

2000-2001 GUIDELINES FOR COMPLETING THE NOMINATION PACKET

GENERAL INFORMATION

The tenure/permanent status and/or promotion packet must be completed by the faculty member prior to the departmental review. This means that the nominee must:

- (1) review the completed packet to ensure that it contains all the information the faculty member believes is pertinent to his/her tenure/permanent status and/or promotion nomination and
- (2) sign and date the appropriate statements prior to the departmental review and secret ballot.

After the packet has been signed, the faculty member may receive, upon request, a copy of the completed packet for his/her files.

A copy of any additions, deletions and/or changes to the supporting materials in the tenure and/or promotion packet made by anyone other than the candidate, shall be sent to the faculty member within five calendar days. This includes results of the votes and copies of both the chair's and the dean's letters. The nominee should also be informed of the decisions at each level of the process within five calendar days of the completion of review at each level. The employee then has ten calendar days thereafter to request a meeting with the appropriate administrator or to submit a written response. Such response shall be placed in the packet.

If departmental policy provides for input from another department in which the nominee holds an appointment, whether it is in the form of written comments or a vote by the secondary department or unit, that input shall be advisory only.

The University's criteria for promotion or for granting tenure shall be relevant to the performance of the work which the faculty member has been employed to do and to his/her performance of the duties and responsibilities expected of a member of the university community. These criteria recognize three broad categories* of academic service as follows:

1. Teaching - Instruction, including regular classroom teaching, direction of theses and dissertations, academic advisement, extension activities, and all preparation for this work including study to keep abreast of one's field.
2. Research - Research or other creative activity including publications.
3. Service - Public and professional.

*Extension contributions in academic service may be inclusive of the three broad categories described above. Refer to 6C1-7.010(2)(b) F.A.C. for a detailed description of these activities specifically designed for extension faculty.

All tenure track faculty will have some portion of their time assigned to research (unless alternative assignments are approved in advance by the appropriate Dean and the Provost.)

Promotion and tenure requires distinction in at least two of the three categories, one of which should be that of the candidate's primary responsibility, though merit should certainly be regarded as more important than variety of activity. "Distinction" here means appreciably better than the average college faculty member of the candidate's present rank and field, and recommendation of promotion and tenure shall contain evidence that such a comparative judgment has been made.

College criteria should be written to clarify the expectations for promotion and tenure and eligible faculty should request a copy from the dean's/director's office. These documents should state clearly that they are intended to clarify the department's and/or college's application of the University's criteria and not to change or modify the University criteria. Faculty should receive a copy of the document.

The title of Distinguished Professor acknowledges an exceptional record of achievement in the areas of teaching, research and publication, and professional and public service that is recognized both nationally and internationally. An exceptional record of achievement is one that places the candidate at the top of the discipline in at least one area, with a record of significant distinction in the two other areas. National and international recognition are much more important than a variety of activities. The title of Distinguished Professor is to be considered a rare and special achievement.

Candidates to be considered for award of the title Distinguished Professor must be nominated initially by the appropriate College Dean or Program Director to the Provost (Candidates cannot be self-nominated). The same procedures are also used for those faculty holding non-tenure accruing titles with the exception of promotions from Assistant In to Associate In, or Instructor to Assistant Professor. These promotions can be decided by the College Dean and do not need to be forwarded to the President. Evaluations of those faculty will be based on assigned duties and responsibilities with the understanding that some assignments may be all or mostly devoted to one activity.

The effective date a nominee will receive tenure will be July 1, 2001. For those receiving permanent status through IFAS, the effective date will also be July 1, 2001. Permanent status for those nominees from P.K. Yonge will be effective at the beginning of the 2001-2002 school year. The date a nominee will become eligible for promotion will be the beginning of the 2001-2002 academic year for 9 and 10 month faculty and July 1, 2001 for 12 month faculty.

