

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 2024-2025.

The link to information about the university guidelines and packet template can be found at (<http://aa.ufl.edu/policies/tenure-and-promotion-information/>) 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 <https://hr.ufl.edu/professional-development/toolkits/human-resources-toolkits/online-promotion-tenure>

It is the responsibility of the faculty member to ensure that their packet is complete and contains all the information pertinent to their case. The Department Chair should provide advice on the preparation of the packet, and the candidate is also encouraged to seek advice from their faculty mentor or other individuals knowledgeable about the process.

References to “days” in these “Guidelines” mean calendar days.

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

A faculty member in a tenure-eligible position must pursue nomination for tenure no later than the beginning of the last year of the tenure probationary period. Consideration can be given to an earlier date if the candidate’s record meets criteria for distinction (a determination made by the faculty member in consultation with the Chair).

If a faculty member is denied for the award of tenure or permanent status at the end of the probationary period, the academic unit responsible for the nomination must send a separate notice of non-renewal to the faculty member unless the department concurs in a withdrawal and resignation by the faculty member.

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 decision of the Provost does not support tenure or promotion, the Provost’s Office 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 and resignation 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 (a determination made by the faculty member in consultation with the Chair) by notifying the Department Chair before the annual evaluation cycle begins on July 1st.

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, 2024-25

By April 1, 2024

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.

By April 8, 2024

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 15** 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 22** to amend their assessments or to present written reactions to the faculty member's responses.

By April 29, 2024

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.

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 May 6, 2024

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 they waive their 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 June 24, 2024

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, 2024

All external review letters are due to the department chair

By Sept. 9, 2024

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

The evaluation packet must be completed by the faculty member prior to the department or center review, and it is the faculty member's responsibility to ensure that the packet is complete. This means that the candidate must (a) review the packet to determine that the packet contains all the information the faculty member believes is pertinent to their 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 their right to see them).

After the candidate has certified their 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 recommendation on promotion or tenure made by the Provost to the Board of Trustees. 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 level review). The OPT system will flag any such additions or changes as "New" or "Change," note the date they were entered, and record the name of the person making the adjustment. The additions and changes will not replace information previously certified by the candidate but will be located in a specific section of the packet. 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, 2023

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

Voting, Eligibility and Chair Letter Information:

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.

Eligible department/center 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, and hence reviewers cannot attend via telephone, video conferencing, etc. 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 department/center 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 in phased retirement 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. Chairs, Unit heads, Deans or Associate Deans who participate in the formal tenure or promotion evaluation process in the Health Sciences, IFAS, or the College of Law may not participate in the secret ballot process in their home department or unit. In all other units, Chairs may participate in the secret ballot if their tenure status and rank allow for it.

Note that relatives of the candidate, 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 should be registered as "abstain" and an explanation for the abstention provided in the Chair's letter.

The Chair's/Director's (or appropriate administrator's) letter should be no more than three pages, single-spaced. The letter should be written and submitted only after the review and assessment by department/center faculty, but before the candidate's packet is sent to the next level. This letter should 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. For example, the Chair/Director may describe the quality of the journals or other venues in which the candidate has published, assess creative works, and provide additional insight into the nomination for the benefit of the committees that will be reviewing the packet. In addition, the administrator should specifically 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 letter should also explain the role of graduate assistants, post-docs, residents, fellows and/or interns in publication(s), and in research. The Chair's or Director's letter may explain unusual assignments or unique contributions, and must address negative, abstaining or absent votes when they are 20% or more of the total.

The letter also should describe the process of departmental review and selection of outside evaluators. Any actual or perceived conflicts of interest should be addressed.

The University recognizes that teams of investigators are responsible for many new discoveries, creative works, and advancement of knowledge. Collaborative scholarship is highly valued. Authorship other than listed as first or senior author can be recognized as significant as long as a faculty member's unique

contribution can be discerned. Therefore, the Chair/Director letter should address the candidate's significant contribution to distinctive collaborative scholarship.

If the candidate includes inventions, software, videos, or other scholarly products in their nomination packet, 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.

The nomination must go to the college level for consideration unless the candidate chooses to withdraw their nomination. Before being opened to college review, the Chair's or Director's letter and the faculty individual assessments must be included in the packet. The number of individual faculty assessments must equal the total number of voting eligible unit faculty.

By October 7, 2024

The Chair/Director provides candidates with a copy of their letter by uploading the letter into the OPT system. The candidate will be notified by the OPT system when the letter is available. **The candidate has ten days thereafter to submit an official 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 an official response, indicates in the system that s/he will not be submitting a response, 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 number of individual faculty assessments must equal the total number of unit faculty eligible to vote. 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.

By October 21, 2024

Packet goes to the T&P committee.

At the college level, the Dean or Director and a college-level fact-finding committee review the nominations. The college tenure and promotion committee will be composed of tenured faculty members of the college holding faculty titles at the associate rank and above.

