University of Florida
Online Promotion & Tenure (OPT) System
Frequently Asked Questions

1. **“What is OPT”?**

   “OPT” stands for “Online Promotion & Tenure.” The OPT system is a workflow process that uses MyUFL for uploading, reviewing, tracking, and signing-off on the promotion, tenure, and/or permanent status packets produced by faculty candidates.

2. **When does it go into effect?**

   Two pilot programs (in 2011-12 and 2012-13) have already been conducted, and the system will be open to the entire campus in April 2013 for the 2013-14 process.

3. **Who will use OPT?**

   All faculty candidates who go through the tenure, promotion or permanent status process will use OPT to upload, interact with and track their packets. (Note that individuals who are faculty in the Assistant In series in the College of Law, IFAS, and the Health Sciences Center will not use the system since the dean/director of that unit makes promotion decisions. These individuals should still access and use the Template. They will not need any special security role to download the Template.)

   Any faculty member who participates in the promotion, tenure, and permanent status review process, whether as a member of a department, a college committee (or both), or the Academic Personnel Board will access the packets in the OPT system.

   Chairs, directors and deans will use the system to review files, upload their letters of evaluation, and enter an endorsement statement for candidates.

   Departmental and college staff who have duties involving the promotion, tenure, and permanent status process also will use OPT.

4. **Is OPT different from the usual promotion and tenure process we do on paper?**

   No. OPT is built on the usual process and does not introduce any new rules. Do note, however, that the paper process always changes a little each year as it adapts to the needs of faculty and staff or new requirements. Promotion and tenure is not a static process no matter how the files are tracked. Participants should still assume that there may be small differences each year in the process, participate in any suggested training, workshops, or information sessions, and check the Academic Affairs website (http://www.aa.ufl.edu/tenure) for each years’ “Guidelines” and other information.
5. **Do I have to do anything special to use OPT?**

All faculty have access to the template for each promotion and tenure cycle without doing anything special. If a faculty member intends to be a candidate, however, they will need to notify their chair so that s/he can ensure they are entered into the system as a candidate. Faculty should provide such notice as early as possible (April or May), but no later than July 1st if all external evaluation requirements are to be fulfilled.

Department and college staff, chairs, and deans will need to have special PeopleSoft roles in order to access the system. Roles can be obtained by requesting the security role through the Departmental Security Administrator (DSAs) via the Access Request System after any required training is completed. An instruction guide can be found at [www.hr.ufl.edu/training/myufl/toolkits/security.asp](http://www.hr.ufl.edu/training/myufl/toolkits/security.asp)

6. **What kind of training is available?**

For faculty candidates, Academic Affairs will continue to offer workshops in the spring that will cover the general process and provide an introduction to the online system. For staff, the course, PRO324: Supporting Tenure and Promotion Activities in Your Department is given each semester by Human Resource Services. In spring 2013 there will be several general information sessions for staff as well as specific training sessions in several of the colleges. These will be announced via email and [InfoGator](http://www.hr.ufl.edu/training/myufl/toolkits/security.asp).

In addition, for both faculty and staff there are specific information and training modules available through Human Resources, as well as simulations and “Instructional Guides.” New information is added from time to time. Visit [http://www.aa.ufl.edu/tenure](http://www.aa.ufl.edu/tenure) and click on “Toolkit” to go to these materials.

7. **How do I know who is going up for tenure, promotion or permanent status?**

This is unchanged from the paper process. Individual faculty may notify their chairs when they believe they are ready to become candidates. As noted above in #5, providing notice as early as possible is important to allow the process to work more smoothly.

Academic Personnel each spring forwards to each affected department a list of all faculty who are in the last year of their tenure or permanent status probationary period. Those individuals must go forward as candidates. If you have any questions about the list—if you believe someone’s name is there in error, or that someone who should be listed is not—contact Janet Malphurs in Academic Personnel at jmmalph@ufl.edu.