GUIDELINES FOR THE PACKETS

The following guidelines are to be used in preparing the original and eight identical packets of materials prior to forwarding to Academic Affairs. All packets must have the materials in the same order as listed below and must be numbered and titled as listed. If a category does not apply to a nominee, please put "N/A" by that heading. The main body of the packet should contain only those things specifically required by the guidelines. Any additional materials you regard as important should be at the end of the packet under #31 (Further Information). Each page of the packet should be numbered including the letters of evaluation. All copies of the packet are to be duplexed (two-sided). Filler/divider pages are not to be used.

1. NOMINEE INFORMATION (See Attachment #1)

A. General Current Information - The current rank or type of nomination listed may not include administrative titles since tenure, permanent status and promotion are only granted in academic ranks. The Proposed Rank should be completed only for those nominees being considered for promotion.

If the tenure nomination is subject to the conditions of an agreement between the University and another institution, such as the VA Hospital or University Medical Center, please indicate this on the nominee information form under "Type of Nomination."

B. Waiver/Non-waiver Statement - This statement, which is to be signed and dated, may be typed on a separate sheet of paper or the nominee may complete the statement on the Nominee Information Form. Letters of evaluation must be available to the faculty member to see unless s/he executes a written waiver of his/her right to view the solicited letters of evaluation.

C. Review Statement - This statement must be signed and dated prior to departmental review and vote.

D. Tenure, Permanent Status and/or Promotion Votes - Please fill in all four blanks listed for votes (i.e., for, against, abstaining and absent) for each level at which votes are taken. Normally this will only be departmental votes. The exception to this will be votes by the center faculty for appropriate nominations in IFAS. A tie vote is not considered positive for tenure and promotion proceedings. The nominee is to be notified of the results of the vote. The chair's letter must explain the vote whenever 25% or more of the votes are recorded as negative, abstaining, or absent.

It should be noted that those 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 the university procedures. Faculty participating in the Deferred Retirement Option Program (DROP) may vote on both tenure and promotion.

E. Signatures and Endorsement Statement - The original packet must have all original signatures. The endorsement or lack of endorsement by a department chair/director, dean/director or the vice president, where applicable, is indicated by checking the appropriate statement.

2. BRIEF DESCRIPTION OF JOB DUTIES - This should be a brief description of the assigned duties and responsibilities of the nominee.

3. AREAS OF SPECIALIZATION - Self-explanatory.

4. ASSIGNED ACTIVITY SINCE LAST PROMOTION (NOT TO EXCEED TEN YEARS), OR SINCE UF EMPLOYMENT, whichever is more recent - Please list the assigned activity while employed at the University of Florida beginning with 1999-00 academic year and working backwards. It is expected that these numbers will reflect actual effort. For purposes of tenure and promotion, an academic year is from August to August. List only those years during which the candidate was under contract with the university. For individuals providing paid patient care, please indicate estimated percentage of time providing paid patient care each year.

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

Percent of effort should be listed in Teaching, Research, Service and Extension (IFAS only) and should be summarized by academic year as below. Please indicate if the nominee was on sabbatical or leave of absence during an academic year.

EXAMPLE

Assigned Activities

	1999-00	1998-99	1997-98	1996-97	1995-96	1994-95
Teaching	50%	0%	50%	75%	50%	75%
Research	30%	0%	20%	10%	25%	20%
Service	20%	0%	20%	5%	15%	5%
Extension	0%	0%	10%	10%	10%	0%
TOTAL	100%	0%	100%	100%	100%	100%

Leave of
Absence

Administrative duties are to be listed under Service. Advisement duties should be listed under Teaching. Please do not create additional categories. The combined total should be 100% unless actual employment was less than 1.0 FTE. FTE should be listed as whole percentages and rounding up for decimals .5 or higher.

If the nominee for tenure/permanent status was hired during this academic year, the assigned activity listed should be for the current year at the University of Florida.

5. EDUCATIONAL BACKGROUND - List all degrees awarded beginning with the highest degree. All entries must include the university/college attended, field of study, degree and date awarded. See example below.

