

## **University of Florida 2013-14 Promotion & Tenure Guidelines Highlight Changes from 2012-13 Guidelines and Template**

The following areas have been changed from the 2012-13 “Guidelines” and “Template”

### **Guidelines and Template**

- Grammatical changes throughout
- All dates changed to reflect new cycle
- Updated to include references, where appropriate, to online (OPT) system

### **Guidelines**

Note: Because of the switch to the OPT system, reading through the entire “Guidelines” document is recommended.

#### Section I:

- Part 2(A) Wording shortened for clarification.
- Part 4 College of Agricultural and Life Sciences probationary period changed to 7 years
- Part 4 College of Medicine probationary period changed to 10 years

#### Section II:

- Part 2 Permanent status for Extension Agents added to clarify the status of this group
- Part 6 In-unit faculty referred to CBA for deadlines on requesting probationary period extension

#### Section III:

- Part 8 References to “phased retirement” made generic since specific program does not exist
- Part 16 For clarification, references withdrawal and resignation in the event of a negative decision
- Part 17 For clarification adds wording about department concurrence in withdrawal and resignation; references Employment Relations Office in Human Resources for non-renewal letter format

#### Section IV:

- This Section was moved here to more accurately capture the flow of the process
- Part 3 Wording clarified to reflect College of Medicine practice
- Part 4 Wording changed to make the reporting of unusual assignments, unique contributions, or negative, abstaining or absent votes more generic. Explanation of 20% of votes now not required; however, chairs and deans may be asked to do so by the APB
- Part 6 Clarification of “personal or professional relationship” for external letters of evaluation
- Part 6 External letters for in-unit faculty referred to CBA.

#### Section V:

- Part 2 Clarifies that “Assistant In...” series in some colleges decided by the dean of the college
- Part 4 Wording changed to note explanation of 20% of votes now not required; however, chairs and deans may be asked to do so by the APB

Section VI:

- Part 4 Word “normally” added.

Section VII:

- Part 3 Wording changed to accommodate different tenure probationary periods.

## **Template**

Section Number:

12. Candidate’s may indicate with an asterisk that a Master’s committee was a non-thesis option.
16. “Key” created for use in indicating author relationships as senior author, fellow, graduate students, etc. All candidates should use the same key
18. Clarifications in instructions and charts on how to record grant activity
30. Sample letter should be a copy of a template, not a copy of an actual letter of solicitation to an evaluator.
31. For ease of review, please upload each bio-sketch and accompanying letter in a separate PDF and note the institution in the “Comments” section.