By Nov. 11, 2024

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

College Tenure and Promotion Committee, Meeting with Dean and Dean Letter Information:

The eligible members of the college committee 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 indication 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 OPT administrator will enter the committee member's individual assessments in the OPT system. The assessments will be communicated to the candidate via the OPT system.

The Dean's (letter should be no more than three pages, single-spaced. The letter from the Dean should be written only after the results of the nomination review at the college/unit level, but before the packet moves to the university level.

After reviewing the nominee's packet, including assessments by the department/center and college level review committees, and evaluations completed by external reviewers and the Department Chair/Director, the

Dean prepares a letter conveying his or her evaluation of the case as well as a recommendation to the Provost. The Dean's letter serves as an evaluation of the nomination, and must convey the Dean's endorsement or lack of endorsement of the nomination, and explain/clarify exceptional assignments, unique contributions, or negative, abstaining or absent assessments if these are more than 20% of the total.

The Dean provides this letter to the candidate and the Department Chair/Director by uploading it into the OPT system. The OPT system will generate and email notification. **The candidate has ten days thereafter to request a meeting with the Dean or to submit an official written response by uploading the response into the OPT system.** Any such response shall become part of the packet. The packet will not move to the next step until the candidate either submits an official response to the Dean's letter, indicates in the OPT system that s/he will not be submitting a response, or 10 days have passed, whichever is first. Note that requesting a meeting with the Dean or adding an official response should be reserved for addressing differences with the Dean's findings; faculty should not upload letters agreeing with or thanking the Dean for support

The Dean/Director indicates endorsement or lack of endorsement by checking the appropriate box on the Cover Sheet in the OPT system. This must occur before it can be opened to University-level review.

By January 15, 2025

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

Resources

- Academic Affairs Guidelines and Information: <https://aa.ufl.edu/media/aaufledu/tenure-and-promotion/TP-Guidelines-2023-4-final.doc>
- 2023 OPT Workshop Recording: <https://mediasite.video.ufl.edu/Mediasite/Play/565d7065967148f3a08b55fe4aa410ca1d>
- Online Promotion and Tenure Toolkits: <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/human-resources-toolkits/online-promotion-tenure/>

APPENDIX A
Guidelines for Eligibility for Voting on Promotional Rank¹
 University of Florida – As Revised February 27, 2019

Equivalent faculty titles are listed across at each of the 4 levels below. Titles may vote for promotion for those titles in the series below each numbered section. I.e., Professor, Clinical Professor, or Curator 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.²

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

Professor ¹	Clinical Professor ²	Curator ³
Associate Professor	Clin Assoc Prof	Assoc Curator
^a Assistant Professor	^b Clin Asst Prof	^c Asst Curator

2. **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.

^d Master Lecturer	^e Scientist/Scholar/ Engineer	^f Librarian	^g Professor of Practice
^h Senior Lecturer	ⁱ Associate Scientist/Scholar/Engineer	^j Assoc Librarian	
^k Lecturer	^l Assistant Scientist/Scholar/Engineer	^m Asst Librarian	

3. **PKY Faculty Ranks and Extension Faculty Ranks:** Faculty in these titles may hold terminal or highest degree in field, and specialize in academic functions; no equivalent.

ⁿ PKY Prof	^o County Extension Agent IV
^p PKY Assoc Prof	^q County Extension Agent III
^r PKY Asst Prof	^s County Extension Agent II
^t PKY Instructor	^u County Extension Agent I

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

^vSenior Associate In
^wAssociate In
^xAssistant In

Voting Abilities

Professor, Clinical Professor, Curator: Promotion all Faculty titles

Associate Professor, Clinical Associate Professor, Associate Curator: Promotion of faculty titles a-x

Assistant Professor, Clinical Assistant Professor, Assistant Curator: Promotion of faculty titles d-x

Master Lecturer; Scientist/Scholar/Engineer; Librarian; Professor of Practice: Promotion of faculty titles h-x

Senior Lecturer, Associate Scientist/Scholar/Engineer; Associate Librarian: Promotion of faculty titles k-x

Lecturer, Assistant Scientist/Scholar/Engineer; Assistant Librarian: Promotion of faculty titles n-x

PKY Professor/ County Extension Agent IV: Promotion of a faculty titles: p-x

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

² 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, of Practice, Multi-Year, or Term.

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

⁴ Includes Clinical Eminent Scholar

⁵ Includes Distinguished Curator

Voting Abilities cont..

PKY Associate Professor/ County Extension Agent III: Promotion of a faculty titles: r-x PKY Assistant Professor/
County Extension Agent II: Promotion of a faculty titles: t-x PKY Instructor/ County Extension Agent I: Promotion
of a faculty titles: v-x

Senior Associate In: Promotion of faculty titles w-x

Associate In: Promotion of Faculty title x

(for almost every faculty member in this College, the two standards are distinction in research and teaching for tenure track and teaching and service for non-tenure track) 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.