EXAMPLE

Educational Background

University of Minnesota Electrical Engineering PhD 1987

University of Minnesota Electrical Engineering MS 1984

University of Minnesota Electrical Engineering BS 1982

6. EMPLOYMENT - Employment should be listed in chronological or reverse chronological order with the University of Florida employment appearing either first or last. Please show employer, ranks and administrative positions held at each place of employment, effective dates of each title and whether or not the position was tenured or tenure-accruing if employment was with an institution of higher education. See example below.

EXAMPLE

Employment Listing

University of Florida Assistant Professor 1998 - present
(tenure-accruing)

University of Georgia Instructor 1990 - 1997
(non-tenure accruing)

7. YEAR TENURE/PERMANENT STATUS WAS AWARDED BY UNIVERSITY OF FLORIDA - If applicable.

8. TEACHING, ADVISING AND/OR INSTRUCTIONAL ACCOMPLISHMENTS - May be used to describe teaching accomplishments and duties such as advising, curriculum and course development, service as a graduate or undergraduate coordinator, supervised research through credit courses, and the development of new courses, CD ROM's educational software and multimedia materials.

In some departments faculty are expected to develop portfolios in which they can demonstrate the goals they have for teaching, as well as describing special teaching projects. Candidates from these departments may also use this section to provide information on their own goals in teaching, indicating what they have done to improve, listing innovative teaching methods, summarizing special teaching projects, and describing other instructional activities.

Undergraduate instructional activities may also include supervision of honors thesis 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. Please do not include them in the packet.

9. TEACHING EVALUATIONS - A statistical summary of all University of Florida teaching evaluations, if available, since the nominee's last promotion (not to exceed ten years) or last five years for tenure nominees, whichever is more recent, should be typed on 8 1/2" x 11" paper. If teaching evaluations completed during the last five years from other institutions are available, they may be included. The summary should include departmental and/or college means in addition to the faculty member's means, a statement regarding the evaluation scale used, i.e., high, low, median, an indication of the areas being evaluated, if appropriate, an indication of the number of responses and the number enrolled in the course, and a notation as to whether or not the course was required. If there are no

comparison means, please indicate so by listing "No department/college means" on the statistics given. We ask that copies of the printouts giving the actual evaluation results not be included in the packet. Statistics for the evaluations implemented during the 1994-99 academic years must list the scores for the core questions. The scores for optional questions should be listed according to department or college guidelines.

If this is the candidate's first year of employment and s/he is assigned teaching, then s/he is to be evaluated during the fall term and the statistics are to be forwarded to the Academic Personnel Office, when available, to be attached to the packet.

EXAMPLE

Teaching Contributions

Course _____	Required Y/N		
Spring, 1993	Dr. Smith's Mean	Dept Mean	College Mean
Knowledge of Subject	1.8	1.7	1.6
Ability to Communicate	2.1	2.0	2.1
Availability	2.3	1.9	1.9

(The subjects of evaluation will vary by department/college)

High 1
 Low 5
 # of responses 20
 (if available)

Peer evaluation or the results thereof, should be included in the packet after the student evaluations.

There must be substantive evaluation of non-classroom clinical teaching. This may include a commentary by the department chair or division chief on the nature of the nominee's assignment and performance. Supporting documents from residency program directors and residents are required where available. Participation as a clinician "role model" (e.g., class advisor or volunteer clinical service) should be noted. Peer evaluation is desirable. If the nominee is assigned teaching but teaching evaluations are not available, an explanation should be provided regarding their absence. This will often occur for those faculty receiving low FTE teaching assignments to supervise graduate committees or to do guest lecturing for courses. If the nominee is a guest lecturer please indicate the number of lectures given for each course.

