsement for the nomination by checking the appropriate box on the Cover Sheet in the OPT system, before it can be forwarded to the University-level review.

**By January 13, 2017**

Dean's recommendation and completed packet are due to Academic Affairs.

**Please note the following:**

Only tenured faculty at the candidate's current rank may review and/or vote on files for tenure; only faculty above the candidate's current rank may review and/or vote on files for promotion.

## APPENDIX A

### **Guidelines for Eligibility for Voting on Promotional Rank<sup>1</sup>**

University of Florida – As Revised March 2, 2014

Equivalent faculty titles are listed across at each level. Titles may vote for promotion for those titles in the series below each section. I.e., Professor, Clinical Professor, Curator or Librarian may vote on all other faculty titles; Assistant Professor or equivalent is eligible to vote on all Specialty titles, PKY or Extension titles, and General titles, regardless of their rank; Master Lecturer may vote on Lecturer or Associate In, etc. Units may not have faculty in all title series, or may only have faculty in specific title series (such as the PKY Developmental Research School). Promotion is open only to regularly-appointed faculty.<sup>2</sup>

Professorial Ranks: Faculty in these titles must hold terminal or highest degree in field, or have equivalent professional qualifications.

Professor <sup>3</sup>	Clinical Professor <sup>4</sup>	Curator <sup>5</sup>
Associate Professor	Clin Assoc Prof	Assoc Curator
Assistant Professor	Clin Asst Prof	Asst Curator

Specialty Faculty Ranks: Faculty in these titles may hold terminal or highest degree in field, and/or have professional qualifications, and focus on specific academic functions.

Master Lecturer	Scientist/Scholar/ Engineer	Librarian
Senior Lecturer	Associate Scientist/Scholar/Engineer	Assoc Librarian
Lecturer	Assistant Scientist/Scholar/Engineer	Asst Librarian

General Faculty Ranks: Faculty in these titles have academic or professional qualifications and perform generalized faculty functions.

Senior Associate In  
Associate In  
Assistant In

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<sup>1</sup> Those holding tenure vote on tenure and those holding permanent status vote on permanent status regardless of rank. Promotion and tenure are separate assessments.

<sup>2</sup> Faculty titles with the following modifiers are not eligible for the University's promotion process: Acting, Adjunct, Affiliate, Joint, Emeritus, Provisional, Visiting, Courtesy, Honorary, Affiliated Clinical, Industry, Multi-Year, or Term.

<sup>3</sup> Includes award titles such as Distinguished Professor, Graduate Research Professor, Distinguished Service Professor, Eminent Scholar, etc.

<sup>4</sup> Includes Clinical Eminent Scholar

<sup>5</sup> Includes Distinguished Research Curator

Faculty personnel files are limited access files. That is, they are specifically exempted from general access under the public records laws of the State of Florida. Limited access records may be seen only by the person the material pertains to, University officials, and others as appropriate (e.g. department faculty who must make a recommendation on a candidate, members of the Tenure and Promotion Committee, etc.). The College faculty evaluation files are maintained in the College Human Resources office and the candidate's department chair is the official custodian of the file. Candidates should make arrangements with their chair to access their files.

**The UF Tenure and Promotion cycle works on very tight deadlines, so compliance with deadlines is essential.**

Standards: As noted in the University's rules, faculty must demonstrate distinction in two areas (for almost every faculty member in this College, the two standards are teaching and research/creative activities) to be recommended for tenure or promotion at any stage of the process, and satisfactory performance (in service, for almost every College faculty member). Please review the College *Faculty Standards and Criteria* policy document for details.