10. GRADUATE FACULTY STATUS - Please indicate whether the nominee is a member of the graduate faculty.

11. GRADUATE COMMITTEE ACTIVITIES - Since last promotion (not to exceed ten years) or last five years for tenure nominees, whichever is more recent. List the names of the students for whom the nominee has chaired/supervised thesis/non-thesis committees and the names of students for whom the nominee was a committee member, sorted by home department vs. non-home department. The same information should also be listed for doctoral dissertations. This information is available on the Dean's Network through the menu item titled "Graduate Faculty Browse/Inquiry" which is provided by the Graduate School. If a nominee wishes to do so, s/he may list students from other institutions that s/he worked with during the same time period. Enclosed at the back is an example of a format that can be used in reporting graduate committee activities. (See Attachment #2)

12. CREATIVE WORKS OR ACTIVITIES - 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. Listings are to include date(s). Published critical reviews of these creative works should be included in this section.

13. **PATENTS AND COPYRIGHTS** - Please include date(s) with each item and give an indication of the significance of its (their) contribution to the profession.

14. **PUBLICATIONS** should be listed in reverse chronological order, beginning with the most recent publication and going backwards. The format of the citation is the nominee's choice, but should contain the information requested below. Please include the names of all authors. The name(s) of the senior/principal author(s) is/are to be underlined.

- a. **Books, Sole Author** (Title, Publisher, Place of Publication, Date, Inclusive Pages)
- b. **Books, Co-authored** Co-author(s), Title, Publisher, Place of Publication, Date, Inclusive Pages)
- c. **Books, Edited** (Editor, Co-editor(s), Title, Publisher, Place of Publication, Date, Inclusive Pages)
- d. **Books, Contributor of Chapter(s)** (Author, Co-author(s), Title of Book and Chapter, Publisher, Place of Publication, Date, Inclusive Pages)
- e. **Monographs** (Author, Co-author(s), Title, Series of Volume, is applicable, Publisher, Place of Publication, Date, Inclusive Pages)
- f. **Refereed Publications** (Author, Co-author(s), Title, Name of Journal, Publication, etc., Volume, Date, Inclusive Pages)
- g. **Non-refereed Publications** (Author, Co-author(s), Title, Name of Journal, Bulletin, Circular, etc., Volume, Date, Inclusive Pages)
- h. **Bibliographies/Catalogs** (Author, Co-author(s), Title, Publisher, if applicable, Place of Publication, Date, Inclusive Pages)
- i. **Abstracts** (Author, Co-author(s), Title, Name of Journal, Publications, etc., Volume, Date, Inclusive Pages)
- j. **Reviews** (Author, Co-author(s), Title and Author of Work Reviewed, Where Review was Published, Date, Inclusive Pages)
- k. **Miscellaneous** (Author, Co-author(s), Title, Source of Publication, Date, Inclusive Pages)

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

(1) Refereed-Journals: A paper is considered to be 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 listed as a footnote to the publication list.

(3) Non-refereed Publications: Materials listed under non-refereed publications should include not only those journal articles which 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 or in press: A publication is defined as accepted or in press if it has been accepted for publication and will appear in print in the future. If a publication listed is "accepted" or "in press," a copy of the letter of acceptance must be attached to the back of the packet.

Please write 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. These letters should appear in the same order as the articles appear in the publication listing.

(b) Submitted: Submitted refers to a manuscript that has been submitted to a publisher for publication review. Those publications in category "(a)" may be a part of the requested publication list. Publications in category "(b)" are to be at the rear of the packet under "Further Information". If the publication is still in

the writing stage, please do not include it in the packet. Books which are under contract but have not yet been completed are to be listed under "Further Information".

(5) Graduate students, post-docs, residents, fellows and interns listed as authors should be identified. The preferred way is by means of asterisk with a footnote explaining what the asterisk identifies.

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

(7) Media releases are considered "Miscellaneous" publications.

(8) "Reviews" are to be used for reviews written by the nominee. Reviews of a nominee's works, if included, should be listed under "Further Information".

(9) Publication citations including words in a foreign language should have the English translation listed in parentheses.

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

(11) Theses and dissertations are not to be included in the publication listing.

15. LECTURES, SPEECHES OR POSTERS PRESENTED AT PROFESSIONAL

CONFERENCES/MEETINGS since last promotion (not to exceed ten years) or last five years for tenure nominees, whichever is more recent. This listing is to be in reverse chronological order and is to be categorized by type of meeting/conference, i.e., international, national, regional, state, local, etc. The entries must also tell if the lecture/speech was invited. The list should include separate categories for invited seminars, refereed papers presented at such meetings, and participation as an invited panelist, organizer or moderator.

16. CONTRACTS AND GRANTS SINCE THE LAST PROMOTION (NOT TO EXCEED TEN YEARS) OR DURING THE LAST FIVE YEARS FOR TENURE NOMINEES, whichever is more recent. Entries should be made in reverse chronological order.

a. **Funded** - Each entry should include the effective dates of the contract/grant, the value, the name of the funding agency, and the role of the nominee, i.e., P.I., co-P.I. or researcher. If applicable, this should include funding received while employed by another institution. Please be explicit regarding funding.

Indicate total funding period, and whether both direct or indirect costs are included in the dollar amount given.

b. **Submitted But Not Funded or Pending** - Each entry should include the date of submission, amount of proposal, name of agency, proposed role of nominee and whether it was not funded or if it is pending.

Indicate resubmissions.

17. UNIVERSITY GOVERNANCE AND SERVICE - This area should include information regarding the nominee's service to the university including membership on university, college, and department committees and is to be listed in chronological or reverse chronological order.

18. CONSULTATIONS OUTSIDE THE UNIVERSITY - This area is used for consultations which are not part of the nominee's assigned duties and responsibilities. There should be an indication of the work performed, the organization/employer, and the date(s). These should be listed in chronological or reverse chronological order.

19. EDITOR OF A SCHOLARLY JOURNAL, SERVICE ON AN EDITORIAL ADVISORY BOARD OR REVIEWER FOR A SCHOLARLY JOURNAL - Please list whether the nominee was an editor, served on an editorial advisory board, or was a reviewer, the name of the journal or publication, the date(s) of service and the amount of reviewing/editing done.

20. INTERNATIONAL ACTIVITIES - Please describe teaching, research, and service activities and their

significance for the nominee's scholarly career.

21. EXTENSION PROGRAM (for IFAS only) - Delineate the major programs carried out during the time period covered by the application. For each program delineated, specify the problems, issues or concerns addressed, the audience(s) targeted, the major objectives of the program (stated in terms of clientele change), the teaching/learning activities carried out, and evidence of program impact or progress to date in meeting the stated objectives.

22. CLINICAL SERVICE OR CLINICAL ACTIVITIES - The evaluation of clinical service should include a commentary by the department chair or division chief on assignment and performance. Documentation can include other information such as geographic extent of referral base, fiscal impact, unique clinical service, RVUs, etc.

23. SERVICE TO SCHOOLS - The 1984 Legislature determined that service to the public schools (K-12) would be considered for tenure and/or promotion purposes. Such service should be listed in this area.

24. MEMBERSHIP AND ACTIVITIES IN THE PROFESSION - This area is to be used to communicate contributions to the nominee's profession including memberships in professional societies and organizations. When listing memberships, be sure to include committee memberships and offices held. Examples of independent professional contributions would include giving testimony to a congressional committee or serving as a reviewer for grants. All listings are to indicate dates of service.

25. HONORS - Please list those honors, awards and prizes received as part of the nominees professional career.

26. CHAIR'S (OR APPROPRIATE ADMINISTRATOR'S) LETTER - The chair's (or appropriate administrator's) letter should be written after the review and secret ballot at the departmental level, but before being sent to the next level. A copy of the letter is to be sent to the nominee within five days after it has been written. This letter is to provide an explanation of the quality of the candidate's work in all areas, describe the quality of the journals in which the nominee has published, the 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 weakness of a candidate's case, as appropriate.

Since many reviewers of the promotion/tenure materials 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 nominee's service contribution, and any other clarifications which will assist the reviewers in evaluating the materials, such as the definition as to how a senior author is determined. The chair's (or appropriate administrator's) letter should explain any significant change in assignment among years. The letter should also explain the role of graduate assistants, postdocs, residents, fellows and/or interns in publication(s), and in research. **The Chair's letter should explain departmental votes in which more than one-fourth of the votes are recorded as negative, abstaining, or absent.**

If the nominee lists software, videos, CD ROM's, etc., the chair (or appropriate administrator) should include an evaluation of the product and note the nominee's contribution to the 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 (or appropriate administrator) addresses the candidate's accomplishment in the instructional area, s/he should also include information on the quality of advising, including dissertation advising.

IFAS faculty at research centers and medical faculty affiliated with University Hospital in Jacksonville may also have letters from center directors or associate chairs, respectively. These letters are to be included behind the chair's letter.

27. DEAN'S LETTER - The letter from the dean and/or vice president should be written after the results of the review at the college/unit level, but before being sent to the next level. This correspondence is to be used to convey the dean's endorsement or lack of endorsement of the nomination and to explain/clarify such issues as unusual votes, especially those where the departmental faculty votes are more than one-fourth negative, exceptional assignments, and unique contributions. It also serves as an evaluation of the nomination. A copy of the letter is to be sent to the nominee and the appropriate chair within 5 days after it has been written.

28. BIO-SKETCHES OF INDIVIDUALS WRITING SOLICITED LETTERS OF EVALUATION - A brief, objective narrative summary indicating the credentials/qualifications of each individual providing a letter of evaluation.

The summaries should be in the same order as the letters of evaluation.

29. LETTERS OF EVALUATION - The determination of individuals, both internal and external, from whom letters of evaluation are to be sought should be in accordance with the college policy. Those from whom letters of evaluation are solicited must be notified of the possibility that a copy of the letter will be sent to the faculty member unless s/he executes a written waiver before the letters are requested. To aid in the preparation of the bio-sketches requested in #28 above, the department may wish to ask for copies of the evaluator's vitae when soliciting input.

A sufficient number of outside evaluations shall be sought so that the packet includes at least three letters from outside the university. "Outside" means individuals not employed either currently or in the past ten years by the University of Florida. You are encouraged to solicit outside letters from those who do not have a personal relationship with the candidate; ideally the packet will include at least three such letters. Please note that these are to be letters of evaluation offering evidence of recognized contributions and not simply letters of support. Letters from other institutions should normally be written by faculty of higher rank than the nominee, and letters from faculty who are at the top of the candidates 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.

A copy of a typical letter requesting the letters of evaluation should appear before the actual letters of evaluation. When soliciting these letters from outside the university, please ask the evaluator to assess the nominee's research performance and whether it represents a significant contribution to the field. Other questions may include whether the evaluator believes the nominee would qualify for tenure and/or promotion at AAU public institutions or other quality universities, how the candidate compares to the most accomplished researchers at the same stage in their careers, and any evaluation of the nominee's instructional abilities and public service/extension/outreach activities. The letter should not be leading in its request for an evaluation.

All solicited letters which have been received must be included in the packet.

If a letter of evaluation has been faxed, please use reproduced copies of this letter in all copies of the packet, including the original.

30. COPIES OF THE LAST FIVE ANNUAL LETTERS OF EVALUATION - Attach the last five annual letters of evaluation with the most current appearing first.

If a faculty member is a "new hire" this academic year, there will be no annual evaluation letters included. Those nominees being considered for tenure and/or promotion prior to their sixth year of employment will not have five evaluations. In this case, supply the evaluations that have been given.

31. THE FURTHER INFORMATION SECTION - Include such things as letters of acceptance from publishers, list of submitted publications, information on forthcoming books, unsolicited letters of recommendation (please indicate that these are unsolicited), committee reports, as well as any additional information the nominee wishes to submit. Information should be restricted to professional accomplishments and should not include such items as "thank you" letters or acknowledgment letters.

Vitas/resumes, publication reprints and reprint requests are not to be included in the packets (but may be requested by the reviewing bodies at any level of the process.)

PROCESS INFORMATION

An original and eight legible copies of the materials must be submitted for each nomination for tenure, permanent status and/or promotion to the University Academic Personnel Board. Please review all nine packets at each level of consideration to ensure that they are all in the same order and that all are complete.

Do not use staples in any of the materials.

If pages to be inserted in the packet are larger than 8 1/2" x 11", they are to be reduced to 8 1/2" x 11".

Attachments should be listed consecutively and do not necessarily have to be on separate pages. Each page should be numbered and each subject should have the title and number as listed in these guidelines.

Please use a font/type size of 10, 11 or 12 when compiling requested information listings.

ELIGIBILITY FOR TENURE

1. A faculty member must be nominated for tenure by the sixth year of service in an eligible position, although consideration may be given earlier. A faculty member not supported for tenure by the President of UF by the end of the sixth year must be given a letter of non-renewal.
2. Only those employees who are classified as instructional and research faculty with the rank of assistant professor or above and who are employed in a tenure-accruing position under the provisions of the Board of Regents and the University rules and/or the Collective Bargaining Agreement are eligible for nomination for tenure. Tenure may be granted in the faculty ranks, but not in administrative positions.
3. Effective Fall Quarter, 1976, faculty members in the General Collective Bargaining Unit with the rank of assistant professor or above began to accumulate part-time service toward tenure eligibility (with no retroactive accumulation). Effective July 1, 1980 all part-time eligible faculty outside the bargaining unit began to accrue tenure eligibility.
Faculty, who have accrued some or all of tenure eligible time through part-time service prior to the 1995-96 academic year, will be awarded tenure at the FTE of their original appointment to a tenure accruing position unless the original appointment has been changed and approved by Academic Affairs and the Affirmative Action Office. The appropriate academic department and college may submit a request to Academic Affairs for a change to full-time tenure status for any faculty member who is granted tenure at less than 1.00 FTE, after the faculty member has completed a total of six consecutive years of 1.00 FTE appointments.
4. The award of tenure may be recommended to the Board of Regents at the time of initial appointment to associate professor or above. Requests for tenure upon appointment should be submitted to the Provost (or designee) with a statement of the reasons for the request and supporting documentation, including a statement justifying the special circumstances which warrant granting tenure as a condition of employment, a complete curriculum vita of the candidate, letters of reference, and the vote of the appropriate departmental faculty.
5. Instructors are not eligible for tenure. (University School Instructors, however, are eligible for permanent status.) Up to two years of tenure eligible time accrued in the instructor rank may, with the approval of Academic Affairs, count towards tenure eligibility if the individual is promoted to the assistant professor rank. Therefore, an instructor should, by the end of the fourth year of employment, be promoted to the assistant professor level or be given notice of non-renewal in accordance with the F.A.C. and/or the Collective Bargaining Agreement.
6. One year of University of Florida tenure-eligible service is two semesters in a twelve month period, usually beginning in the Fall and ending in the Summer. One year of service has been defined as 39 weeks of employment. A 12-month faculty member should have been employed by November 7 for the first academic year of employment to count as one year of eligibility. Continuous employment of at least 19 weeks during an academic year counts as one semester of eligibility.

7. No tenure earning time shall be accrued during a semester leave of absence without pay or a reduced FTE appointment, except as agreed to in writing by the Office of Academic Affairs and the faculty member at the time of approval of the leave. Such requests should be included in the request for leave of absence or reduced FTE and processed through appropriate administrative offices.

ELIGIBILITY FOR PERMANENT STATUS

1. A faculty member of P.K. Yonge Laboratory School is eligible to be considered for permanent status during his/her third year of continuous service, or equivalent in part-time service, in a permanent status accruing rank although consideration may be earlier. Permanent status may be granted in the faculty rank but not in the administrative classification.
2. IFAS extension agents are eligible to be considered for permanent status during their sixth year of continuous full-

time service in a permanent status accruing title, although in rare circumstances consideration may be earlier. Permanent status may be granted in the faculty rank, but not in the administrative classification.

3. One year of University of Florida permanent status eligible service is two semesters of continuous service in a twelve month period, usually beginning in the Fall and ending in the Summer. Beginning with the 1982-83 year, one year of service has been defined as 39 weeks of employment. Continuous employment of at least 19 weeks during an academic year counts as one semester of eligibility. (Please refer to Eligibility of Tenure, #7 for clarification on dates.)

4. Credit is not accrued for the semester while on leave of absence without pay or reduced FTE except as agreed to in writing by the Office of Academic Affairs and the faculty member at the time of approval of the leave or reduced FTE. Such requests should be included in the request for leave of absence or reduced FTE and processed through appropriate administrative offices.

ROUTE OF NOMINATION

1. In those colleges with departments, the department chair must initiate the process for nomination for tenure, permanent status and promotion to the Associate Professor rank or above. In those colleges where there are not departments, the dean must initiate the process. Any faculty member desiring to submit a nomination for tenure or promotion must be considered.

2. The department faculty should normally meet to discuss the nomination before a secret ballot is taken. Such discussions and the materials reviewed must be confidential. Violation of the confidentiality will be considered a breach of the integrity of the process and will be treated as misconduct. **A secret ballot of the departmental faculty eligible to vote shall be taken no earlier than one day following the meeting.**

3. The nomination must be forwarded to the college level for consideration, unless the candidate chooses to withdraw his/her nomination.

Before being submitted to the college level, the appropriate administrator must attach the chair's letter and the complete departmental vote(s). Once this information has been added to the packet, the nominee must receive a copy of the letter and the results of the department vote(s).

4. The dean/director must sign the nomination indicating endorsement or lack of endorsement for the nomination before it can be forwarded to the University Academic Personnel Board. However, in the case of IFAS and the Health Center, the vice president must also indicate endorsement or lack of endorsement for the nomination before it is forwarded to the University Academic Personnel Board. The faculty member is to be notified of the action(s) taken on the nomination and the reasons if it is not endorsed as soon as practically possible.

5. By the end of the sixth full year of service, or the equivalent in part-time service, the faculty member shall be either awarded tenure or given notice of non-renewal.

6. The University Academic Personnel Board shall serve in a fact-finding and consultative role to the President on all nominations received from the deans, directors, or, in the case of IFAS and the Health Center, from the vice presidents. The Academic Personnel Board will review the candidates' nomination packets and report on the strengths and weaknesses of the records. If there are questions about a nomination packet, the Academic Personnel Board shall notify the dean who in turn will notify the chairperson and the faculty member so they may respond. The University Academic Personnel Board considers all nominations during the months of January through April.

7. The President makes the final decision with regard to promotion and permanent status nominations and the final university decision regarding nominations for tenure, which are then forwarded to the Board of Regents for final consideration. Tenure is granted by the Board of Regents.

8. The faculty member must be given proper written notice of any action that is taken at any level. Copies of the notice of denial by the President should be sent to the nominee and to all pertinent administrators.

In the case of a denial, the nominee shall be notified in writing by the President (or President's designee)

immediately, or as soon thereafter as possible, of the denial and reason(s) for denial. If the denial was for the award of tenure or permanent status, a separate notice of non-renewal must be sent to the faculty member by the academic unit responsible for the nomination.

9. Faculty members being considered for tenure prior to the sixth year may withdraw, without prejudice, from the review process if no official action is taken on the nomination, i.e. written communication regarding the denial. For non-unit faculty, this requires written mutual agreement between the faculty member and the chair.

GRIEVANCE PROCEDURES

It would be appropriate to enclose copies of the University's rule 6C1-7.041 F.A.C. (and 6C1-7.042, F.A.C. for non-unit) with the letters of denial to faculty. These rules describe the grievance procedures.